

2015-2016 Visual and Performing Arts
Instructional Materials
Call for Reviewers

Instructional Materials (IM) Adoption Process:

Florida's Next Generation Sunshine State Standards (2015) for Visual and Performing Arts detail what students should know and be able to do as the result of a quality Visual and Performing Arts program.

Call for Reviewers:

To evaluate the quality of instructional materials for use in Secondary Visual and Performing Arts classrooms, the Florida Department of Education is seeking reviewers with expertise and an in-depth understanding of the Visual and Performing Arts State Standards for grades K-12. The entire evaluation process is conducted online and no samples will be mailed to you.

The Florida Department of Education received forty-six bids for K-12 Visual and Performing Arts materials. The breakdown of bids by subject areas is included below.

Music:

- Music – Grade Kindergarten: 3 bids
- Music – Grade 1: 3 bids
- Music – Grade 2: 3 bids
- Music – Intermediate 1: 2 bids
- Music – Intermediate 2: 2 bids
- Music – Intermediate 3: 3 bids
- M/J Music Theory 1: 3 bids
- Exploring Music 1: 3 bids
- Exploring Music 2: 1 bid
- Exploring Music 3: 1 bid
- M/J Chorus 1: 1 bid
- M/J Chorus 2: 1 bid
- M/J Chorus 3: 1 bid
- Music of the World: 2 bids
- Guitar 1: 1 bid
- Chorus 1: 1 bid
- Chorus 2: 1 bid

Theatre:

- Theatre 1: 1 bid

Visual Arts:

- Art – Grade Kindergarten: 1 bid
- Art – Grade 1: 1 bid
- Art – Grade 2: 1 bid
- Art – Intermediate 1: 1 bid

- Art – Intermediate 2: 1 bid
- Art – Intermediate 3: 1 bid
- M/J Art in World Cultures: 1 bid
- M/J Introduction to Art History: 1 bid
- M/J Exploring Two-Dimensional Art: 1 bid
- Two-Dimensional Studio Art 1: 1 bid
- Ceramics/Pottery 1: 1 bid
- Digital Art Imaging 1: 1 bid
- Painting 1: 1 bid

State Reviewer Qualifications:

State instructional materials reviewers will hold one or more of the following credentials in the fields of Visual and Performing Arts and/or Music, Theatre and Visual Arts:

- (a) A baccalaureate degree or higher,
- (b) Certification,
- (c) Substantial experience with evidence of Visual and Performing Arts content expertise and adolescent student achievement, or
- (d) Recognition as a Visual and Performing Arts content expert. Such recognition may include, but is not limited to, awards received or publications related to the field of Visual and Performing Arts.

District personnel can participate in the state adoption process as state reviewers (who make the official recommendation for or against adoption) or as district reviewers, but they cannot participate as both.

Affidavit:

All state reviewers must be able to sign an affidavit attesting compliance with Section 1006.30, Florida Statutes.

1006.30 Affidavit of state instructional materials reviewers.—

Before transacting any business, each state instructional materials reviewer shall make an affidavit, to be filed with the department, that:

- (1) The reviewer will faithfully discharge the duties imposed upon him or her.
- (2) The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.
- (3) The reviewer is in no way connected with the distribution of the instructional materials.
- (4) The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
- (5) The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.
- (6) The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional materials submitted for adoption.

State Instructional Materials Reviewer Registration:

To register as a reviewer:

- Open the hyperlink <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx> and select the **Register** link.
- Select **State Instructional Materials Reviewer** under account type, and complete the required registration information page.
- Please be sure to retain your Login Name and Password; you will need to access the IM Review Portal upon your account being activated.
- All reviewer notifications for the review process will be sent via e-mail; hence, please be sure to provide an accurate e-mail address.

Upon completing the registration, complete the affidavit and mail to DOE.

The affidavit is available to print at

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>

The affidavit must be signed, **notarized**, and mailed to:

Florida Department of Education
Bureau of Standards and Instructional Support
325 West Gaines Street, Suite 432
Tallahassee, FL 32399
Attention: Instructional Support – 2015 Adoption

Next Steps:

- You will be notified of account activation via e-mail within a few days.
- An e-mail will be sent with your IM Review Training link & IM Review Online Reference Guide. All training and reviewer notifications regarding the instructional materials review process will be sent via e-mail; hence, please be sure to provide an accurate e-mail address.
- If your affidavit is on file, your bid(s) will be assigned and an e-mail will be sent to start your evaluation(s). The entire evaluation process is conducted online with the evaluation rubric and access to the samples all available through the IM Review Portal. There is no required travel and no hardcopy samples will be sent to you.

IM Reviewer Evaluation Training Materials:

- Florida Online IM Review Training Presentation
- Florida Online IM Review Training Presentation Slide Notes
- 2014 Evaluation Quick Reference Guide

All training materials will be posted on the IM website under the Instructional Materials Evaluation section. You must read the Review Training Presentation and the Evaluation Quick Reference Guide.

The IM Review Training Presentation and Slide Notes cover the evaluation policies, areas of review, rating scale and how to access, evaluate and use the online evaluation tool. The Evaluation Quick Reference Guide provides a quick tutorial of the IM Review Portal, how to access the materials for review and how to complete the areas of review evaluation.

If you encounter any problems with the publisher's website etc., please contact our office immediately. Please do not contact the publisher!

Stipend for Reviewers:

A stipend will now be paid to all State Instructional Materials Reviewers: In accordance with section 1006.29(1)(d), Florida Statutes, the department, as of July 1, 2014, may assess and collect fees from publishers participating in the instructional materials approval process. The monies so collected will be used to pay a stipend to state instructional materials reviewers.

Reviewers will receive a stipend of \$330 dollars for each bid evaluated. Each bid must be completed within three weeks from the assignment date - No exceptions.

All stipend checks will be mailed within 30 days upon the completion of the adoption. Evaluating Instructional Materials for the state adoption requires time and effort; it is an undertaking that is very important and will support our goal for all Florida students to receive a high quality education that will prepare them to be active citizens, critical thinkers, and lifelong learners.

IM Contact Information:

Please contact Katrina Figgett at katrina.figgett@fldoe.org 850-245-0758 or the IM staff at imstaff@fldoe.org 850-245-0425, if you need additional information on the Florida IM Review process.

<http://www.fldoe.org/academics/standards/instructional-materials/> IM Website

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf> Affidavit

<https://app2.fldoe.org/BI/InstructMat/Evaluation/Account/Login.aspx> IM Review Portal