

# EVALUATION BRIEF

DEPARTMENT OF PLANNING, INNOVATION, AND ACCOUNTABILITY  
OFFICE OF RESEARCH AND EVALUATION – AUGUST 22, 2017



## Results From the 2017 School Planning Council Survey and Principal’s Advisory Committee Survey

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### BACKGROUND

Each school has a School Planning Council (SPC) and Principal’s Advisory Committee (PAC) for the purpose of developing and implementing the school’s Plan for Continuous Improvement. This brief summarizes the 2017 results from the School Board mandated SPC Survey and the PAC Survey. Overall results from the 15-item SPC and 16-item PAC surveys were generally positive with high levels of agreement to all items, although PAC results were more positive (88% - 97%) than SPC results (84% - 95%). Further, SPC results had generally higher agreement at high schools and PAC results had generally higher agreement at elementary schools.

School Board Policy 2-42 prescribes that each school maintain a School Planning Council (SPC) and a Principal’s Advisory Committee (PAC) for the purpose of developing and implementing the school’s Plan for Continuous Improvement (PCI). The function of the SPC, as specified in School Board Regulation 2-42.1, is primarily to develop and oversee the school’s PCI which is chiefly concerned with student achievement, attendance, and instructional quality. To ensure community input, SPC membership is required to consist of equal representation from school staff and the community (to include school partners, volunteers, parents, and students as feasible). Each school’s total number of SPC members must be at least ten individuals not including the principal who is a mandatory member. In a related capacity, the purpose of the PAC, as specified in School Board Regulation 2-42.2, is to advise the principal on employee issues related to the effective and efficient operation of the school. This includes communicating with principals about on-site conditions that negatively impact student achievement and employee morale. Membership on the PAC consists of only school staff, and there are no requirements on the number of members required. In support of principals’ efforts to assess the effectiveness of the SPC and PAC, the Department of Planning, Innovation, and Accountability administers an annual survey to SPC and PAC members as required by School Board regulations 2-42.1 and 2-42.2. This brief summarizes the results from the 2017 SPC and PAC surveys.

### SURVEY DATA COLLECTION

#### SPC Survey

The SPC survey was administered online from May 15 through June 2, 2017. Survey invitations were sent to 1,079 SPC members: 503 community-based and 576 school-based. Because contact information provided by each school consisted of a mix of email addresses and U.S. mailing addresses, survey invitations were emailed to 1,065 SPC members and sent via U.S. mail to 14 SPC members. The email invitations included a unique link that provided participants with access to the SPC survey. The invitations sent via U.S. mail provided participants directions for accessing the SPC survey. Before beginning the survey, SPC participants who received invitations via U.S. mail were required to enter an access code included in the invitation. The purpose of the code was to ensure that the responses received were from the intended recipients of the survey invitation. The codes were randomly assigned and were not associated with any particular individual survey participant, ensuring anonymity.

### KEY TOPICS:

Background .....	p. 1
Survey Data Collection.....	p. 1
Committee Requirements .....	p. 2
SPC Survey Results .....	p. 2
PAC Survey Results .....	p. 3
Summary .....	p. 4

The SPC survey consisted of 15 closed-ended items. The items on the SPC survey related to the function and operation of the SPC. Participants were asked to indicate their level of agreement with each item using a four-point Likert scale with the following options: strongly agree, agree, disagree, or strongly disagree.

**PAC Survey**

The PAC survey was administered online from May 15 through June 2, 2017. Survey invitations were emailed to 990 PAC members. These invitations included a unique link that provided participants with access to the PAC survey. The PAC survey consisted of 16 closed-ended items. Respondents were asked to provide their level of agreement with each item using a four-point Likert scale with the options of strongly agree, agree, disagree, or strongly disagree.

**Survey Response Rates**

**Table 1: Response Rates for 2017 SPC and PAC Surveys**

School Level	SPC Survey Response Rates	PAC Survey Response Rates
Elementary School	34.21% (207 of 605)	47.05% (311 of 661)
Middle School	39.81% (82 of 206)	66.67% (102 of 153)
High School	36.57% (98 of 268)	52.84% (93 of 176)
All Schools	35.87% (387 of 1,079)	51.11% (506 of 990)

Of the 1,079 SPC survey invitations sent, 387 (37%) SPC members across the division responded. The response rate for the PAC survey was higher; 506, or approximately 51 percent, of PAC members responded. Table 1 summarizes the SPC and PAC response rates. For both surveys, rates varied by school level with middle school rates being the highest, followed by high school rates, and then elementary school rates.

**COMMITTEE REQUIREMENTS**

School Board Regulation 2-42.1 specifies the total number of SPC members that are required along with the expected division of members (school based vs. non-school based). These requirements were assessed based on the SPC survey distribution list. Table 2 summarizes the percent of schools who met each of these requirements along with the percent of schools who met both requirements. Of the 85 schools, 53 schools (62%) met the total number requirement, 8 schools (9%) met the equal representation requirement, and 7 schools (8%) met both requirements.

**Table 2: Committee Requirements for 2017 SPC Survey**

School Level	Membership Requirement Met	Equal Representation Requirement Met	Both Requirements Met
Elementary School	52.72% (29 of 55)	10.91% (6 of 55)	9.09% (5 of 55)
Middle School	85.71% (12 of 14)	7.14% (1 of 14)	7.14% (1 of 14)
High School	75.00% (12 of 16)	6.25% (1 of 16)	6.25% (1 of 16)
All Schools	62.35% (53 of 85)	9.41% (8 of 85)	8.23% (7 of 85)

School Board Regulation 2-42.2 specifies that all PAC members are chosen from employees assigned to the school but does not require a specific number of members. Based on the PAC survey distribution list, all schools met this requirement.

**SPC SURVEY RESULTS**

Table 3 shows a comparison of the agreement percentages, which includes both “strongly agree” and “agree” responses, by school level. The highlighted cells indicate the school level with the highest percent agreement for each of the 15 items on the 2017 SPC Survey. Items in the table are in descending order by agreement for all schools. Divisionwide agreement on the SPC survey was approximately 90 percent or above for all but three items. The two lowest items related to whether adequate training opportunities are provided to SPC members for overseeing and monitoring the

**Table 3: Percent Agreement by School Level on 2017 School Planning Council Survey**

SPC Survey Item	Percent Agreement			
	Elementary School	Middle School	High School	All Schools
I understand the responsibilities of the SPC for overseeing and monitoring continuous improvement in the school.	93.69	95.12	97.96	95.08
The school principal effectively leads the SPC decision-making process.	94.09	91.14	97.89	94.43
Meetings of the SPC are scheduled at a mutually agreed upon time.	93.60	92.31	97.92	94.43
I am knowledgeable of the measurable objectives in my school's PCI as established by the SPC.	93.72	92.68	94.96	93.80

school's continuous improvement efforts (84%) and whether measurable objectives in the school's PCI are established by the SPC (85%).

Responses to the SPC items varied by school level. High school SPC members had the highest agreement levels on 11 of the 15 items and elementary school SPC members had the highest level of agreement on four items. The item with the largest difference between school levels (10%) is related to the members being kept adequately informed about meetings, activities, and accomplishments of the SPC. At the elementary school level, 94 percent of SPC members agreed with this item, compared to 88 percent at the middle school level and 98 percent at the high school level.

When compared to the same SPC survey administered in 2016, divisionwide agreement decreased on 1 of 15 items in 2017. Overall, responses to survey items were still positive with agreement levels at or above 90 percent on 12 out of 15 items.

**Table 3: Percent Agreement by School Level on 2017 School Planning Council Survey (continued)**

SPC Survey Item	Percent Agreement			
	Elementary School	Middle School	High School	All Schools
I am kept adequately informed about the meetings, activities, and accomplishments of the SPC.	93.72	87.80	97.96	93.54
The SPC uses staff and community input for continuous improvement planning.	92.72	90.24	95.92	93.01
The membership of the SPC adequately represents the various populations served by my school.	91.79	89.02	96.94	92.51
The school division's Continuous Improvement Model with a PCI is an effective means for raising student achievement.	91.75	90.24	95.92	92.49
Members of the SPC work effectively in collaboration with the principal to achieve continuous school improvement.	92.61	92.41	91.67	92.33
The SPC effectively identifies needed school improvement efforts to raise student achievement.	90.78	91.25	94.90	91.93
The SPC receives reports from action teams on the school's PCI and monitors progress on the action plans.	91.58	91.14	92.63	91.76
The SPC and principal work together effectively to achieve continuous improvement in school.	92.75	88.89	91.84	91.71
Members of the SPC are provided adequate opportunities to submit agenda items.	90.15	84.81	90.63	89.15
The measurable objectives in the school's PCI are established by the SPC.	86.00	84.81	84.21	85.29
Adequate training opportunities are provided to SPC members on the responsibilities of the SPC for overseeing and monitoring the school's continuous improvement efforts.	85.50	79.75	85.26	84.22

Note: Shaded cell represents highest percent agreement for item.

**PAC SURVEY RESULTS**

**Table 4: Percent Agreement by School Level on 2017 Principal's Advisory Committee Survey**

PAC Survey Item	Percent Agreement			
	Elementary School	Middle School	High School	All Schools
The membership of the PAC adequately represents the various departments and grade levels in my school.	98.71	92.16	95.70	96.84
I am kept adequately informed about the meetings, activities, and accomplishments of the PAC.	98.71	93.14	94.62	96.84
Members of the PAC are provided adequate opportunities to submit agenda items.	97.11	98.04	94.62	96.84
I understand the responsibilities of the PAC for identifying obstacles that impede high student achievement.	95.78	95.96	95.60	95.78
Meetings of the PAC are scheduled at a mutually agreed upon time.	94.21	95.10	96.77	94.86
I understand the responsibilities of the PAC for identifying obstacles to high staff morale.	92.93	95.10	98.90	94.44
Teachers serving on the PAC work effectively with the principal on issues addressed by the PAC.	96.75	90.91	88.89	94.16

Table 4 shows a comparison of the agreement percentages by school level and highlights the school level with the highest percent agreement to each of the 16 PAC items on the 2017 PAC Survey. Items in the table are in descending order by agreement for all schools. Divisionwide agreement to the 16 items on the PAC survey, which includes both "strongly agree" and "agree" responses, were relatively high and ranged from 88 percent ("The PAC effectively identifies needed school improvement efforts to maintain high staff morale.") to 97 percent for three different survey items ("The membership of the PAC adequately represents the various departments and grade levels in my school; I am kept adequately informed about the meetings, activities, and accomplishments of the PAC; Members of the PAC are provided adequate opportunities to submit agenda items.").

**Table 4: Percent Agreement by School Level on 2015 Principal's Advisory Committee Survey (continued)**

PAC Survey Item	Percent Agreement			
	Elementary School	Middle School	High School	All Schools
I am knowledgeable of the measurable objectives in my school's PCI.	94.86	95.10	88.04	93.66
The PAC and principal work together effectively to achieve continuous improvement in the school.	95.45	91.92	85.56	92.96
The PAC uses staff input for maintaining an effective and efficient operation of the school.	94.79	87.88	92.31	92.96
The school principal effectively leads the PAC decision-making process.	95.11	92.78	84.44	92.71
The PAC uses appropriate avenues for conflict resolution.	94.44	90.91	83.33	91.72
The school division's Continuous Improvement Model with a PCI is an effective means for raising student achievement.	93.20	94.12	82.42	91.43
The PAC effectively identifies needed school improvement efforts to raise student achievement.	93.49	87.88	86.67	91.13
The PAC provides an effective method for teachers to share concerns for maintaining high staff morale.	89.71	89.22	82.80	88.34
The PAC effectively identifies needed school improvement efforts to maintain high staff morale.	88.96	89.90	83.52	88.15

Note: Shaded cell represents highest percent agreement for item.

Differences in the percent agreement for the 16 items were found across school levels. For the majority of the PAC items (9), elementary school PAC members had the highest agreement levels, followed by (5) middle school and then (2) high school PAC members. Based on the data in Table 4, the statement with the largest difference between school levels was that *"The school division's Continuous Improvement Model with a PCI is an effective means for raising student achievement."* There was a 12 percentage-point range in the agreement levels: 94 percent of middle school PAC members agreed, 82 percent of high school PAC members agreed, and 93 percent of elementary school PAC members agreed.

When results were compared to the 2016 PAC survey, divisionwide agreement on 15 out of the 16 PAC survey items increased in 2017. The decrease was less than one percentage point for the item *"The membership of the PAC adequately represents the various departments and grade levels in my school."* Overall, responses to survey items were positive with agreement levels at or above 88 percent on all items.

**SUMMARY**

Overall, the perception data gathered from the SPC and PAC surveys suggest that the activities and roles of the SPC and PAC align with School Board Policy 2-42 and School Board Regulations 2-42.1 and 2-42.2. The results from the 2017 School Planning Council Survey were positive with 12 of the 15 items having agreement levels that were approximately 90 percent or above. Agreement levels differed by school level with the high school level having the highest level of agreement on 11 items. Overall, the lowest levels of agreement were found at the middle school level, although the middle school levels of agreement were generally high at 85 percent or more on 12 items.

Although SPC survey results were positive, the adherence to School Board Regulation 2-42.1 in regards to membership numbers and division of the SPC members among school-based and non-school-based members needs to be monitored. Overall, 62 percent of schools met the required number of members, 9 percent had the required division of membership, and seven schools met both criteria of the aforementioned policy.

The results from the 2017 Principal's Advisory Committee Survey were also positive with all of the 16 items having agreement levels at 88 percent or above. Agreement levels also differed by school level. Differing from the SPC survey results, PAC survey results demonstrated that elementary schools had the highest levels of agreement on most items. Overall, the lowest levels of agreement were generally found at the high school level, although the high school agreement levels were high, ranging from approximately 82 to 99 percent.