California Department of Education

Executive Office

SBE-002 (REV. 11/2017)

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# **MEMORANDUM**

**DATE:** October 11, 2019

**TO:** MEMBERS, State Board of Education

**FROM:** TONY THURMOND, State Superintendent of Public Instruction

**SUBJECT:** Site Administrator Survey Report and Site Administrator Feedback Sessions Report.

## Summary of Key Issues

The California Department of Education (CDE) is committed to providing resources and professional learning opportunities to assist local educational agencies in the successful implementation of California’s system of assessments. The CDE, in collaboration with its contractor, the Sacramento County Office of Education, administered an engagement survey to more than 10,000 California site administrators (primarily principals) in spring 2019 to inform our continuous improvement. More than 1,400 responses were received. Based on the analysis of the responses as outlined in the *Site Administrator Engagement Survey Findings and Recommendations* (see Attachment 1), several assessment-related topics were identified as being of high interest for site administrators, including the following:

* Smarter Balanced Interim Assessments
* Smarter Balanced Digital Library
* California Alternate Assessments

As a follow-up, the CDE held three in-person feedback sessions for site administrators in July 2019 to learn more about the their information needs and to obtain feedback on some of the assessment communication materials produced by the CDE in recent years. The *Site Administrator Feedback Session Report* (Attachment 2) contains information about the feedback sessions.

Some of the highlights of the feedback sessions include:

* Participants expressed how grateful they were for the opportunity to provide feedback to the CDE and receive direct information from the CDE during the day-long meeting.
* In general, participants were not aware of the vast array of assessment informational materials posted on the CDE website for both educator and parent audiences.
* Participants requested a direct line of communication from the CDE to keep informed of resources, trainings, and communications about assessments.
* Participants expressed a strong desire for access to short (10–20 minute)

training modules to supplement local professional learning opportunities on assessment-related topics.

* Participants suggested that sending communications to them is the most effective method for bringing assessment-related information into the hands of teachers and parents.

The CDE will use the recommmendations proposed in these reports to plan future opportunities to meet with site administrators to develop trainings and resources needed at school sites to support continuous improvement efforts.

## Attachment(s)

* Attachment 1: *Site Administrator Engagement Survey Findings and Recommendations* (58 Pages)
* Attachment 2: *Site Administrator Feedback Sessions Report* (26 Pages)