

## NEEDS ASSESSMENT

The District recognizes that a Needs Assessment can provide useful guidance to the District in performing its monitoring and oversight of Sponsored Schools. For purposes of this Procedure, a Needs Assessment is defined as a planning process used by the District to determine deficiencies, set technical assistance priorities, make organizational improvements, and/or allocate resources.

The District identifies the following procedure as its Needs Assessment.

### 1. Collection of Data

The District shall identify data sources from which the Needs Assessment will be conducted. The data from these sources can then be analyzed to identify areas where performance is deficient (“Needs Indicators”). In conducting a Needs Assessment, the District’s shall use two (2) or more data sources.

Data sources to identify needs may include, but are not limited to:

- **Staff Survey**
  - Overview: The District may provide a survey to Sponsored School staff for purposes of identifying areas where the Sponsored School believes additional resources are needed and/or where technical assistance needs may be needed.
  - Needs Indicator(s): Survey items or responses that demonstrate an area requiring further attention.
  
- **School Report Card**
  - Overview: Annually, the Sponsored School receives a report card that has been developed pursuant to the Revised Code.
  - Needs Indicator(s): The Sponsored School receives a grade of “D,” “F,” or “Does Not Meet Standards” for specific measures and/or indicators.
  
- **Compliance – Sponsored Schools Compliance Summary**
  - Overview: As part of ODE’s system of evaluation, ODE annually provides an “Oversight of Schools Worksheet.” This Worksheet is used by ODE to certify whether a school is compliant with specified laws.
  - Needs Indicator(s): Although the District certified the School was compliant, the School is identified as “non-compliant” regarding specific items.

- Contractual Performance Measures
  - Overview: The District's Sponsor Contract with a Sponsored School contains specific performance measures.
  - Needs Indicator(s): The Sponsored School does not meet performance measures and/or the Sponsored School's performance is materially decreasing over the prior year.
  
- Annual Report
  - Overview: Annually, the District provides annual report(s) regarding the Sponsored School's performance.
  - Needs Indicator(s): The Sponsored School does not meet performance measures and/or the Sponsored School's performance is materially decreasing when compared to the prior year.
  
- High Stakes Review
  - Overview: Pursuant to the Sponsorship Contract, a High Stakes Review is conducted every five (5) years or prior to renewal.
  - Needs Indicator(s): The Sponsored School does not meet performance measures and/or the Sponsored School's performance is materially decreasing from the prior year.
  
- Site Visits & Reports
  - Overview: Pursuant to Ohio law, the District conducts at least two site visits annually. As part of the site visits, the District provides reports that identify areas of compliance, noncompliance, strength and weakness.
  - Needs Indicator: The District's report indicates areas of non-compliance or weakness or contains recommendations for improvement.
  
- Monthly Financial Reviews.
  - Overview: Pursuant to Ohio law, the District meets with the Sponsored School to review financial and enrollment records, and provides a written report of the review.
  - Needs Indicator(s): The District's report identifies problems or contains recommendations for improvement.
  
- Annual Audit
  - Description: Annually, the Auditor of State conducts an audit of the Sponsored School.
  - Needs Indicator(s): The Audit identifies particular findings, a deficiency in internal control, a material weakness, a significant deficiency, or an area of noncompliance.

- Prior Needs Assessment
  - Overview: The District may conduct annual Needs Assessments of the Sponsored School.
  - Needs Indicator: Items requiring attention from the prior year have not improved.

## 2. Prioritizing Needs and Communication

Based on the District's identification and analysis of needs from two (2) or more data sources, the District shall then prioritize potential needs. As it determines appropriate, the District may collaborate with the representatives of the Sponsored School to prioritize needs and to obtain further context regarding potential needs.

Along with identified priorities, the District may identify potential technical assistance, recommendations regarding professional development, and other suggestions that will assist the School in improving its program. The District also may allocate additional resources to supporting the Sponsored School in these needs.

## 3. Needs Assessment Report

The District shall then create a report that specifies (1) an overview of the Needs Assessment process, (2) a summary of the data collected and reviewed, (3) the needs that were identified and the data on which identification occurred, (4) the desired outcome, and (5) any assistance that the District is proactively providing to the Sponsored School.