



Strengthening Communities  
One Child At A Time

Michele D. Timmons, Director  
Muskingum Valley Educational Service Center  
205 N 7<sup>th</sup> Street, Zanesville, Ohio 43701  
Phone: 740-452-4518 • Fax: 740-455-6702  
E-mail: [mtimmons@mvesc.k12.oh.us](mailto:mtimmons@mvesc.k12.oh.us)  
Website: [www.ohiocareteam.com](http://www.ohiocareteam.com)

Developmental Asset Checklist and CTC School Climate Assessment  
Online Survey Tool Information and Directions

**Developmental Asset Checklist (Free- Online Survey)**

Checklist is adapted from Search Institute’s Developmental Asset Checklist for Parents and Teens. Provides feedback related to Asset development growth for youth grades 5-12. Best for assessing programs (can be used as pre and post test for a program). Checklist may be used as a general indicator of Assets at the school-wide level as long as it is understood that this tool is NOT designed to be a research based assessment of Asset Development. It provides useful information regarding the top and bottom five Assets to give students and staff a point at which they may begin a dialogue about how to build Assets in their school.

If you wish to have an actual research based assessment of Asset Development, please contact Search Institute’s survey services at <http://www.search-institute.org/surveys/> . Search Institute tools do have a cost but are the best tool to provide research based information related to Developmental Assets.

If you would like to utilize this free survey, please review the survey administration directions and fax the Administrator Contact Information Form to the Care Team Collaborative office at 740.455.6702.

**CTC School Climate Survey (On line survey: See Survey Fee Structure)**

CTC reviewed the most common research based school climate surveys and created a short (15-20 question) survey that includes the most commonly asked questions found during our research. The survey is divided into elementary (grades 1-6), middle (grades 7-8) and high school (grades 9-12) levels. There is also a separate instrument for staff. There is an open ended question section that provides opportunities for specific feedback regarding ways to improve the school. In addition to general climate related questions, the CTC School Climate survey includes questions related ATOD use, school safety, self worth and Developmental Asset integration.

CTC School Climate survey is an evidence based tool that may be used either once or twice a year to gauge effectiveness of school climate initiatives. Within 2-3 weeks following survey administration, CTC will email the contact an electronic file (excel spreadsheet) with survey results. Survey results will include pivot tables with bar graphs for each objective question. Responses to open ended questions will also be included. No editing is done to open ended response question. *This assessment is compatible with most of the annual reporting requirements for the federal Safe Schools Healthy Students GPR performance measures.*

**CTC Survey Fee Structure**

Survey	Service	Fee
Developmental Asset Checklist	Tabulate results in spreadsheet form.	Free to Ohio schools. (Processing fee will be required outside of Ohio or for non schools.)
CTC Climate Survey	Tabulate results in spreadsheet form. Pivot tables and bar graphs for each question. Faculty survey free with paid student survey.  (One time set up fee required for schools outside state of Ohio.)	<b>Survey Only (1-3000 students)</b> - 1 administration: \$1.00 per student - 2 administration: \$0.75 per student <b>Survey Only (3000+ students)</b> - 1 administration: \$0.75 per student - 2 administration: \$0.50 per student <b>Additional discounts apply for schools that include survey and training.</b>

*The mission of the Care Team Collaborative is to mobilize family and community resources and develop systems that create opportunity to build assets and achieve academic success, which will enable all youth to become healthy, resilient contributors in our community.*

## **Pre Administration Directions**

- Please email [mtimmons@mvesc.k12.oh.us](mailto:mtimmons@mvesc.k12.oh.us) the attached Care Team Survey Administration Contact Form at least 2 weeks prior to administration.
- For your convenience, CTC provides two templates for parent permission (passive permission and formal permission). Download the permission template that best meets your needs and edit it as needed for your school. CTC recommends the template be placed on your school/district letterhead.
- Tech requirements: Computer with access to internet is all that is necessary.
- Set a “favorite” to the survey link. This will minimize loss of instructional time due to locating the survey.
- Students will need approximately 15-20 minutes to complete the on line survey. Multiple students (ie. a classroom or more) may log into the survey at the same time without causing a problem on our end.
- We recommend a 2 week survey administration window be set aside. This will ensure ample time to administer the survey without significant disruptions to classroom instruction.
- It is recommended that if you are planning to administer both the Asset Checklist and the Bernhardt School Climate survey that you do both surveys at the same time and allot 1 class period (40-45 minutes) for students to complete both assessments. Combining the two surveys will provide you with a very rich assessment of both student and staff perspectives regarding your school community.

## **Survey Administration Directions**

### **Developmental Asset Checklist**

1. Save the following link to the favorite/bookmark section on each of the computers that will be used for this survey. <http://www.ohiocareteam.com/profdev.htm#SurveyResources> Then click on the appropriate survey: Developmental Asset Checklist. .
2. Assist students as needed to find this link. Then, using the scroll bar, locate the school district name and click “find school”.
3. On the left hand side of the page will be a list of all schools in your district. Choose your school. (*Reminder the Developmental Asset Checklist is not appropriate for Pre K- Grade 4.*)
4. Students will click on their gender and grade level.
5. Read each of the statements. Then click on the box to the left of each statement that accurately reflects the student’s feelings. (If the statement is true for them, click on the box.) If students do not believe the statement is true for them then leave it blank and move on.
6. Once all statements have been read and student has clicked on the appropriate choices then click “submit”.
7. At any time before clicking submit a student may make changes to his/her answer. Once “submit” has been chosen no changes may be made.

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## CTC School Climate Survey Administration

1. Save the following link to the favorite/bookmark section on each of the computers that will be used for this survey. <http://www.ohiocareteam.com/profdev.htm#SurveyResources> Then click on the appropriate survey: CTC Climate Survey.
2. Assist students in locating this link. Then have students click on the appropriate grade band. Elementary survey is for grades 1-6. Middle Schools survey is grades 7-8. High School survey is grades 9-12. Staff will click on “staff survey”.
3. Then, using the scroll bar, locate the school district name and click “find school”.
4. On the left hand side of the page will be a list of all schools in your district. Choose your school.
5. Students will answer each of the questions by clicking on the appropriate response. Students should type in their responses to the open ended questions also.
6. Once all statements have been read and student has clicked on the appropriate choices then click “submit”.
7. At any time before clicking submit a student may make changes to his/her answer. Once “submit” has been chosen no changes may be made.

## Post Survey Administration

- Administration Contact must notify us by email ([mtimmons@mvesc.k12.oh.us](mailto:mtimmons@mvesc.k12.oh.us)) once all students/staff have completed the survey (including make up surveys).
- Administration Contact will receive email notification, typically in 2-3 weeks, when processing is complete. Administration Contact will receive excel spreadsheets for each building’s surveys.
- *CTC does not edit responses to Open Ended Questions. It is likely that opened ended responses may include personally identifiable statements about staff and or students. Prior to distributing survey results, School Administrators should review and edit out names or other personally identifiable information.*



**Survey Administration Contact Form**

**Please fax this form back to Michele Timmons at 740.455.6702 at least 2 weeks prior to survey start date.**

District Name \_\_\_\_\_ Date \_\_\_\_\_

Please list each School Building that will use survey and check which survey(s) will be used.  
 (Note: Asset Checklist is only appropriate for grades 5-12)

Building Name	Grade Levels	Survey choice	Principal Signature
		<input type="checkbox"/> Asset <input type="checkbox"/> CTC climate	
		<input type="checkbox"/> Asset <input type="checkbox"/> CTC climate	
		<input type="checkbox"/> Asset <input type="checkbox"/> CTC climate	
		<input type="checkbox"/> Asset <input type="checkbox"/> CTC climate	
		<input type="checkbox"/> Asset <input type="checkbox"/> CTC climate	

\*\* Use additional paper as needed for building names and principal signatures.

**Administration Contact Information:** Survey start date \_\_\_\_\_ End date \_\_\_\_\_

Key Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

Best time to contact \_\_\_\_\_

*We agree to participate in the online surveys listed above. We understand that all survey questions are anonymous and CTC will have no record of individual student, staff information. We agree that the Care Team Collaborative may use our raw data (without identifying our school/district name) in its data collection efforts related to Care Team Collaborative goals. Care Team Collaborative may not use data that identifies our school or district name without expressed consent from district superintendent, unless the school is a Care Team school currently under contract with the Collaborative for Care Team services. .*

Administration Contact signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

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**CTC Survey Services Quote Fy2010**

**Please fax this form back to Michele Timmons at 740.455.6702 at least 2 weeks prior to survey start date.**

District Name \_\_\_\_\_

Date \_\_\_\_\_

Service	# Students	Calculation	Estimated Cost
<b>Developmental Asset Checklist</b>		FREE	\$0.00
<b>CTC Climate Survey*</b> (school staff – FREE) 1 administration - 1-3000 students: \$1.00 per student - 3000+ students: \$0.75 per student 2 administrations (same school year) - 1-3000 students: \$0.75 per student - 3000+ students: \$0.50 per student		# students _____ * # administrations _____ *fee per student _____	
<b>One Time Set Up Fee (\$250)</b> - Non school (any state) - Schools outside of Ohio - Non public schools in Ohio			
<b>SUBTOTAL</b>			
<b>MVESC Fiscal Fee</b> Muskingum Valley ESC (fiscal agent for Care Team Collaborative) charges 5% fiscal fee on all contracts.		5%	
<b>TOTAL</b>			

\*Fiscal Notes:

- Actual survey fee will be based upon total number of students who complete the climate survey. No additional fee is charged for faculty participation in the climate survey.

Administration Contact signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Care Team Collaborative Director Signature \_\_\_\_\_

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