



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Directors of Endowed and Incorporated Academies
Directors of Regional Educational Service Centers
Directors of Public Charter and Magnet Schools
Directors of Approved Private Special Education Facilities

FROM: Nancy E. Pugliese, J.D., Chief
Bureau of Educator Standards and Certification

DATE: June 4, 2014

SUBJECT: Implementation of the Reading Survey Requirement for K-3 Teachers to Commence in the 2014-15 School Year

This memo is to update you on the implementation and administration of the reading survey as mandated in Section 13 of Public Act 13-245 commencing in the 2014-15 school year.

The Department is working with the Evaluation Systems Group of Pearson, Inc., who administers the Foundations of Reading Test, to develop the reading survey. The following is an outline of general information that you will need in order to establish district level coordination and administration of the survey in the 2014-15 school year.

District Liaison for the Reading Survey

Please identify and designate a primary liaison with the Connecticut State Department of Education (CSDE) regarding the implementation and administration of the reading survey. Please email Nancy.Velez-Cruz@ct.gov **no later than Friday, June 13, 2014**, with the (1) name, (2) email address, and (3) Educator Identification Number (EIN), if certified, of the person who will serve as the liaison. The person named will receive all future communications, notice of webinars, administration guidelines, etc., in order to coordinate implementation of the reading survey in your district.

Who is required to take the Reading Survey?

Implementation of the reading survey will commence in the 2014-15 school year and biennially thereafter. Any teacher during the 2014-15 school year who holds an Elementary Education, Integrated Early Childhood N-3 or Bilingual elementary endorsement, teaching in Grades K, 1, 2, and 3 will be required to complete the survey. This includes any teacher holding and serving under any of the following endorsement codes: #113, 001, 002, 003, 004, 005, 008, 009, 013, 305, and 902. The CSDE will generate a list of current teachers in your school district who hold these endorsements and assignments and who will be required to take the survey. Once you have

identified a liaison to the CSDE, we will forward the list of teachers who will need to take the survey in 2014-15 for verification.

Survey Categories and Length

The survey will include 85 multiple choice items that focus on the following knowledge of reading instruction:

- I. Foundations of Reading Development
 - Understand phonological and phonemic awareness.
 - Understand concepts of print and the alphabetic principle.
 - Understand the role of phonics in promoting reading development.
 - Understand word analysis skills and strategies.

- II. Development of Reading Comprehension
 - Understand vocabulary development.
 - Understand how to apply reading comprehension skills and strategies to imaginative/literary texts.
 - Understand how to apply reading comprehension skills and strategies to informational/expository texts.

- III. Reading Assessment and Instruction
 - Understand formal and informal methods for assessing reading development.
 - Understand multiple approaches to reading instruction.

Administration of the Reading Survey and Results Reporting

The reading survey will be administered via internet-based web format. The link to the survey will reside on the CSDE website for authorized use only. The district liaison will be sent a list of all of the Grade K-3 educators who will be required to complete the survey with an accompanying electronic authorization code for each teacher; teachers have been identified based on certification and staff file assignment as required to complete the survey and will be issued an electronic authorization code by the district liaison to access the survey on-line. By issuing unique authorization codes to each teacher, the system will protect the anonymity of each teacher.

Each district is asked to coordinate the issuance of electronic authorization codes to identified teachers, and the implementation and administration of the survey on school sites via school computers to ensure the security of the electronic authorization codes and access to the survey. Each teacher will have a total of 180 minutes to view a 15-minute tutorial video and complete the survey. The results of the survey, which can be printed, will be provided to the teacher immediately upon completion of the survey. These results will be saved and can be accessed by the teacher using his or her account log-in and password.

School districts will be provided with access to the results by the CSDE via data file. The survey's data file will include disaggregate and aggregate data at the individual educator, school and district level.

There will be two windows of survey administration during the 2014-15 school year, the first of which will commence on September 15, 2014. More details will be shared in the webinars that the CSDE and Pearson will host for designated district liaisons who will be responsible for the survey administration.

Privacy and Evaluation

The results of the survey are not subject to release under the Freedom of Information Act, nor can they be included as part of summative evaluation ratings. However, the results are to be used to develop student learning objectives (SLOs) and teacher practice goals to inform professional development. Additionally, the survey results will have no consequence on a teacher's certification. The following is the pertinent excerpt from Section 13 of Public Act 13-245:

The results of such survey shall not be included as part of any summative ratings for performance evaluations, conducted pursuant to section 10-151b, as amended by this act, and not be subject to disclosure under the Freedom of Information Act, as defined in section 1-200. Such results shall be used for the purpose of improving reading instruction by developing student learning objectives and teacher practice goals that will be included in the professional development conducted pursuant to section 10-148b, as amended by this act, for such certified individuals.

Scheduled Webinars for District Liaisons to Prepare for the 2014-15 Administration

Once we have compiled the list of district liaisons, we will email the log-in and call-in information for the scheduled webinars scheduled for the following dates and times:

- Wednesday, June 18, 2014, 11:00 a.m. – 12:00 p.m.
- Wednesday, June 18, 2014, 1:00 p.m. – 2:00 p.m.
- Thursday, June 19, 2014, 1:00 p.m. – 2:00 p.m.
- Thursday, June 19, 2014, 2:30 p.m. – 3:30 p.m.

Questions

If you have questions, please contact Nancy Velez-Cruz via email at Nancy.Velez-Cruz@ct.gov. Thank you and we look forward to working with you and your district liaison to ensure a smooth implementation of the reading survey.

cc: Stefan Pryor, Commissioner of Education
Sarah J. Barzee, Ph.D., Chief Talent Officer
Dianna Roberge-Wentzell, Ed.D., Chief Academic Officer