



2018-19 New ELPAC Coordinator Training

Post-Training Report



**November
2018**



Introduction

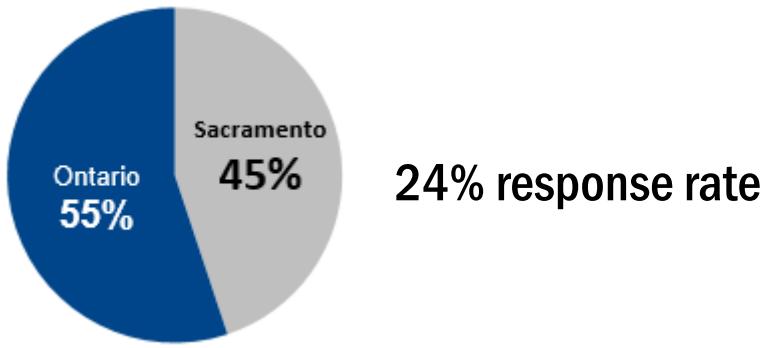
The 2018–19 New ELPAC Coordinator trainings were designed to familiarize new LEA ELPAC coordinators with the Initial and Summative ELPAC processes, explain the responsibilities of the coordinator, and explore procedures to support a successful ELPAC administration. This report provides information about the two New ELPAC Coordinator training sessions held in Sacramento and Ontario during September 2018. The trainings were held in conjunction with the New CAASPP Coordinator Training, which took place prior to the New ELPAC Coordinator training, and the Assessment and Accountability meeting, which took place a day after the New ELPAC Coordinator Training.

Summary of Participants

412 total registered attendees

The New ELPAC Coordinator Trainings were advertised to coordinators who indicated they were new to their role on their Superintendent Designation of LEA ELPAC Coordinator form. 185 registered for the north training, and 227 registered for the south training.

Attendees by Location



Upon completing the training, participants received an email with the link to the feedback survey. While 412 registered, a total of 98 survey responses were received (40% responded from Sacramento and 60% responded from Ontario).

Most participants that responded to the survey came from smaller districts that had less than 6,000 students.



Findings

Overall Training Experience

- **97%** of participants said they would recommend this training to their colleagues.
- **90%** of participants **agreed or strongly agreed** that they valued the time dedicated to connecting with colleagues.
- **89%** of participants **agreed or strongly agreed** that the training was a valuable professional development opportunity.

After the training, I have a clearer picture of what I have to do in terms of planning, preparing logistics, security protocol before, during and after ELPAC testing.

– New ELPAC Coordinator Training Participant

Trainers Were Knowledgeable and Responsive

- **93%** of participants **agreed or strongly agreed** that the trainers were knowledgeable.
- **93%** of the participants **agreed or strongly agreed** the training team allowed sufficient time to respond to questions.

The training team was very informative. I appreciate the detailed sections in the binder. Thank you for preparing all training materials.

~ New ELPAC Coordinator Training Participant

Training Materials Supported Learning

- **90%** of participants **agreed or strongly agreed** that the training materials supported their learning.

The handouts in the binder were / will be super helpful. I especially appreciate the one page guides to share with staff.

~ New ELPAC Coordinator Training Participant

Content of Training and Understanding of Coordinator Role

- **93%** of participants **agreed or strongly agreed** that they understand their role in planning and preparing for testing, as a result of the training.
- **93%** of participants **agreed or strongly agreed** that they understand their role during testing, as a result of the training.
- **91%** of participants **agreed or strongly agreed** that they understand their role after testing, as a result of the training.

Detailed response information for each question is illustrated in Appendix A, Figure 1.

Additional Comments

In addition to answering a number of questions, participants made comments and suggestions in open-ended form. Those suggestions are categorized in Appendix B by:

- Training Content/General Training Comments
- Logistics/Training Locations
- Connecting with Colleagues
- Training Materials

Summary and Recommendations

In summary, most feedback received from the New ELPAC Coordinator training participants was positive. Results revealed that:

- Nearly 90% of participants found tremendous value in the materials provided
- More than 90% of survey participants appreciated the trainer knowledge and responsiveness
- As a result of this training, more than 90% of participants better understand their role as a coordinator, and would recommend these training sessions to be continued in the future

The SCOE recommends that the New ELPAC Coordinator training offerings in the future be enhanced and modified around the following the suggestions received from this year's trainings:

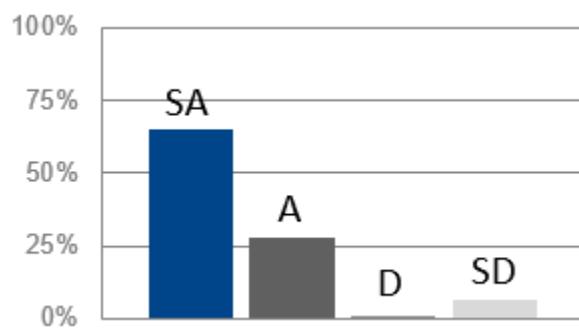
- Participants would like more hands-on practice and demonstration in TOMS and other ELPAC related systems
- ELPAC Coordinators would like the training materials binder to contain more details and explanation of the materials
- ELPAC coordinators would like to have training opportunities earlier in the school year and closer the beginning of the testing administration window
- Participants would like more opportunities to connect with their peers on ELPAC related issues at this training

A complete list of all participant comments and suggestions is available in Appendix B.

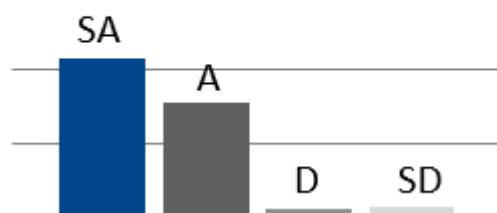
Appendix A

Figure 1. Percent of participants that Strongly Agreed (SA), Agreed (A), Disagreed (D), or Strongly Disagreed (SD) with the following statements

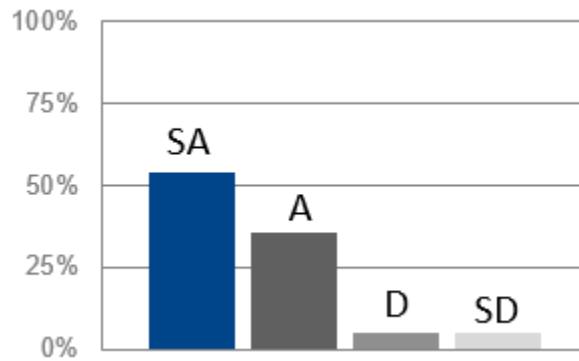
The training team was knowledgeable.



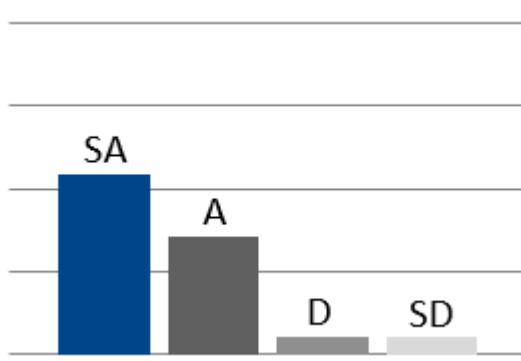
Sufficient time was set aside to respond to my questions.



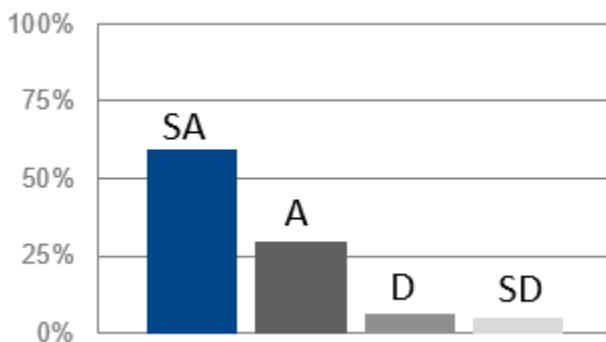
The training materials supported my learning.



I appreciated the time dedicated to connecting with colleagues who are also new coordinators.



The New ELPAC Coordinator Training was a valuable professional development opportunity.



I understand my role as LEA ELPAC Coordinator in planning and preparing ELPAC Testing.

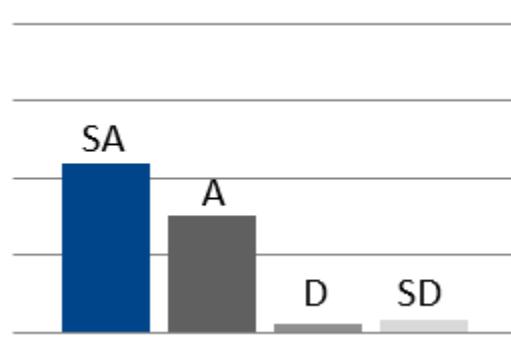
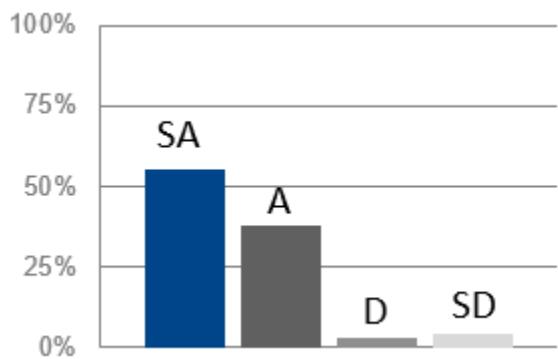
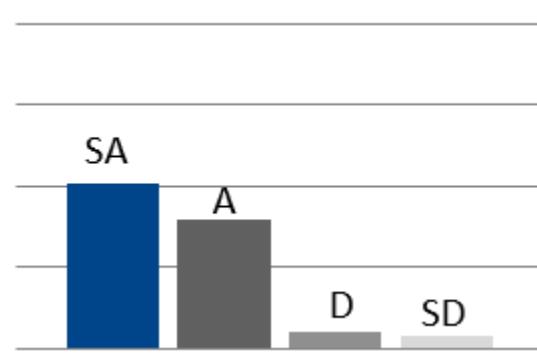


Figure 1 (cont'd). Percent of participants that Strongly Agreed (SA), Agreed (A), Disagreed (D), or Strongly Disagreed (SD) with the following statements

I understand my role as LEA ELPAC Coordinator **during** ELPAC testing.



I understand my role as LEA ELPAC Coordinator **after** ELPAC testing.



Appendix B

The comments listed below are verbatim feedback provided by the survey respondents. They have not been changed or edited in any way in order to maintain the integrity of the feedback.

Additional Comments to Knowledge of Trainings, Responsiveness, Training Content, Understanding of Role and Overall Experience

Training Content/General Training Comments

- Thank you for offering these training opportunities!
- Thank you for offering the session!
- I would like to see the presenters maneuver through the ELPAC Toms website to demonstrate how one would order materials, use the LST and other necessary tasks for ELPAC Coordinator.
- Please consider spending time in the TOMS system and actually show how to access the reports and entering scores and generate letters as well as discuss possible issues to prepare for.
- Lacked detail there are reporting requirements and specific information about parent letters, cum folder data, downloading information and other key details that were just not covered.
- The question and answer time was the most beneficial for me. The other material felt rushed through. I wasn't given enough time to make meaning out of the activities they were having us complete.
- I enjoyed the training. I just wished I would have been trained before I started testing the students. I am now clear about other factors I had pending in my head. Thank you so much for preparing the training and materials. The food was delicious too!
- Thank you for providing this training. I feel more knowledgeable to perform my duties as an ELPAC coordinator. The information provided was very clear and helpful.
- Well organized and executed.
- Thanks you for putting this together for us.
- Thank you for answering all questions in an organized way (ensuring you covered the materials intended for the presentation and then taking the time to answer questions).
- Each site is different and has different needs. I am certain I will still be calling ELPAC with questions, as this training was too general.
- It was an interesting experience.
- I did not select strongly agree because I have not actually done it! The training definitely will help in putting things together.
- Training by county office is essential to train everyone in the district not just coordinators.
- I was mostly aware prior to training but training provided information to fill the gaps.
- Still learning the computer aspect that are new to this year.
- I would've liked to have had more time dedicated to "after" testing - how to access reports in TOMS and make certain that results are available to students, parents and sites in a timely manner.
- After the training, I have a clearer picture of what I have to do in terms of planning, preparing logistics, security protocol before, during and after ELPAC testing.

Logistics/Training Delivery

- This was amazing. I think something should be offered for returning coordinators too (not just new). Maybe a half day...the time spent working with other districts was a huge benefit to the day. There is always something new to learn...whether it be new/changing information or a different strategy learned from another district.
- It would have been helpful to break into two groups; those who have been involved in implementing previously and brand new coordinators.
- It would also be helpful to have the option of a webinar for those that are not able to attend in-person.
- There was not enough time given, especially to share and talk at the table group.
- Please type questions and answers live.
- It would have been helpful to have 2 levels of trainings: Brand new ELPAC Coordinators, Returning Coordinators
- We got great information, it would have been much better if we had had the information in July instead of the end of September.
- Wished this training was provided during the summer

Connecting with Colleagues

- Connecting with colleagues who have been in this role for many years was greatly appreciated. So many personal questions were answered just by talking with tablemates.
- I appreciated the time to talk to other people at the table. I also appreciated the time dedicated to answer the questions that were submitted through the post it notes.

Training Materials

- Due to the fact that I supported with LEA level Coordination For the past 2 years and have been onboard since January, I came with a lot field experience. For these reasons there was not a lot of new information. However, the training materials and note taking handouts will be useful for providing training in my LEA.
- The binder didn't really align with the PowerPoint so well (at least ostensibly).
- I think it was well run. The only constructive feedback I have is that it was difficult to find the handouts that were being used, they were not numbered or in the actual order of the presentation. It was a very good experience overall and I am grateful for the session.
- The handouts in the binder were / will be super helpful. I especially appreciate the one page guides to share with staff and parents.
- I did learn some new things. However, I have been doing most of the information as noted. It was difficult to use the binder to follow along with the slides.
- The binder as well as the time to connect with colleagues facing similar issues was very valuable. The presenters seemed to be reading from the PowerPoint and the last one was somewhat condescending so overall not very dynamic. I think it could have been truncated.
- Just a quick run through of the excellent binder would have been sufficient to meet these goals!
- The training was very informative. I appreciate the detailed sections in the binder. Thank you for preparing all training materials.

Additional Comments to Those Who Said “No”, They Would Not Recommend This Training to Colleagues

- It might be helpful for the new coordinator session and the compliance sessions (held the following day) to occur on the same day. Not all can attend more than one day - for new coordinators, it seems that the compliance/new regulations/etc. would be essential. I realize that information is disseminated somehow, but it would still be helpful to have it all in one day.
- Yes, but not because they need information, but not because it provided what was necessary to complete your job.
- I felt it was an overview, not enough nuts and bolts.
- I'd recommend this training be offered before testing window opens. I had to learn everything on my own by researching and reading online material offered through the ELPAC website. All the material presented was review to me since I had done all the reading and research on my own.
- I had already done training to give both the initial and summative assessments; so much of this information was redundant.
- Just to get the materials (Binder and PowerPoint) and have the opportunity to connect with peers. The presentation could have been better.
- It needs to be a smaller group for all questions to be answered.