

Contact Person

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February 23, 2001

MEMORANDUM

TO: District School Superintendents
Non-public School Directors

FROM: David C. Ashburn, Director
Division of Professional Educators

SUBJECT: Florida Performance Measurement System (FPMS)

Since the early 1980s, the Department has administered the Florida Performance Measurement System (FPMS) used by districts for performance appraisal of instructional personnel. However, recent legislation in Section 231.29, F.S., requires districts to develop their own performance appraisal systems and submit them to the Department for approval. Though some Florida districts use the FPMS program as *part* of their state-approved performance appraisal system, the FPMS program alone does not satisfy statutory requirements for district performance appraisal systems. Therefore, the Department is transferring the administration of this program to the district level, enabling local systems to use the program if appropriate.

Transfer of Program

To assure a smooth transfer of the program, the Department will deliver all of the program components (testing materials including answer keys, criterion video tapes, manuals, etc.) to districts who use the program and who submit the attached order form to the Department by **June 1, 2001**. It is very important that the contact information is current since this person must provide security for the testing components of the program. FPMS materials, such as the Knowledge Base Domains Document (1992), usually available through the Department's Product Catalog (800/342-9271) will be available only through **July 1, 2001**.

Approved Observer Testing

Districts have been able to order FPMS test materials for Observer Certification from the Department; however, after the transfer of the program to the district level, this will no longer be possible or necessary. The last date to order testing materials from the Department for this program is **July 1, 2001**. After this date, the Department will no longer disseminate FPMS testing or training materials. ***The department will process and disseminate district FPMS test results, provided the Department receives the tests by October 1. After October 1, 2001, participating districts will be responsible for all aspects of the FPMS program, including scoring tests, producing data reports, maintaining files of test results as well as maintaining test security.***

FPMS Trainer Consultants

Though most participating districts have FPMS trainers qualified to handle this transition, should your district need training assistance for the FPMS program, please contact one of the FPMS Trainer Consultants on the attached list. These consultants have agreed to provide FPMS assistance to districts in their area on a fee basis which can be arranged individually with the consultant.

FPMS Data Reports

The Department will no longer be responsible for producing data reports on FPMS test results. Districts are encouraged to set up their own data processing systems for tracking test results and approved observer status if appropriate.

If you have questions regarding the transfer of the FPMS program components or would like to order test materials (prior to July 1, 2001), you may contact Jane Granger at 850/922-9750 or email at grangej@mail.doe.state.fl.us. The attached table with important dates and contacts is included for your convenience.

DA:jdjg

Attachments

cc: District Staff Development and HRMD Directors
University Educational Leadership Program Contacts
Charter School Contacts
FPMS Contacts
John Wiegman, DOE
Tom Fisher, DOE

Florida Department of Education
Florida Performance Measurement System

FPMS Transfer Information

Date	Action	Contact
June 1, 2001	Last date to order program components from the Department	Submit the attached order form to: Jane Granger 325 West Gaines Street, Ste. 124 Tallahassee, FL 32399 or FAX 850/413-0026
July 1, 2001	Last date to order testing materials from the Department	Call or email: 850/922-9750 or SC 292-9750; grangej@mail.doe.state.fl.us
July 1, 2001	Last date to order FPMS materials from the DOE Products Catalog	Florida Department of Education Division of Workforce Development Bureau of Program Planning and Development 325 W. Gaines Street, Ste. 644 Tallahassee, Florida 32399 850/487-0186; Suncom 277-0186
October 1, 2001	Last date to submit district tests to the Department for grading	Submit to: Jane Granger 325 West Gaines Street, Ste. 124 Tallahassee, FL 32399

Florida Department of Education

Florida Performance Measurement System

Transfer of Program

District contact for the FPMS Program:

Name		District
Mailing Address (including room or bldg #)	City	Zip Code
Phone	Fax	E-mail

The following FPMS program components are available from the Department by request. Please check the items your district would like to order. Components will be delivered to the district contact named above and should be placed in a secure place to preserve the reliability of the program.

Observer Certification Test Materials

(Must remain secure before, during and after test administration.)

- ? Criterion Video Tape 31, Chris Delorey
 - ? Criterion Video Tape 32, Doug Fallin
 - ? Criterion Video Tape 33, Cassandra Pierce-Thomas
 - ? Criterion Video Tape 34, Wendy Larsen
 - ? Criterion Video Tape 35, Karen Kelley
 - ? Master Copy Cognitive Exam *
- The following are used in Observer Certification to record responses:*
- ? Master Copy Observation Certification Form (coding videos) *
 - ? Master Copy of Opscan Answer Form (cognitive exam)
 - ? Scoring Instructions for Observer Certification (video coding & cognitive exam)

Training and Practice Materials

- ? Practice Video Tape 1, Chris Delorey
- ? Practice Video Tape 2, Doug Fallin
- ? Practice Video Tape 3, Cassandra Pierce-Thomas
- ? Practice Video Tape 4, Wendy Larsen
- ? Practice Video Tape 5, Karen Kelley
- ? Master Copy Monitor's Guide*
- ? Master Copy Trainer's Manual (paper copy only)

***These materials will be delivered on an IBM formatted disk as well as paper copy.**

Submit this form by June 1, 2001, to Jane Granger, 325 West Gaines Street, Suite 124, Tallahassee, Florida 32399-0400 or FAX 850/413-0026.

FLORIDA PERFORMANCE MEASUREMENT SYSTEM

2001 TRAINER CONSULTANTS

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