

# THE SUPERINTENDENT'S *Pipeline* — *Extra!*

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**January 26, 2000**

This *EXTRA!* edition of Pipeline describes a new work sample study and contains a report card update.

## WEB RESOURCES

The work sample study is on our web site at:

[www.ode.state.or.us](http://www.ode.state.or.us)

Report card resources, including:

- Rating formula overview
- Parent flier
- Newsletter article
- PowerPoint presentation

are on our web site at:

[www.ode.state.or.us/reportcard](http://www.ode.state.or.us/reportcard)



## *From My Desk to Yours*

A Message from Stan Bunn  
State Superintendent of Public Instruction

The Oregon Department of Education yesterday presented to the State Board of Education a new recommendation regarding work samples. This is the first step in a process of reviewing and considering changes to current work sample requirements.

The new recommendation stems from a March 1999 proposal I received from a curriculum directors' task force. The task force suggested studying the number of work samples sufficient to demonstrate student proficiency. The state board approved the study in May 1999. Since then, the department and its partners surveyed teachers and administrators, convened a panel of national experts and appointed an advisory committee to review all data and help develop a recommendation.

The state board is expected to act on the recommendation, outlined below, on February 17.

- In the 1999-2000 school year, work sample requirements would be as follows.
  - Grades 3, 5 and 8: One work sample at each grade in writing, speaking and mathematics
  - Certificate of Initial Mastery: Three work samples in writing, three in speaking and two in mathematics (maintains this year's requirements)
- In the 2000-01 school year, work sample requirements would be as follows.
  - Grades 3, 4, 5, 6, 7, 8 and 9: One work sample at each grade in writing, speaking and mathematics
  - Certificate of Initial Mastery: Same as 1999-2000

This new recommendation is designed to keep the focus of work samples as a tool for instruction.

On February 17, the state board also is expected to decide whether to study three more issues related to work samples.

- Whether Certificate of Initial Mastery work sample requirements listed above should be increased or decreased
- Whether work samples in other content areas should be added
- Whether work samples at grades 1 and 2 should be added

What do you think of this new recommendation? Please share your thoughts with Cliff Brush at (503) 378-8004 ext. 262 or [cliff.brush@state.or.us](mailto:cliff.brush@state.or.us).

Sincerely,



Stan Bunn

## Report Cards: Help for Schools with Low Ratings

*An overview of the rating formula is on the department web site at:*

[www.ode.state.or.us/reportcard](http://www.ode.state.or.us/reportcard)

The Oregon Department of Education anticipates that about 40 schools will receive low or unacceptable ratings on state report cards. Although such a rating may feel uncomfortable, the situation can be managed. There are actions you can take now to prepare. And with targeted help and a grant from the Oregon Department of Education, your situation can and will improve over time.

Here is some guidance from the department and Oregon School Boards Association about how to get ready.

### Important Dates

- By Jan. 28, the department will notify all superintendents with low-rated schools.
- On Jan. 31, your district contact person will be able to view final school report cards on the web. (Acrobat Reader needed)
- On Feb. 1, report cards will be released at a news conference and on the web.

### Before Feb. 1

#### Prepare Yourself

- Understand why your school received its low or unacceptable rating. Contact Dawn Billings at (503) 378-8004 ext. 288 for more information.
- Develop a statement describing what you have done already and what you will do to improve your rating. Mention you will apply for the state grant and describe how you will use the money. Use this statement with staff, parents, school board members, reporters and community members.

- Plan to meet with school staff the morning of Feb. 1 to inform them of the rating. The superintendent, principal and school board chair can demonstrate their support for staff at this meeting.
- Draft a letter for parents to send Feb. 1. Use your statement as a starting point and add successes of your school and its students. Use this letter as a basis for an article in your next parent newsletter.
- Develop a statement staff can use with parents and students. Use the statement and letter you developed above as a starting point.

### On Feb. 1

#### Inform Constituents

- Meet with staff to inform them of the rating. Distribute the statement you developed for their use. Be sure your building secretary has a copy to answer parent questions.
- Inform your school board of the rating.
- Send the letter to parents and use it as the basis for a school newsletter article.

#### Work with Media

- It is best if students, staff and parents hear the news from you, not the media.
- Invite the principal, superintendent and school board chair to be present during interviews to answer questions and show their support.
- Emphasize positive programs and recent improvements.

### By Feb. 15

#### Apply for Grant

If your school received a rating of low or unacceptable, it is eligible to receive a state grant of up to \$10,000 for professional

development. The department will mail all eligible schools grant information and the two-page application form. To qualify, your district must complete the form and return it to the department by 5 p.m., Feb. 15. Grants will be awarded Feb. 17 and may be used to train staff, align curriculum to state standards and conduct other professional development activities. Specifically:

- Through May 31: The department and district will identify a team to analyze local data and determine if the school is addressing areas of concern already or if certain areas should be targeted for improvement.
- June 1 through Aug. 31: If areas needing targeted improvement are identified, a new team (including department staff and others from the district, education service district, schools of education or regional laboratories) will design a plan and timeline to address areas identified. The school can opt out of a rating in the 2001 report card, indicating it is in improvement and will be rated next in 2002.

For more information about the state grant, contact:

- Dawn Billings  
(503) 378-8004 ext. 288  
dawn.billings@state.or.us

For communications help, contact:

- Tanya Gross  
(503) 378-3310 ext. 464  
tanya.gross@state.or.us
- Barbara Wolfe  
(503) 378-3310 ext. 440  
barbara.wolfe@state.or.us

The Oregon School Boards Association also can provide communications help. Contact Margaret Peterson or Sharon Priem at (503) 588-2800 or review their toolkit at [www.osba.org](http://www.osba.org).

If you have questions or comments about this publication, please contact Barbara Wolfe at (503) 378-3310 ext. 440 or [barbara.wolfe@state.or.us](mailto:barbara.wolfe@state.or.us)