



POLK COUNTY - COMMUNICATIONS PLAN
FIRST YEAR 2011-2012

RTTT DISTRICT-DEVELOPED ASSESSMENTS FOR HARD-TO-MEASURE PERFORMING ARTS

Polk Project C: Performing Arts 1 – 530-RA211-2C001

Polk Project D: Performing Arts 2 – 530-RA211-2C002

POLK COUNTY – Communications Plan for Year 1
RTTT District-developed Assessments for Hard-to-measure Performing Arts

Polk Project C: Performing Arts 1 – 530-RA211-2C001

Polk Project D: Performing Arts 2 – 530-RA211-2C002

Who	When	How							
		Email	Phone Call	Conference Call	Webinar	Face-to-face Meeting	Conference Presentations	Website/ Newsletter	Collaborative online platform
Targeted Audience	Frequency								
Leadership TEAM (FMEA, FATE, FDEO), Consultants from Universities)	Every 3 weeks	X	X	X	X	X		X	
Steering Task Force (Partner Districts)	Monthly	X	X	X	X	X		X	
Writers/Reviewers (FDEO, FATE, FMEA sent e-Blast to all 67 Florida School Districts. The Project is connecting with all District Music Supervisors, some of whom are Dance and Theatre folks. In addition, the project is sending info to FOIL (Florida Org of Instructional Leadership.	During the writing phase - weekly	X		X	X	X	X (FATE on Sept. 24, 2011; FDEO on Oct. 29, 2011; FMEA on Jan. 13, 2012.)	X	X
Florida Department of Education (FDOE)	When deliverables are due and as needed	X	X	X		X		X	
Partner District Superintendents	Quarterly							X	
General Public	Quarterly							X	
PCSB						X			

Leadership TEAM – Project Coordinator, Project Manager, Consultants, FMEA
Steering Task Force – Leadership TEAM, Partner District Representatives, Curriculum Content Specialists, FMEA (includes FVA, FBA, FOA), FDEO, FATE.
Writers/Reviewers – Content Area Specialists

Communication with Writers & Reviewers:

Florida Arts Education Associations received an e-Blast from this project on Oct. 18, 2011 and on Oct. 26, 2011, along with District Music Supervisors (some of whom supervise Dance & Theatre), and FOIL (Florida Organization of Instructional Leaders), FASA (Florida Association of School Administrators), STF will disseminate to their respective School District, [FASSP presid](#) (Florida Association of Secondary School Principals) and [FAEMSP president](#) (Florida Association of Elementary and Middle School Principals) president.

FATE: Florida Association of Theatre Education

FDEO: Florida Dance Education Organization

FDA: Florida Dance Association

FMEA: Florida Music Educators' Association: FBA: Florida Bandmasters Association, FOA: Florida Orchestra Association, & FVA: Florida Vocal Association

Communication with DOE:

MEETING	PARTICIPANTS	DATE
Conference Call with all RTTT Hard-to-Measure Project Districts	ADC Supervisor Dance/Drama	Sept. 28, 2011
Preliminary Communication Plan due to DOE	Project Coord. & Mgr	Oct. 10, 2011
Preliminary 3-year Project Schedule due to DOE	Project Coord. & Mgr	Oct. 11, 2011
Preliminary Monitoring Plan due to DOE	Project Coord. & Mgr	Oct. 11, 2011
Three-year project schedule***	Project Coord. & Mgr	Oct. 21, 2011
Monitoring plan for Year 1***	Project Coord. & Mgr	Oct. 21, 2011
Communication plan for Year 1***	Project Coord. & Mgr	Oct. 21, 2011
DRAFT Risk Management Plan due to DOE	Project Coord. & Mgr	Oct. 24, 2011

	STF & ADC	
Risk management plan for project*** DUE TO DOE	Steering Task Force STF & ADC	Nov. 4, 2011
Monthly Status Report due to DOE	Project Manager	Nov. 15, 2011
DOE Mtg in Orlando	Performing Assessment Coordinator (PAC) Project Coor. & Mgr Supervisor, Dance/Theatre	Nov. 18, 2011
DRAFT Item development plans and Item Review Process due to DOE	ADC Steering Task Force	Dec. 9, 2011
Monthly Status Report due to DOE	Project Manager	Dec. 15, 2011
FINAL Item development plans*** (addresses the number of items to be developed for each course by benchmark, item type, and cognitive complexity) due to DOE	Project Coor. & Mgr ADC	Dec. 16, 2011
FINAL Item Review Process Plan due to DOE	Project Coor. & Mgr ADC	Dec. 16, 2011
Preliminary Item specifications due to DOE	Project Coor. & Mgr ADC	Jan. 4, 2012
Item writer training materials and/or presentations DUE TO DOE	Project Coor. & Mgr ADC	Jan. 13, 2012
Item specifications*** (item specifications should be written to the benchmark level and should include benchmark clarifications and content limits, if applicable)	Project Coor. & Mgr ADC	Jan. 13, 2012
Monthly Status Report due to DOE	Project Manager	Jan. 16, 2012
Monthly Status Report due to DOE	Project Manager	Feb. 15, 2012
Monthly Status Report due to DOE	Project Manager	Mar. 15, 2012
Preliminary SAMPLE Items due to DOE	Project Coor. & Mgr ADC	Apr. 6, 2012
Monthly Status Report due to DOE	Project Manager	April 16, 2012
Year 1, Batch 1 items are available for review by DOE, as	Project Coor. & Mgr	Apr. 30, 2012

specified in RFP	ADC & FMEA	
Preliminary SAMPLE Items due to DOE	Project Coord. & Mgr ADC	May 9, 2012
Preliminary Grant Renewal Due to DOE	Project Manager	May 11, 2012
Monthly Status Report due to DOE	Project Manager	May 15, 2012
Year 1, Batch 2 items are available for review	Project Coord. & Mgr ADC & FMEA	May 31, 2012
Documentation for grant renewal for Year 2	Project Coord. & Mgr	May 31, 2012
All Year 1 items are ready for upload to the item bank and test platform for pilot testing	Project Coord. & Mgr ADC	Jun. 29, 2012
Final documentation for Year 1	Project Coord. & Mgr	Jun. 29, 2012

Communication with Leadership TEAM:

MEETING	PARTICIPANTS	DATE
Score Writer/Reviewer Applications - WEBINAR	Leadership TEAM and STF	Nov. 9, 2011
Leadership TEAM (<i>Face-to-face meeting in Lakeland</i>)	Leadership TEAM	Nov. 30, 2011
WEBINAR	Leadership TEAM and STF	Dec. 14, 2011
Leadership TEAM Conf Call	Leadership TEAM	Jan. 4, 2012
Item writer training materials and/or presentations	Leadership TEAM and STF	Jan. 20 & 21, 2012
Leadership TEAM Conf Call (11 a.m. or 4:30 p.m.????)	Leadership TEAM	Jan. 25, 2012
Leadership TEAM Conf Call	Leadership TEAM	Feb. 15, 2012
Leadership TEAM Conf Call	Leadership TEAM	Mar. 7, 2012
Leadership TEAM Conf Call	Leadership TEAM	Mar. 28, 2012
Leadership TEAM Conf Call	Leadership TEAM	Apr. 18, 2012
Steering Task Force Meeting <ul style="list-style-type: none"> • Review revised items for benchmark content, format, return if deemed in need of revision • Review and approve blueprint Review process feedback from evaluator and consider revisions to plan of operations as recommended/needed	Leadership TEAM and STF	Apr. 27, 2012
Leadership TEAM Conf Call	Leadership TEAM	May 9, 2012
Leadership TEAM Conf Call	Leadership TEAM	May 23, 2012
Steering Task Force <ul style="list-style-type: none"> • review of results to date with evaluator input • Develop plan for the assessments Review pilot test plan for Year 2	Leadership TEAM and STF	May 25, 2012
Leadership TEAM Conf Call	Leadership TEAM	June 13, 2012

Steering Task Force:

MEETING	PARTICIPANTS	DATE
Steering Task Force (STF) orientation meeting <ul style="list-style-type: none"> • Item Spec Training • Committee Assignments (Dance, Music-level and instrumental/vocal, Theatre) 	Project Director Project Coord. & Mgr ADC & PAC STF	Sept. 23, 2011
Steering Task Force Meeting <ul style="list-style-type: none"> • Item Specs progress • Identify Risk Management factors for project • Review website (Application for Writers & Reviewers) 	Project Coord. & Mgr ADC & PAC Steering Task Force	Oct. 21, 2011
Score Writer/Reviewer Applications - WEBINAR	Leadership TEAM and STF	Nov. 9, 2011
WEBINAR	Leadership TEAM and STF	Dec. 14, 2011
Item writer training materials and/or presentations	Leadership TEAM and STF	Jan. 20 & 21, 2012
Steering Task Force Meeting <ul style="list-style-type: none"> • Review revised items for benchmark content, format, return if deemed in need of revision • Review and approve blueprint Review process feedback from evaluator and consider revisions to plan of operations as recommended/needed	Leadership TEAM and STF	Apr. 27, 2012
Steering Task Force <ul style="list-style-type: none"> • review of results to date with evaluator input • Develop plan for the assessments • Review pilot test plan for Year 2 	Leadership TEAM and STF	May 25, 2012