



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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Contact People:

Additional Parent SEQ Forms

Cherie Boone  
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General Questions

Randy Powell  
434-8162/PX 48162

**ACTION BY:**

**Administer survey  
January 10 – February 24,  
2012**

**Return by February 27, 2012**

**TO:** All Principals

**FROM:** Judith Klinek, Chief Academic Officer 

**SUBJECT: FY2012 SCHOOL EFFECTIVENESS QUESTIONNAIRE (SEQ)**

The Florida Department of Education requires that schools administer climate surveys and use the results in the development of school improvement plans. Our District complies with this requirement through the School Effectiveness Questionnaire (SEQ), available in teacher/staff, parent, and student versions. This year the District will administer two versions: teacher/staff SEQ and parent SEQ. Please refer to the FY2012 District-Wide Tests and Surveys Bulletin (#P-13909-CAO/PA FY2012 DISTRICT-WIDE TESTS AND SURVEYS) posted on the Assessment website (<http://www.palmbeachschools.org/assessment/>).

Parent SEQ

The Test Distribution Center (TDC) will deliver the parent SEQ to all schools by January 10, 2012. Schools will return the parent SEQ to the TDC by 4:00 p.m. on February 27, 2012. The parent SEQ will be provided to each school in English. The parent SEQ is also available in Spanish or Haitian-Creole, and can be ordered in these languages from the Assessment website (<http://www.palmbeachschools.org/assessment/>). The link to the order form is in the upper right hand corner of the Assessment website under the heading of "Available for Ordering".

Teacher/Staff SEQ

The teacher/staff SEQ will be administered online again this year. Online administration of the teacher/staff SEQ provides a cost savings to the District. Teachers, administrators, and school staff will receive an email message by January 10, 2012, from ActiveCampaign, a third-party purveyor of online surveys. Each email will contain instructions for taking the teacher/staff SEQ and a *unique, non-transferable hyperlink* to the survey. **Each user must use the hyperlink sent directly to them within the email by ActiveCampaign. Once this hyperlink is used to complete the survey, it expires immediately and cannot be shared or reused.** The teacher/staff SEQ *must be taken in one sitting* and will take about 15 minutes to complete. The hyperlink from ActiveCampaign can be used from any computer including a home computer. In order to assure anonymity, the Department of Research, Evaluation, and Assessment will receive anonymous District and school level responses from ActiveCampaign.

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[www.palmbeachschools.org](http://www.palmbeachschools.org)

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SEQ reports will be available in the Educational Data Warehouse (EDW). Step-by-step instructions on how to access the results in the EDW will be provided by bulletin.

The SEQ provides data that will

- Allow schools to see a comparison of respondents' perceptions concerning specific areas of school functioning.
- Provide the opportunity for staff discussions on perceived strengths and weaknesses in the school.
- Assist staff in identifying strategies to improve areas of perceived weakness.
- Provide information to schools on how they are doing compared to a standard, to themselves, and to similar schools.

A message, FY2012 School Effectiveness Questionnaire (SEQ), that can be shared with staff is attached and will provide additional information regarding the SEQ. This message may also be found at:

<http://www.palmbeachschools.org/dre/Survey1a.asp>

With the approval of the Area Superintendent, a school may either develop its own climate survey or select a commercially produced climate survey to be administered in place of the SEQ. School-developed or selected surveys must provide valid and reliable information and must be made available in Spanish.

EWG/JK/MB/MH/RP/CB/ts

Approved: \_\_\_\_\_

E. Wayne Gent, Superintendent

Attachment

**TO: Teachers and other Staff Members**  
**SUBJECT: FY2012 School Effectiveness Questionnaire (SEQ)**

This year's teacher/staff School Effectiveness Questionnaire (SEQ) will be delivered online again. The online administration of the teacher/staff SEQ provides cost savings to the District and reduces the amount of paper used in prior SEQ administrations.

**What does the teacher/staff SEQ include?**

The teacher/staff SEQ includes items related to school administrator involvement on behalf of low achieving students, the amount of influence teachers/staff may have on discipline, the use of school funds, and teacher/staff working conditions. The Classroom Teachers Association has reviewed the teacher/staff SEQ, supports the content, and also supports online participation.

**Who can participate in the teacher/staff SEQ?**

All teachers, school administrators and school staff members can participate. If you are a school staff member it may appear that not all the SEQ items apply to your job. You may skip those items where you feel you do not have an appropriate response.

**How can I participate in the teacher/staff SEQ?**

Teachers, administrators, and school staff will receive an email message by January 10, 2012, from ActiveCampaign, a third-party purveyor of online surveys. Each email will contain instructions for taking the teacher/staff SEQ and a *unique, non-transferable hyperlink* to the survey. **Each user must use the ActiveCampaign hyperlink sent directly to them within the email.** The teacher/staff SEQ can be completed from any computer with Internet access, including a home computer. Please be aware that ***the hyperlink is unique.*** Once the hyperlink is used, it cannot be accessed again and it cannot be shared. The teacher/staff SEQ ***must be completed in one sitting*** and will take about 15 minutes to complete. The Department of Research, Evaluation, and Assessment will receive anonymous District and school level responses from ActiveCampaign. You will have until February 24, 2012, to participate in the teacher/staff SEQ.

**What about the parent SEQ?**

The parent SEQ will continue as a scan-form but parents will now have a scan-form that allows ink or pencil for filling in their responses. Schools will distribute the parent SEQ, collect the responses, and then send the forms to the Test Distribution Center (TDC) by February 27, 2012.

**What happens with the results?**

The Department of Research, Evaluation, and Assessment will receive anonymous responses directly from ActiveCampaign. Analysis of the results from the teacher/staff SEQ and the parent SEQ will be shown in the Electronic Data Warehouse (EDW). Instructions on how to access the results in the EDW will be provided by bulletin.

**What about the student SEQ?**

The student SEQ was administered last year and will not be administered the same year as the parent SEQ.

Please take the time to complete the revised teacher/staff SEQ when you receive the email from ActiveCampaign. Remember that the teacher/staff SEQ must be completed by February 24, 2012 and the parent SEQ must be returned to the Test Distribution Center by February 27, 2012.

If you have questions regarding the revised SEQ please contact:

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