

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](#)

**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
<b>February 12</b> 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 <b>Survey window opens</b>	22	23
26	27	28	<b>March 1</b>	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 <b>Survey window closes</b> -Send paper student and parent surveys to A&R. -Send staff paper surveys directly to CEE.
<b>March 26 – 30 Early Release for Elementary Schools / Parent Conferences</b>				
<b>April 2</b> Paper surveys must arrive at A&R	3 No intra-district delivery	4	5	6
<b>Spring Break April 2 – 6</b>				

2. **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](#) to see your survey usage from the 2016-17 school year

Surveys	Survey Type			Number of paper surveys needed, if applicable
Parents	<input type="checkbox"/> P/P 76	<input type="checkbox"/> Online 1	<input type="checkbox"/> Both 77	350
Students (Grades 4-12)	<input type="checkbox"/> P/P 96	<input type="checkbox"/> Online 1	<input type="checkbox"/> Both 97	125
All School Staff	<input type="checkbox"/> P/P 0	<input type="checkbox"/> Online 38	<input type="checkbox"/> Both 38	15

### 3. EES Survey Tasks:

[DocuShare](#) link for documents listed below

Tasks	Person Responsible	Person Assisting	Scheduled Date	Extension Number
Print translated copies of parent and student surveys from DocuShare ( <i>contact A&amp;R if more than 100 copies are needed for any translated survey</i> )	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	Carolyn Syberg	Cindy Daybell	3/7/2018	5603

manila envelopes; add teacher name				
Customize parent letter or BBC call regarding EES survey. <i>Sample on DocuShare</i>	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 <a href="mailto:Sarahs@Effectiveness.org">Sarahs@Effectiveness.org</a> with a direct link to the survey. <i>The text for this email is in <a href="#">DocuShare</a></i>	Falicia Green	Cindy Daybell	2/27/2018	5690
Return staff paper surveys to CEE in provided prepaid envelope ( <i>white</i> )	Carolyn Syberg	Cindy Daybell	3/15/2018	5603
Return parent and student paper surveys to A&R by <b>March 30</b>	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)
<b>Students</b>	<i>Family Newsletter</i>	Falicia Green, Cindy Daybell	Feb. 14, 2018
<b>Parents</b>	<i>Family Newsletter, Family Engagement Event</i>	Falicia Green, Cindy Daybell	Feb. 14, 2018
<b>Staff</b>	<i>Staff Meeting, Staff Communication</i>	Falicia Green	March 9, 2018