



CENTER FOR OPTIMAL LEARNING ENVIRONMENTS



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Dear Principal and CTA Building Representative:

Thank you for your continued commitment to our schools and our students. As we begin the second semester of the year, the district would like to ask for your help in administering the *HCPS ASQi* survey. The 2018-2019 school year marks the seventh administration of a teaching conditions survey and the results have proven to be very helpful in improving outcomes across the district.

With your help, we are hopeful that we can reach every member of the **instructional and professional staff** at your school. This includes all classroom teachers, guidance, psychologists, social workers, resource teachers, Teacher Talent Developers, coaches, and administrators.

It is important that the principal and CTA Representative work together to present and distribute these materials in a faculty meeting. We recommend that you follow these instructions:

- Meet to discuss when you will distribute these codes (by January 22, 2019).
- Codes are usually distributed at a faculty meeting. **Each letter has a different access code and is completely anonymous.** You can fold these letters and allow faculty to select any letter to complete the survey.
- The Principal and CTA Representative should **present the survey information together.** Great participation has been achieved in schools where computers in the media center or laboratory are available to faculty during the meeting.
- During the meeting, you should **both share information** about the upcoming survey and answer any questions that you can together. If questions arise that you are not sure how to answer, please contact Jessica Swere in the Office of Strategy Management at 813-272-4457 or Jessica.Swere@sdhc.k12.fl.us.
- You **must not** ask faculty to sign for their code. Instead, make a list of anyone that was not present at the meeting and follow up with them so they can meet with you and select a letter or learn how to contact the Help Desk and obtain an access code.
- **Please do not place letters in faculty mailboxes.**
- Once all faculty have received access codes, please **discard all remaining letters** using secure recycling or trash.
- **Do not give extra copies of the letters to faculty or administrators.**
- Faculty can switch letters with anyone they wish, or they can obtain additional letters and access codes by contacting the Help Desk at HCPS.ASQInitiative.Com
- Lastly, encourage them to **complete the survey as soon as possible** from any computer with Internet access (at work or at home). Progress will be monitored and updated by the district. The survey window this year is from January 22, 2019 to February 25, 2019.
- Remind your faculty that if the site does not achieve a response rate of 50% or more, with at least 5 people responding, the school **will not** receive a report of its results.

If you or any members of the faculty have questions or concerns about the surveys, please contact me at any time.

Thank you for your time and assistance with this important district initiative.

Sincerely,

Dr. Jessica Swere
Department Manager of Strategic Planning
Office of Strategy Management