



**PK – 12 Comprehensive Needs Assessment  
Overview**

## **Comprehensive Needs Assessment Process**

The Comprehensive Needs Assessment is a culmination of multiple types of data that is collected over time. Kentwood Public Schools uses the most recent three years of data as the benchmark to conduct trend data comparisons on an annual basis. Data will be collected, results will be analyzed and summarized, and conclusions will be drawn for identifying successes/challenges and strategies to improve all areas.

The system used to design, implement, and evaluate the Comprehensive Needs Assessment is the District School Improvement process. The District School Improvement team meets a minimum of four times a year. Dates are established at the beginning of each school year. Sign-in sheets, agenda, minutes, and all relevant resources and materials are kept on file in the Superintendent's office. Agendas and minutes are shared with all stakeholders via email.

## **Stakeholder Involvement**

The stakeholders involved in the Comprehensive Needs Assessment include members from a diverse group of experiences, background and expertise to include leadership, instruction, assessment, state and federal programs, and the continuous school improvement process. Representative groups include:

- School Board Member(s)
- School Administrators
- Certified Staff
- Support Staff
- Student(s)
- Community Members
- ISD and MDE Consultants as needed

At some point throughout the school year, each of the stakeholder groups participate in the Comprehensive Needs Assessment process by being on the district or school level improvement teams, designing and completing surveys, participating at school/district events, providing feedback regarding programs and processes, analyzing and summarizing data, etc...

## **Data Collection**

The Comprehensive Needs Assessment is conducted annually. Prior to the formal analysis of the multiple types of data, the following data points are collected.

### **1. Demographic Data**

- a. Student
- b. Staff
- c. Community

### **2. Perception Data**

- a. Student
- b. Parents
- c. Staff
- d. Community

### **3. Programs and Process Data**

- a. District
- b. Building

### **4. Student Achievement Data**

- a. Aggregate State Data
- b. Sub-Group State Data
- c. Local Data

## **Conclusions and Recommendations**

Once the data is reviewed by the stakeholder groups, conclusions are drawn and plans are made to improve areas of challenge, both at the district and school levels. Areas included but not limited to formal recommendations include:

- Student needs
- Staffing needs
- Parent needs
- Curriculum needs
- Professional development needs
- Communication needs
- Facility/Technology needs
- Transportation/Food Service/Health Care needs
- Other needs as determined by the data

## **Continuous Improvement Actions**

Building level teams, as well as the district team, use the Comprehensive Needs Assessment findings to create goals, objectives, strategies, and activities in the district/building improvement plans to raise student achievement in all core areas and to improve teacher/administrator capacities.

Each school year, the District School Improvement team, with representative stakeholder input, reviews and revises the district vision, mission, and belief statements. These statements can be found in the District Executive Summary in ASSIST as part of the district improvement plan.

### **Vision:**

Kentwood Public Schools will be a place of excitement and enthusiasm for education and an appreciation for diversity. Everyone will be encouraged to be a creative force in the development of an educational system for the future through participation in continuous staff development opportunities. Staff, students, parents, and community will establish higher levels of excellence and develop plans to meet these expectations on a regular basis. Teachers will accept their responsibility to teach, students to learn, administrators to support both, and all will be accountable to the community for success. Every staff member will be accountable for the delivery of total quality service to the community at large in a financially responsible manner. Students are valued for their individual differences and will have broad opportunities to explore a variety of interests with maximum flexibility. Technology will play a strong role in the delivery of education and the administration of the district. It will be used to improve accountability and efficiency in both areas. The district will reach out to the community to help those families having trouble providing educational support for their children. There will be a significant number of volunteers working in our schools assisting teachers during the day. An emphasis will be to attract parents, senior citizens, and business people. The school district will offer continuing adult education to facilitate career change needs of the community. With cooperative programs with other schools, the district will become a place of lifelong learning. Local governments and businesses will become active partners in the district. The Kentwood school district encourages maximum use of its educational resources and facilities by the community.

### **Mission:**

Kentwood Public Schools, together with the parents and the community, will educate all students in a safe, secure environment. We are committed to excellence, equity, and diversity in education. Our goal is for each student to master and apply the essential skills to be a successful, productive citizen.

### **Belief Statements:**

#### **We believe...**

- that each and every student can learn.
- in diversity and the value a global perspective brings to our students' education.
- in a safe and secure environment for all students and staff.
- that continuous improvement is at the core of all of our decisions.