Sample Agenda for NAC Meeting to Review Concerns and Identify Needs

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| COMPREHENSIVE NEEDS ASSESSMENTNeeds Assessment Committee Meeting State Department Of Education |

**Meeting Purpose:** To review Concern Statements, develop Need Indicators, and identify data sources.

9:00 Overview of meeting purpose and agenda; introduction of any team members who were not at the last meeting

9:15 Review of prioritized list of Concern Statements developed in Meeting I

Group Discussion: Ask committee members the following questions:

* Does the list of prioritized Concern Statements capture the most significant concerns related to the education of migratory children and youth?
* Are there any additional concerns we need to keep in mind or incorporate as we move forward?

9:30 Introduction to Need Indicators

Group Discussion: Have the group discuss the following question:

* How can we measure whether the perceived need around a particular concern actually exists?

Group Activity: Have pairs work together to complete the worksheet provided in Appendix G.4; discuss various responses according to criteria for strong Need Indicators.

10:15 Break

10:30 Develop Need Indicators for Concern Statements

Group Activity: Divide into pairs or triads; provide each small group with a template with several Concern Statements listed; ask each group to complete the table by developing Need Indicators and completing the Sources of Data column (see [*Linking Concerns, Needs, and Data Table [Handout]*](https://results.ed.gov/cna-toolkit/article/2-c-list-of-resources-and-tools-for-step-2/linking-concerns-needs-and-data-table-handout)and *[Linking Concerns, Needs and Data Table [Template]](https://results.ed.gov/cna-toolkit/article/2-c-list-of-resources-and-tools-for-step-2/linking-concerns-needs-and-data-table-template)*).

(An efficient way to conduct this activity is to ask NAC members to bring laptops to the meeting and share the template with Concern Statements as an electronic file for the group activity.)

11:30 Debrief the work of the small groups

Group Discussion: Project each of the completed tables on a screen for group review and record comments, suggestions for additional sources of data, recommendations for prioritizing the Need Indicators, and other ideas.

12:30 Debrief the work of the day (what went well, what could have gone better); review next steps; adjourn

Meeting Outcome: Tables from small group work that depicts Concern Statements, Need Indicators, and sources of data (existing or to be developed)