Sample Agenda for NAC Meeting as Expert Work Groups

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| COMPREHENSIVE NEEDS ASSESSMENT  Needs Assessment Committee Meeting  State Department of Education |

**Meeting Purpose:** To identify evidence-based and promising solutions and strategies to address identified needs.

9:00 Introduction of Needs Assessment Committee (NAC) and experts joining for Expert Work Groups

9:10 Overview of the Purpose of the Meeting

9:20 Overview of the Progress of the NAC and Description of the Comprehensive Needs Assessment Process (for New NAC Members)

* PowerPoint Presentation by NAC member

9:35 Revisiting the Prioritized List of Need Statements

* Whole-Group Discussion:
* Does the list of prioritized Need Statements represent a comprehensive picture of what we feel to be the needs of migratory children and youth in our state?
* What common themes and issues stand out?

10:00 Break

11:00 Expert Work Groups

* Divide the NAC into Expert Work Groups and provide them with instructions
* Review Need Statements related to the issue or content area the group is addressing
* Identify common themes that cut across some of the Need Statements that might require similar solutions and strategies
* Discuss whether any root causes need to be further explored
* Discuss possible solutions
* Select solutions and develop strategies to make them concrete
* Identify implementation challenges
* Discuss how solution strategies should be customized for your state
* Document and summarize proposed solutions and strategies (see the template [*Summary of Proposed Solutions*](https://results.ed.gov/cna-toolkit/article/4-c-list-of-resources-and-tools-for-step-4/summary-of-proposed-solutions-template))

12:00 Lunch

1:00 Continue with Expert Work Group Activities

3:00 Break

3:15 Review of Proposed Solutions

* Each Expert Work Group presents proposed solutions either in a PowerPoint presentation or on chart paper
* Whole group discusses the following:
* Do the proposed solutions comprise a comprehensive approach to addressing the needs of migratory children and youth?
* What additional input is needed as to the appropriateness of any of the proposed solutions?
* Is the research and evidence of effectiveness for migratory children sufficient to justify the solutions?
* What solutions could be grouped together to form a broader strategy or approach?
* In what ways could some of the solutions be improved?

4:30 Expert Work Groups Reconvene

* Use input from the whole group to make any revisions to their solutions and strategies

5:00 Next Steps and Adjourn