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## TIP SHEET FOR SCHOOL BOARD MEMBERS

In February 2018, Oregon will again administer the TELL Oregon Survey, an anonymous online teaching and learning conditions survey. The survey is taken every two years by teachers and building-level licensed administrators and staff with the results accessible on the TELL Website for the state, district as well as any school building that meets the survey's participation threshold. The survey is used by school and district leaders for purposes of school and district improvements and is used by state leaders to inform policy.

### Timeline for 2018 TELL Oregon Survey

- Early December, 2017--A letter is sent from Chief Education Office to superintendents and all principals along with a letter from the Governor to each educator formally announcing the 2018 TELL Oregon Survey
- Mid January 2018--A Pre-Survey Webinar is sponsored by NTC for schools.
- January 16, 2018--A TELL Oregon Survey poster, letter to the principal, and individual coded letters for accessing survey are mailed and begin arriving at schools late this week and into the next week.
- February 1, 2018--The 2018 TELL Oregon Survey window opens.
- February 1 – 28, 2018--The Survey Help Desk becomes available.
- February 28, 2018--The 2018 TELL Oregon Survey window closes.
- Five weeks following close of survey (tentative April 2<sup>nd</sup>) CEEdO sends email to district superintendents and principals with the pass code information for embargoed results.
- Mid April 2018—NTC provides a post-survey webinar for state, Educator Advancement Council, district, and school leaders on embargoed results.
- Mid April 2018—The 2018 TELL Oregon Survey results are released along with preliminary findings and heat maps.
- Mid April 2018—Governor releases statement on the results to the press.
- May 2018—CEEdO and NTC staff present findings to State Board of Education.

For more information check out the TELL Oregon Website: <https://telloregon.org>

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## Getting Ready for the 2018 TELL Oregon Survey

Do now	<ul style="list-style-type: none"> <li>• Use the <a href="https://telloregon.org">TELL Oregon Website</a> to review the participation rate for your district in the previous TELL surveys and set a goal to increase participation</li> <li>• Figure out what may have kept educators in your building from completing the survey and plan proactively to eliminate real or perceived barriers. <a href="https://telloregon.org">https://telloregon.org</a></li> </ul>
Mid Jan	<ul style="list-style-type: none"> <li>• Ask for an update from superintendent on plans underway to publicize the TELL Survey and to communicate importance from district leadership to all schools to encourage participation.</li> </ul>
Early February	<ul style="list-style-type: none"> <li>• Ask for updates from Superintendent at February School Board meeting on participation rates of schools on TELL Survey.</li> <li>• Develop recommended strategies to address low participation rates.</li> </ul>
March-April	<ul style="list-style-type: none"> <li>• Ensure that time is set aside at the School Board meeting to review the results and use the TIPS ON HOW TO USE THE TELL SUREY RESULTS to engage in discussion and planning.</li> </ul>
Following year	<ul style="list-style-type: none"> <li>• Ask for updates from superintendent on how schools responded with plans based on TELL survey results.</li> </ul>

### TIPS ON HOW TO USE THE TELL OREGON SURVEY RESULTS

Looking at your own district results:

- How were participation rates at schools? What might be the cause of low response rates?
- What district wide teaching conditions are high or low? What's changed since 2016? 2014?
- How do your district averages compare to state averages or aspirational peer districts?
- How do school results compare across the district? For schools with positive results, do you know what they are doing that could be impacting the results? What about schools with negative results?
- Are local school improvement plans and Title IIA plans reflective of the TELL survey results?
- What teaching conditions should you acknowledge and celebrate?
- What teaching conditions require further examination and strategic planning?
- What conversations need to occur with school and association leaders to address results?
- Have all school building leaders facilitated discussions to review and discuss the results?

Ask yourself and fellow board members:

- What systems of support for educators are currently in place throughout the district? Are they consistent throughout the district? Are they well communicated?
- How could you better allocate resources to impact improvements on areas rated low?
- What would be the ideal supports you would want to provide for educators? What keeps you from achieving the ideal? What steps would bring you closer to the ideal?
- What resources or board leadership will it take to the ideal a reality?