To: Building Principals

From: Quiana Hennigan X4057

Re: Educational Effectiveness Survey (EES) Building Plan

Please e-mail your building plan to Quiana Hennigan using the guidelines below by **January 19** for review and approval.

**Educational Effectiveness Survey (EES)** **Building Plan**

**February 21 – March 30, 2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | Mill Creek ES | **Principal** | Brenda Fuglevand | **Ext.** | 6890 |

**Support Staff member assigned to EES:** \_Kristin Dickert\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ext.**  \_6891\_\_\_\_\_\_\_\_\_\_\_

Resources can be found on [Docushare](http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4206)

1. **Schedule (February 21 – March 30, 2018)**

* Indicate the **date you prefer CEE to email surveys directly to staff February 21.**
* Indicate the **date you prefer online staff surveys to close March 30.**
* Indicate the dates paper surveys will be distributed in the calendar below.

| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- |
| **February** **12**  Paper surveys requested arrive at schools | 13 | 14  Email arrives with parent online survey link | 15 | 16 |
| 19  Mid-Winter Break | 20  Mid-Winter Break | 21  **Survey window opens**  Paper Survey for Parents available in office all month | 22 | 23 |
| 26 | 27 | 28 | **March 1** | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26  Paper Survey for Parents at parent teacher conferenes | 27  Paper Survey for Parents | 28  Paper Survey for Parents | 29  Paper Survey for Parents | 30  Paper Survey for Parents  **Survey window closes**  -Send paper student and parent surveys to A&R.  -Send staff paper surveys directly to CEE. |
| **March 26 – 30 Early Release for Elementary Schools / Parent Conferences** | | | | |
| **April 2**  Paper surveys must arrive at A&R | 3  No intra-district delivery | 4 | 5 | 6 |
| **Spring Break April 2 – 6** | | | | |

1. **Surveys Requested:** Indicate in the table below if your building will use Paper/Pencil surveys, online surveys, or a combination of both.In the areas in which you are using paper surveys, indicate the number of paper surveys you need for your building.

***Note:***[Docushare link](http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4206/Document-92040) *to see your survey usage from the 2016-17 school year*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surveys** | **Survey Type** | | | **Number of paper surveys needed, if applicable** |
| Parents | * P/P | * Online | X Both | 200 |
| Students *(Grades 4-12)* | * P/P | X Online | * Both |  |
| All School Staff | * P/P | X Online | * Both |  |

**3.** **EES Survey Tasks**:

[DocuShare](http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4206) link for documents listed below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | **Person Responsible** | **Person Assisting** | **Scheduled Date** | **Extension Number** |
| Print translated copies of parent and student surveys from DocuShare *(contact A&R if more than 100 copies are needed for any translated survey)* | Brenda | Becky | Feb 16 | 6800 |
| Determine classroom teachers who will be administering student surveys | Brenda | Kristin | Feb 16 | 6890 |
| Schedule grades 4 - 12 classroom survey time | Brenda | Kristin | Feb 5 | 6890 |
| Distribute student paper surveys into classroom manila envelopes; add teacher name | NA |  |  |  |
| Customize parent letter or BBC call regarding EES survey. *Sample on DocuShare* | Kristin | Brenda and Becky | Feb 5 | 6891 |
| Distribute parent surveys to go home with all students; if applicable | NA |  |  |  |
| Email building staff a few days prior to your online staff survey date to inform them to look for an email from [Sarahs@Effectiveness.org](mailto:Sarahs@Effectiveness.org) with a direct link to the survey. *The text for this email is in* [DocuShare](http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4206) | Brenda | Kristin | Feb 12 | 6890 |
| Return staff paper surveys to CEE in provided prepaid envelope *(white)* | NA |  |  |  |
| Return parent and student paper surveys to A&R by **March 30** | Brenda | Becky | March 30 and April 2 | 6800 |

**4. Communication Plan** – Indicate below how you plan to communicate this essential annual survey to each of the groups listed below. Include in your plan follow-up communication reminders.

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **How we intend to communicate** | **Person Responsible** | **Date(s)** |
| **Students** | *Teachers will inform students the day of the survey* | Brenda/Teacher | Feb 26-March 2 |
| **Parents** | *Blackboard Connect, Parent newsletter, teacher newsletter* | Brenda/Kristin | Feb 21 |
| **Staff** | *Staff Bulletin, Morning News, Staff meeting* | Brenda/Kristin | Feb 12, 21-23 with reminders |