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September 14, 2006

MEMORANDUM

TO: District MIS Directors
District Personnel Directors
Directors of Charter Schools

FROM: Lavan Dukes, Bureau Chief
Bureau of Education Information and Accountability Services

Steven Adams, Director
Charter, Virtual and Home Education

SUBJECT: DOE Staff Information Data Base Reporting Requirements for Charter Schools – 2006-07

Effective July 21, 2005, the Legislature defined how team teaching strategies should be implemented by school districts to meet the requirements of the constitutionally mandated class size reduction amendment. The following guidelines or restrictions were defined:

1. Reasonable limits shall be placed on the number of students in a classroom so that classrooms are not overcrowded. Teacher-to-student ratios within a curriculum area or grade level must not exceed constitutional limits.
2. At least one member of the team must have at least 3 years of teaching experience.
3. At least one member of the team must be teaching in-field.
4. The teachers must be trained in team-teaching methods within 1 year after assignment.

In order for the DOE to assess whether requirement number 2 (above) has been met, teacher experience data is needed.

GARNET L. DUKES, JR.
Bureau Chief
Accountability, Research, and Measurement

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Beginning with Survey 5, 2001-02, charter schools have been required to report selected staff data to the DOE Staff Information Data Base. The following three staff reporting formats were required in order to meet federal and state reporting requirements.

Required Formats:

Staff Demographic (Surveys 2, 3, & 5)

Staff Payroll (Surveys 2 & 3)

Staff Fiscal Year Salaries (Survey 5)

With the new legislation, charter schools are now required to report the teaching experience of staff on the Staff Experience reporting format, which is collected in Surveys 2 and 3 of each school year. In determining the validity of team teaching classrooms, the experience of teachers will have to be verified using the Staff Experience format data. The reporting of staff experience by charter schools is required beginning with Survey 2, 2006-07.

For information on reporting requirements for the Staff Experience format, please view the link below.

http://www.firn.edu/doe/eias/dataweb/database_0607/0607se.htm

It will be necessary for school district personnel and charter school contacts to continue to work together to make sure that all required data is obtained in a timely manner for school district MIS offices to transmit information to the Department for each of the reporting periods.

If you have any questions, please contact Teresa Sancho at (850) 245-9075, SunCom 205-9075 or Teresa.Sancho@fldoe.org.

LD/SA/ts

cc: District Staff Data Base Contacts