



POLK COUNTY – MONITORING 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 – Monitoring 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

Year 1 Project Deliverables			Responsibility of:	Start Date	Completion Date**
Green = Specified by DOE	Turquoise = Steering Task Force	Teal = Monthly Reports to DOE	<i>Project Coordinator and Project Manager for all deliverables</i>	<i>Preparation began on</i>	<i>by end of month unless noted</i>
Steering Task Force (STF) orientation meeting			Project Director Assm't Dev. Coord. (ADC)	Aug. 31, 2011	Sept. 23, 2011
<ul style="list-style-type: none"> • Item Spec Training • Committee Assignments (Dance, Music-level and instrumental/vocal, Theatre) 					
Presentation to FATE			Supervisor, Dance & Drama	Sept. 15, 2011	Sept. 24, 2011
Negotiate consultant contracts and execute with FMEA facilitating activities, Assessment Development Coordinator, Evaluator, and Performance Assessment Coordinator			Project Coordinator Project Manager	August 31, 2011	Oct. 2011
Design application form for item writers and reviewers			Project Coordinator Project Manager	Sept. 20, 2011	Oct. 2011
Determine the NGSSS benchmarks to be assessed by responding, performing, or creating			ADC Steering Task Force	Sept. 23, 2011	Oct. 2011
Align existing test item bank (FMEA Assessment) with the NGSSS			ADC	Oct. 2011	Oct. 2011
Monthly Status Report – Oct. 17			Project Manager	Sept. 29, 2011	Oct. 17, 2011
Leadership Team Conf Call re: Oct. 21 agenda for STF mtg and Risk Mgmt Plan			Leadership Team	Oct. 12, 2011	Oct. 19, 2011

Three-year project schedule***	Project Coordinator Project Manager	Sept. 29, 2011	Oct. 21, 2011
Monitoring plan for Year 1***	Project Coordinator Project Manager	Sept. 29, 2011	Oct. 21, 2011
Communication plan for Year 1***	Project Coordinator Project Manager	Sept. 29, 2011	Oct. 21, 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) 	Steering Task Force	Oct. 1, 2011	Oct. 21, 2011
DRAFT Risk Management Plan due to DOE	ADC	Oct. 10, 2011	Oct. 24, 2011
Presentation to FDEO	Supervisor, Dance & Drama	Sept. 20, 2011	Oct. 29, 2011
Risk management plan for project*** DUE TO DOE	Steering Task Force ADC	Oct. 10, 2011	Nov. 4, 2011
Item Specs – Responding due from the STF	ADC	Sept. 23, 2011	Nov. 4 - 18, 2011
STF meeting online <ul style="list-style-type: none"> • Identify and invite item writers and item reviewers 	STF Leadership TEAM	Oct. 21, 2011	Nov. 9, 2011
Review draft evaluation plan	Evaluator	Nov. 1, 2011	Nov. 2011
Monthly Status Report due to DOE	Project Manager	Oct. 18, 2011	Nov. 15, 2011
DOE Mtg in Orlando (attending: Dr. John Seybert , SEU, Performing Assessment Consultant Eric Ehrhart , Senior Coordinator -- RTTT Assessment for PCSB Jeanne Reynolds , Supervisor Performing Arts – Pinellas County School Board Madalyn Walton , Supervisor, Dance/Drama PCSB Beth Cummings , Sr. Director, Fine Arts PCSB Mary Grace Gordon , Project Mgr, RTTT Performing Arts Assess.)	See attending.	Aug. 31, 2011	Nov. 18, 2011

Leadership Team Conf call	Leadership TEAM	Nov. 14, 2011	Nov. 30, 2011
DRAFT Item development plans and Item Review Process due to DOE	ADC Steering Task Force	Sept. 23, 2011	Dec. 9, 2011
STF mtg online	STF Leadership TEAM	Dec. 7, 2011	Dec. 14, 2011
Monthly Status Report due to DOE	Project Manager	Nov. 16, 2011	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	ADC	Sept. 23, 2011	Dec. 16, 2011
FINAL Item Review Process Plan due to DOE	ADC	Sept. 23, 2011	Dec. 16, 2011
Finalize evaluation plan	Evaluator	Nov. 1, 2011	Dec. 18, 2011
Preliminary Item specifications due to DOE	ADC	Sept. 23, 2011	Jan. 4, 2012
Item Spec – Performing due to the STF for music only	ADC	Sept. 23, 2011	Jan. 9 - 18, 2012
Leadership TEAM Conf Call	Leadership TEAM	Jan. 4, 2012	Jan. 11, 2012
Presentation to FMEA	Project Coordinator	Jan. 4, 2012	Jan. 13, 2012
Item writer training materials and/or presentations DUE TO DOE	ADC	Sept. 23, 2011	Jan. 13, 2012
Item specifications*** (item specifications should be written to the benchmark level and should include benchmark clarifications and content limits, if applicable)	ADC	Sept. 23, 2011	Jan. 13, 2012
Monthly Status Report due to DOE	Project Manager	Dec. 16, 2011	Jan. 16, 2012
Presentation to the Polk County School Board	Project Director Project Coordinator Project Manager Supervisor, Dance/Drama	Jan. 4, 2012	Jan. 17, 2012
Item WRITER/REVIEWER training in Lakeland	ADC	Oct. 21, 2011	Jan. 20 & 21,

<ul style="list-style-type: none"> • Train Item writers and facilitate first round of item writing, including item specifications, benchmark content, and format. Item writers to complete assigned work. • Train item reviewers and facilitate first round of item reviews. Accept, reject or return to writers for revisions. 	Performing Assessment Coordinator Item Writer/Reviewers STF		2012
On-going training - Train Item writers and facilitate first round of item writing, including item specifications, benchmark content, and format. Item writers to complete assigned work.	ADC Item Writers	Jan. 20, 2012	Jan-Mar. 2012
Leadership TEAM Conf Call	Leadership TEAM	Jan. 25, 2012	Feb. 1, 2012
Monthly Status Report due to DOE	Project Manager	Jan. 17, 2012	Feb. 15, 2012
On-going training - Train item reviewers and facilitate first round of item reviews. Accept, reject or return to writers for revisions.	ADC Item Reviewers	Jan. 20, 2012	Feb. 2012
Leadership TEAM Conf Call	Leadership TEAM	Feb. 15, 2012	Feb. 22, 2012
Writers accept or reject review comments, resubmit with rationale.	Item Writers	Jan. 20, 2012	Feb-Mar 2012
Item edits for clarity, adherence to specifications	Small group of expert editors	Jan, 20, 2012	Mar. 2012
Leadership TEAM Conf Call	Leadership TEAM	Mar. 7, 2012	Mar. 14, 2012
Monthly Status Report due to DOE	Project Manager	Feb. 16, 2012	Mar. 15, 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 	Steering Task Force ADC Project Manager Evaluator	Jan. 20, 2012	Mar. 23. 2012

Leadership TEAM Conf Call	Leadership TEAM	Mar. 28, 2012	Apr. 4, 2012
Preliminary SAMPLE Items due to DOE	ADC	Jan. 20, 2012	Apr. 6, 2012
Monthly Status Report due to DOE	Project Manager	Mar. 16, 2012	April 16, 2012
Leadership TEAM Conf Call	Leadership TEAM	Apr. 18, 2012	Apr. 25, 2012
Year 1, Batch 1 items are available for review by DOE, as specified in RFP	ADC FMEA	Jan. 20, 2012	Apr. 30, 2012
Item Writers and Reviewers continue to write and revise new items.	Item Writers/Reviews	Jan. 20, 2012	Apr.-May 2012
Preliminary SAMPLE Items due to DOE	ADC	Jan. 20, 2012	May 9, 2012
Preliminary Grant Renewal Due to DOE	Project Manager	Mar. 1, 2011	May 11, 2012
Monthly Status Report due to DOE	Project Manager	Apr. 17, 2012	May 15, 2012
Leadership TEAM Conf Call	Leadership TEAM	May 9, 2012	May 16, 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 	Steering Task Force ADC Evaluator	Jan. 20, 2012	May 25, 2012
Year 1, Batch 2 items are available for review	ADC FMEA	Jan. 20, 2012	May 31, 2012
Documentation for grant renewal for Year 2	Project Manager	Mar. 1, 2012	May 31, 2012
Leadership TEAM Conf Call	Leadership TEAM	May 30, 2012	Jun. 6, 2012
Monthly Status Report due to DOE	Project Manger	May 16, 2012	June 15, 2012
Leadership TEAM Conf Call	Leadership TEAM	June 20, 2012	June 27, 2012
All Year 1 items are ready for upload to the item bank and test platform for pilot testing	ADC	Jan. 20, 2012	Jun. 29, 2012
Final documentation for Year 1	Project Manager	Mar. 1, 2012	Jun. 29, 2012