

# FLORIDA DEPARTMENT OF EDUCATION



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### Contact Information:

Eileen McDaniel  
(850) 245-0562  
[Eileen.McDaniel@fldoe.org](mailto:Eileen.McDaniel@fldoe.org)  
John Moore  
(850) 245-0546  
[John.Moore@fldoe.org](mailto:John.Moore@fldoe.org)  
Juan Copa  
(850) 245-0744  
[Juan.Copa@fldoe.org](mailto:Juan.Copa@fldoe.org)  
**DPS: 2012-64**

## MEMORANDUM

**TO:** District School Superintendents  
District Race to the Top Contacts

**FROM:** Pam Stewart

**DATE:** April 20, 2012

**SUBJECT: District Performance Evaluation Systems – Summary of Due Dates for 2012**

Redevelopment of district performance evaluation systems for instructional personnel and school administrators is an important and on-going process for all Florida public school districts. The following includes information and dates that are applicable for implementation of personnel evaluation systems for the 2011-12 school year, as well as the preparation and review of personnel evaluation systems for use in the 2012-13 school year.

**May 1, 2012: Principal Evaluation Systems.** All school districts must submit a redeveloped evaluation system for school principals and assistant principals by May 1, 2012, for implementation in the 2012-13 school year. Checklists for guiding districts in preparing documentation for the review and approval process, which were reviewed at the January 30-31 technical assistance meeting, are posted on the Department's website (<http://www.fldoe.org/profdev/pa.asp>). A state model, the Florida School Leader Assessment (FSLA), is provided to assist in each district's development of these systems. Documents on the FSLA may be downloaded from [www.floridaschoolleaders.org](http://www.floridaschoolleaders.org) under "Evaluation Resources" in the left-side Resource menu. Additional technical assistance on development and implementation of district principal evaluation systems may be scheduled with the Leadership and Learning Center by accessing <http://www.leadandlearn.com/florida-principal-evaluation-technical-assistance-days-3-5>.

PAM STEWART  
CHANCELLOR OF PUBLIC SCHOOLS

**May 25, 2012: Roster Verification Tool Closes.** Section 1012.34(8), Florida Statutes, requires the State Board of Education to establish a process to permit instructional personnel to review the class roster for accuracy and to correct any mistakes relating to the identity of students for whom the individual is responsible. To accomplish this requirement, the Department created an online Roster Verification Tool (<http://app3.fldoe.org/RosterVerification>) to allow districts, schools, and teachers the ability to view class rosters. This tool allows the opportunity to review and verify the accuracy of class rosters of teachers from each district, as of February 17, 2012. That date corresponds to the close of the reporting week for Survey 3. This tool includes the data that was provided by each district during that time period. Please note that use of the tool is optional. If a district has a local process in place to verify the accuracy of class rosters, the district may continue to use that process. If a district chooses not to use the Roster Verification Tool, that district may make corrections through the normal Survey 3 reporting process, and the Department will pull a new version of Survey 3 for those districts following the close of the Roster Verification Tool for purposes of calculating value-added data. The tool opened on April 2, 2012, and will remain open until May 25, 2012. Please contact [ClassRoster@fldoe.org](mailto:ClassRoster@fldoe.org) if you have any questions. Two webinars were held last month to explain how to use the tool; information from these webinars is available online at <http://www.fldoe.org/committees/sg.asp> under the heading, “Roster Verification Tool Demonstration Webinar.”

**Summer 2012: Non-classroom Instructional Personnel Evaluation Systems.** District systems for evaluation of non-classroom instructional personnel may be submitted for review and approval by the Department between July 1 and August 30, 2012. The Department will provide written notice to all school districts in May 2012 regarding submission of revised non-classroom instructional personnel evaluation systems. A state model evaluation for non-classroom instructional personnel is in the final stages of development and will be included in the notice. The evaluation model and checklist on review elements will also be posted on <http://www.fldoe.org/profdev/pa.asp>.

**Summer 2012: The Release of 2011-12 Value-Added Data to School Districts.** The Department anticipates delivery of the 2011-12 value-added data to school districts by the end of July 2012. Data will be provided in a similar format to the historical data provided on August 1 and 2, 2011. Scores for the 2011-12 school year, as well as an aggregate score for the most recent three-year period, will be provided. Districts will have an opportunity after the data is delivered to review their data and indicate any changes (e.g., the inclusion of students or any other discrepancy in a teacher’s score) to the Department; the Department will have the ability to recalculate scores following this review period. A one-month review period is anticipated and specific dates will be provided for the review and recalculation periods when the value-added data are delivered.

**Fall 2012: Revisions to Instructional Personnel - Classroom Teacher Evaluation Systems.** The Department will provide written notice to all school districts in July 2012 for submission between August 1 and September 30, 2012, of any revisions to district instructional personnel evaluation systems for use in 2012-13 including

- Any changes in indicators, processes or procedures based on a district’s assessment of 2011-2012 implementation.
- Introduction of additional metrics (e.g. deliberate practice) or other criteria indicated on the district’s implementation plan or Race to the Top Scope of Work that are to be put in place during the 2012-13 school year.

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Please note that the Department soon will be sending a memorandum and a notice through the Florida Administrative Weekly of rule development workshops to set state standards for instructional personnel and school administrator performance in student learning growth as required by section 1012.34(8), F.S. It is anticipated that after a series of workshops, standards will be proposed to the State Board of Education for use beginning in the 2012-13 school year. Additional information on the process for development of these standards will be provided under separate cover.

If you have any questions about the processes discussed in this memorandum or need to submit an evaluation system for review sooner than the dates provided, please do not hesitate to contact Division of Educator Quality staff for assistance: [Eileen.McDaniel@fldoe.org](mailto:Eileen.McDaniel@fldoe.org) (850-245-0562), [John.Moore@fldoe.org](mailto:John.Moore@fldoe.org) (850-245-0546), or [Juan.Copa@fldoe.org](mailto:Juan.Copa@fldoe.org) (850-245-0744).

PS/em