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PROJECT CHARTER ON FLORIDA'S FIVE-YEAR PLAN FOR DIGITAL INSTRUCTION

**FISCAL YEAR 2010-2011
2011-2015
PREPARED ON [01/31/2011]**

Team Members

The following lists the project team members:

Project Sponsor	Chancellor Haithcock
Project Lead	Deputy Chancellor Tappen
Project Manager	David Sikes, Instructional Materials Director
Core Team Member(s)	Ted Duncan, Teresa Sweet, Kevin Smith, Cari Miller, Content Specialists, Instructional Materials Staff

Key Stakeholders

The following are the project's key stakeholders:

School Districts	Instructional Materials Vendors
K-12 Students	K-12 Teachers
Florida Legislature	University Content Experts
State Board of Education	District Technology Departments
Bureau of Educator Recruitment, Development, and Retention	Teacher Preparation Programs District Professional Development Programs

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I. Introduction

This project reinvents the way students learn and will revolutionize instruction in Florida. The purpose of this project is to move to digital content that is aligned to Florida's Next Generation Sunshine State Standards, Common Core State Standards, and assessment system in all core content areas. Florida is poised to transition its instruction to the digital age and remove barriers to providing Florida's teacher and students digital learning tools.

Florida is one of 22 states in the nation that reviews instructional content which provides school districts options for purchasing content that is validated as standards-based. Doing so helps ensure students have access to the content that they are held accountable to learn, and teachers have access to instruction of content they are held accountable to teach. This project will outline the business plan which will include the scope of work, major deliverables, time line and cost for implementing digital instructional tools to transition Florida's education system to the digital world by 2015.

This transition moves Florida from an out dated, cost prohibitive system that:

- Relies on learning content that cannot be updated in a cost-effective manner
- Includes materials that cannot be updated or improved in an efficient or timely manner
- Does not allow for a variety of choices to differentiate instruction
- Includes materials that must be warehoused
- Does not match the current technological world or future business needs of our primary customers, Florida students.

II. Scope Statement

The scope of this project includes the following components:

- 1) Requiring digital instructional and learning materials for future statewide instructional materials adoptions in the core areas of reading, language arts, mathematics, science and social studies.
- 2) Building a digital instructional materials review system
- 3) Amending the current instructional materials adoption process and requirements to match the timeline and mode of accessibility for implementing digital Common Core State Standards instructional tools and standards-based student assessments.
- 4) Providing technical support to districts who must build the technological infrastructure that supports both digitally delivered instructional content and assessments.

- 5) Requesting publishers to offer sections of adopted core digital content to be made available at reduced rates to districts, schools, and teachers in Florida in Florida's Virtual Curriculum Marketplace.
- 6) Providing technical support to districts who must provide professional development to teachers regarding instruction using digital tools.

This project does not include:

- 1) The requirement of digital content in non-core areas or previous core area statewide adoptions.
- 2) The requirement of specific system(s) utilized by school districts to build the infrastructure.
- 3) Amendments to current state instructional materials contracts or timelines.

III. Major Deliverables

- **Deliverable 1: New instructional materials review and adoption process will be updated and defined by July 2011**
 - Find sponsor for proposed amendments to legislation for 2011 session
 - Build a digital content review system
 - Change committee review with face-to-face meetings to digital postsecondary content expert review and teacher tool effectiveness review
 - Redefine the adoption cycle based on updated standards and instructional materials needs
 - Implement a digital instructional materials review process, that can be done regardless of statutory changes.
- **Deliverable 2: Technical support necessary for each school district regarding building the technology infrastructure to support increased use of digital instructional materials will be defined and available by July 2012**
 - Engage a team of technology company representatives and district practitioners to explore solutions for increasing the capacity of local infrastructure over five years, including but not limited to:
 - Off-site Host
 - Site Host
 - My Florida Network
 - Lambda Rail
 - Tower
 - Determine bandwidth usage for digital content

- Determine types of reading devices for digital content
- Provide technical assistance to districts regarding building the technology infrastructure
- Identify and acquire funding sources
- Purchase technology hardware to support student access to digital content
- **Deliverable 3: Approve 9 -12 grade social studies digital content material for adoption by July 2013**
 - At least 50% of the instructional material annual allocation shall be used to purchase digital content, and materials adopted for grades 9-12 must be in an electronic format
- **Deliverable 4: Technical support for school districts in the area of teacher preparation for use of digital content will be in place by July 2013**
 - Develop professional development training modules
 - Redefine role of Master Digital Educators to provide local professional development (currently 100 active and 25 in training, funded through Title II, Part D)
 - Monitor instructional materials vendors' implementation of required teacher professional development on use of purchased digital materials
 - Monitor district professional development systems for inclusion of support to teachers regarding use of digital instructional tools
 - Communicate with teacher preparation programs regarding the requirement of provisions of experiences with digital instructional materials in preservice programs
- **Deliverable 5: Approve 5 - 12 grade reading digital content materials for adoption by July 2014**
- **Deliverable 6: Approve K-12 grade English/Language Arts digital content material for adoption by July 2015**
- **Deliverable 7: Approve all K-12 instructional materials adopted in digital format after July 2015**

IV. Estimated Effort, Cost, Duration

Estimated Cost:

Deliverable 1: \$75,000 (current annual appropriation; will be redirected to support the expert review of digital content; existing staff assigned to develop digital content review system that can be used even if laws do not change)

Note: From 2006-2011, districts received a total of \$1,220,017,485 FEFP funds for instructional materials.

V. Assumptions and Constraints

Assumption 1: Legislative support to move to a digital instructional materials review process and adoption

Assumption 2: Instructional materials staff ability to build review tool that supports digital submissions and review

Assumption 3: Technological tools available to support equitable student access to digital content that are affordable, child-safe and manageable

Assumption 4: Technological infrastructure built to meet the proposed timeline [Note: this timeline matches the increased requirements to implement digital statewide assessments, moving to a complete digital assessment system in 2014-2105 with the implementation of the Partnership for Assessment of Readiness for College and Careers (PARCC).]

Constraint 1: Staff, vendor, and school district buy-in to moving to digital

Constraint 2: Knowledge of future infrastructure needs

Constraint 3: Teacher preparation to support digital teaching and learning

Constraint 4: Districts and schools at different levels of readiness

VI. Supplemental Documents

The following documents provide additional information about the project:

- a. Five-year Timeline for Moving Florida's Instructional Materials to the Digital World

Five-year Timeline for Moving Florida's Instruction Materials to the Digital World

Legislation and Adoption Cycle	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Legislation	<ol style="list-style-type: none"> 1. Publishers provide separate digital content that is created specifically for digital delivery and not simple content in a pdf file 2. Publisher provides electronic content for adoption review 3. Districts are allowed to use appropriated funds to purchase technology hardware to support instruction if all instructional purchases and requirements have been met 	<ol style="list-style-type: none"> 4. <u>Redefine the adoption cycle based on updated standards and instructional materials needs</u> 5. <u>Entire review process for content to be proposed for Florida's adoption list is completed digitally</u> 6. <u>Post secondary experts in content areas review digital content submitted for adoption and provide feedback to the Commissioner through a digital review system</u> 7. <u>Teachers review expert recommended content digitally to ensure usability of digital content and provide feedback to the department through a digital review system</u> 8. <u>Districts are allowed to use appropriated funds to purchase technology hardware to support instruction if all instructional purchases and requirements have been met</u> 	<ol style="list-style-type: none"> 9. <u>By 2012-2013 each district school board shall use at least 50% of the annual allocation for the purchase of digital, electronic or web-based instructional materials.</u> 10. <u>Instructional materials adopted in 2012-2013 in grades 9-12 shall only be provided in an electronic format.</u> 	<ol style="list-style-type: none"> 11. <u>Beginning in the 2013-2014 school year, any instructional materials adopted for grades 5-12 shall be provided only in electronic format.</u> 	<ol style="list-style-type: none"> 12. <u>Beginning in the 2014-2015 school year, any instructional materials adopted for grades K-12 shall be provided only in electronic format</u>
Content Area Being Purchased	Mathematics	Science	Social Studies	Reading	Language Arts
Digital Assessment	Algebra I EOC, Grade 10 Math, and Grade 10 Math Retakes	Algebra 1, Geometry, Biology, and U.S. History EOCs; Grade 7 Reading, Grade 10 Math FCAT Retakes, and PERT	Algebra 1, Geometry, Biology, U.S. History, and Civics EOCs; Grades 7 and 10 Reading; Grade 7 Math, Grade 10 Math FCAT Retakes, and PERT	Algebra 1, Geometry, Biology, U.S. History, and Civics EOCs; Grades 5, 7 and 10 Reading; Grades 6 and 7 Math; Grade 10 Math FCAT Retakes, and PERT PARCC at sample schools – grades 3-11 ELA and Grades 3-8 Math and HS Math EOCs	Algebra 1, Geometry, Biology, U.S. History, and Civics EOCs; Grades 5, 7 and 10 Reading; Grades 6 and 7 Math; Grade 10 Math FCAT Retakes, and PERT PARCC – grades 3-11 ELA and Grades 3-8 Math and HS Math EOCs

Five-year Timeline for Moving Florida's Instructional Materials to the Digital World

State level digital resources already available to teachers:

- **Since 1999 FCAT Explorer** with digital tutorials for students and mini-standards assessments for teachers
- **Since 2009 CPALMS** – database for all standards that includes test specifications for each state-assessed benchmark and model lessons for mathematics and science
- **Since 2009 FAIR** – interim assessments in reading grades K-12
- **Since 2009 iTunes U** Web site – www.floridaitunesu.com

Future Projects

- **2010 – 2011 Social Studies Instructional Materials Specifications -Support for Digital Content and Interoperability**
Publishers are encouraged to provide instructional materials in the form of digital content [as permitted in Sections 1006.28(1), 1006.29(4), and 1006.40(4), Florida Statutes] that may be readily added to learning management systems and/or content management systems used by Florida public school districts. Digital based submissions should include high levels of interactivity and student engagement. **These submissions should include an electronic format that enables the user (teacher or student) to search for, gather, and organize specific standards-based instructional content by the Florida benchmark code. Furthermore, the submissions should include electronic interim standards-based assessment items that are coded by the Florida benchmarks.** Text only or .PDF versions of print-based submissions are not considered interactive digital content.
- **February 2011** - Illustrative Mathematics Project – Gate funded project to build digital items for all Common Core State Math Standards
- **March 2011 – Florida's Virtual Market Place** - Digital content available to school districts, schools, and teachers through Learning.com

Digital resources to be built with Florida's Race to the Top Funds by 2013-2014

- Student tutorial
- Formative assessments in mathematics and English language arts
- Interim assessments in reading, mathematics, science, social studies, and Spanish
- School district instructional improvement systems

Five-year Timeline for Moving Florida's Instruction Materials to the Digital World

Current	Proposed
<p>1. Publishers provide hardcopy samples of textbooks to committee members.</p> <p>2. Face- to-face committee meetings each fall to officially review materials</p> <ul style="list-style-type: none"> ○ Paper evaluations and ballots ○ Coordinated travel for committee members throughout the state <p>3. Committee of 10 or more members composed of:</p> <ul style="list-style-type: none"> ○ At least 50% certified classroom teachers in subject area ○ 2 lay persons ○ 2 supervisors of teachers ○ 1 district school board member <p>4. 6-year adoption cycle</p> <p>5. Districts are required to spend at least 50% of their instructional materials allocation on materials included on state-adopted list</p>	<p>1. Entire review process for content to be proposed for Florida's adoption list is completed digitally</p> <ul style="list-style-type: none"> ○ Publishers provide digital content for review ○ Review conducted electronically ○ Feedback provided electronically <p>2. Digital review system to review and provide feedback to the Commissioner</p> <p>3. Post secondary experts in content areas review digital content submitted for adoption and provide feedback through a digital review system</p> <ul style="list-style-type: none"> ○ Teachers review expert recommended content digitally to ensure usability of digital content and provide feedback to the department <p>4. Redefine the adoption cycle based on updated standards and instructional materials needs</p> <p>5. Districts are allowed to use appropriated funds to purchase technology hardware to support instruction if all instructional purchases and requirements have been met</p> <p>6. By 2012-2013 each district school board shall use at least 50% of the annual allocation for the purchase of digital, electronic or web-based instructional materials.</p> <p>7. Instructional materials adopted in 2012-2013 in grades 9-12 shall only be provided in an electronic format.</p> <p>8. Beginning in the 2013-2014 school year, any instructional materials adopted for grades 5-12 shall be provided only in electronic format.</p> <p>9. Beginning in the 2014-2015 school year, any instructional materials adopted for grades K-12 shall be provided only in electronic format</p>