



## How to use this OEA Member Toolkit for the TELL Ohio Survey

The success of the TELL Ohio survey depends on overwhelming participation at our schools, and this toolkit provides ways to help encourage members to fill out the online survey:

- A clear rationale for TELL Ohio participation
- OEA incentives for schools reaching 50 percent participation – a weekly prize drawing of \$1,500 for your building’s teachers.
- Posters to promote participation in TELL Ohio
- Talking points to use in presenting TELL Ohio
- A Frequently Asked Questions (FAQ) document – also geared for presentations
- Step-by-step instructions on filling out the TELL Ohio survey
- How to contact the TELL Ohio help desk for participant codes or other assistance

**Every OEA member’s school building with a response rate of 50% or higher is eligible for a weekly drawing of \$1,500.**

For more information, please see [www.tellohio.org](http://www.tellohio.org).

If you have questions or concerns, please contact the survey help desk at [helpdesk@tellohio.org](mailto:helpdesk@tellohio.org) OR access instant help from the website [www.tellohio.org](http://www.tellohio.org) OR call toll-free at 1-855-258-2818 Monday through Friday between 7:30 AM and 4:30 PM EST.

### **What to do – for LRCs**

- Discuss and distribute these toolkits with your local presidents
- Track your locals’ participation rates on [www.tellohio.org](http://www.tellohio.org) and communicate with local leaders as positive reinforcement for participation or to note the need to participate more broadly.
- Alert EPRMA – Education Policy Research and Member Advocacy about survey problems or questions not covered by this toolkit.

### **Key dates**

- **March 18, 2013** – TELL Ohio Survey opens up online at [www.tellohio.org](http://www.tellohio.org)
- **March 25, 2013** – First weekly drawing for \$1,500 for your building’s teachers if you have a 50 percent or greater response rate on the TELL Ohio Survey
- **April 1, 2013** – Second weekly drawing for \$1,500
- **April 8, 2013** – Third weekly drawing for \$1,500
- **April 12, 2013** – Last day to complete the TELL Ohio Survey
- **April 15, 2013** – Final weekly drawing for \$1,500
- **May 2013** – See your school’s TELL Ohio survey results online if you have 50% school participation!



**To all OEA Labor Relations Consultants and Associate Staff**  
**How and why to use this toolkit with your UniServ Council**

There is no question that Ohio teachers are doing a highly effective job under extremely difficult conditions – budget cuts, the accelerated pace of change, new state and federal mandates and expanded testing and assessments.

Members have a lot to do, not much time to do it in, and anyone asking them to do one more thing had better have a good reason. OEA has endorsed the TELL Ohio survey because it pinpoints the conditions teachers have told us are crucial, and it helps us speak out in a highly effective and data-driven way.

**The TELL Ohio Survey is critical because members can speak out on the teaching and learning conditions of their own school buildings:**

- Reasonable class sizes
- Collaboration time with colleagues
- Paperwork, testing and assessments
- Student discipline and relationships with parents
- Access to instructional materials, resources, computers and internet connections
- Clean, safe school environments
- Whether or not teachers have a respected role in academic decision-making and leadership

**How does the TELL Ohio survey work, and what should you tell members?**

- Any licensed educator can fill out the survey at [www.tellohio.org](http://www.tellohio.org).
- But the survey requires each respondent to have an individual access code.
- The Ohio Department of Education will send a packet to every school building with plenty of access codes for each teacher.
- You should tell local presidents and association/building representatives to make sure their principals hold a meeting with staff and distribute the codes. Association/building representatives may distribute the codes, too, but they need to meet with staff as they do.

**Why should we all work to get every member to respond?**

- Identifying the teaching and learning conditions (working conditions) will give members a powerful voice toward improving working conditions in their building and in their districts.
- The survey is of high quality, having been validated over time and across states, which adds to the potential impact of the information locally and in shaping state policy.
- The survey is easy to access and complete on an individual's own schedule (review the survey at the TELL Ohio site to see the questions)
- Confidentiality – nobody will have the ability to see respondent identities or identifying characteristics – this survey is truly anonymous.
- Participants can monitor the completion rate of their building and district in relation to others across the state.
- **OEA-affiliated buildings with 50% or more response rates will be eligible for weekly drawings of \$1,500 for the building's teachers.**



## Talking Points for the 2013 TELL Ohio Survey For Building/Association Representatives:

*Please use these talking points in a brief meeting with your colleagues. Remember to tell them to fill out the TELL Ohio Survey at [www.tellohio.org](http://www.tellohio.org) between March 18 and April 12.*

### What is the TELL Ohio Survey and what do we need to do?

- TELL stands for Teaching, Empowering, Leading and Learning
- Teachers in every school building can fill out a short survey. We need powerful participation!
- The survey is on line at [www.tellohio.org](http://www.tellohio.org) from March 18 to April 12.
- I'll work with the principal to distribute your individual access codes – they are random and anonymous. You can even swap codes with another professional from our building. Only one person can use a code so that each of us can respond only once.
- If you don't receive your code, or you lose your code number, call the TELL Ohio help desk at 1-855-258-2818 Monday through Friday, 7:30-4:30 or email [helpdesk@tellohio.org](mailto:helpdesk@tellohio.org).
- If we reach 50% participation in a school, faculty will see complete results – all anonymous.
- **After we reach 50%, our teachers are eligible for a \$1,500 weekly prize drawing.**

### Why should we all work to get every member to respond?

- **It's Powerful!** Teaching and learning conditions are working conditions, and the survey gives members a powerful voice in improving working conditions in their buildings and districts.
- **It's a high-quality survey!** This survey has been validated over time and across many states, which adds to the potential impact of the information locally and in shaping state policy.
- **It's easy** to access and complete on an individual's own schedule.
- **It's confidential** – nobody will have the ability to see respondent identities or identifying characteristics. This survey is truly anonymous.
- **It's transparent** – Participants can monitor the completion rate of their building and district in relation to others across the state.
- **OEA member incentives!** OEA-affiliated buildings that exceed the 50% return level will be eligible for weekly drawings of \$1,500 for the building's teachers.

### We can speak out freely and anonymously about teaching and learning conditions of our building:

- Do we have reasonable class sizes?
- Is there collaboration time with colleagues?
- Do paperwork, testing and assessments take too much time?
- Is student discipline a problem? Are parents supportive?
- Do we have access to instructional materials and resources?
- Do our computers and internet connections work well?
- Do we have a clean, safe school environment?
- Do we get respect and meaningful roles in decision-making and leadership?

**Don't forget: Fill out a TELL Ohio Survey at [www.tellohio.org](http://www.tellohio.org) between March 18 and April 12.**