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** | Jackson Elem. School | **Principal** | Falicia Green | **Ext.** | 5690 |

**Support Staff member assigned to EES:** \_Carolyn Syberg and Cindy Daybell **Ext.**  \_5600\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
* Indicate the **date you prefer online staff surveys to close \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_**.
* 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** | 22 | 23 |
| 26 | 27 | 28 | **March 1** | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30  **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 76 | * Online 1 | * Both 77 | 350 |
| Students *(Grades 4-12)* | * P/P 96 | * Online 1 | * Both 97 | 125 |
| All School Staff | * P/P 0 | * Online 38 | * Both 38 | 15 |

**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)* | Falicia Green | Carolyn Syberg | 3/1/2018 | 5690 |
| Determine classroom teachers who will be administering student surveys | Falicia Green | Carolyn Syberg | 2/14/2018 | 5690 |
| Schedule grades 4 - 12 classroom survey time | Carolyn Syberg | Cindy Daybell | 2/14/2018 | 5603 |
| Distribute student paper surveys into classroom manila envelopes; add teacher name | Carolyn Syberg | Cindy Daybell | 3/7/2018 | 5603 |
| Customize parent letter or BBC call regarding EES survey. *Sample on DocuShare* | Falicia Green | Cindy Daybell | 2/16/2018 | 5690 |
| Distribute parent surveys to go home with all students; if applicable | Carolyn Syberg | Cindy Daybell | 2/27/2018 | 5603 |
| 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) | Falicia Green | Cindy Daybell | 2/27/2018 | 5690 |
| Return staff paper surveys to CEE in provided prepaid envelope *(white)* | Carolyn Syberg | Cindy Daybell | 3/15/2018 | 5603 |
| Return parent and student paper surveys to A&R by **March 30** | Carolyn Syberg | Cindy Daybell | 3/15/2018 | 5603 |

**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** | *Family Newsletter* | Falicia Green,  Cindy Daybell | Feb. 14, 2018 |
| **Parents** | *Family Newsletter, Family Engagement Event* | Falicia Green,  Cindy Daybell | Feb. 14, 2018 |
| **Staff** | *Staff Meeting, Staff Communication* | Falicia Green | March 9, 2018 |