DRAFT Meeting Minutes – Florida Standards Assessment Review Selection Panel
May 15, 2015 – 8:00AM
Via Conference Call

- Ashley Spicola opened the meeting at 8:00 A.M. and gave a brief introduction about the Panel and asked for introductions of Panel members.
  o Senator Ring introduced himself.
  o Dr. William Proctor introduced himself.
  o Dr. Joseph Joyner introduced himself.
- Ashley Spicola advised that additional staff were in attendance and that Panel meetings are subject to Sunshine Law.
- Ashley Spicola listed out the draft materials for consideration.

- Draft Agenda (for consideration)
  o Dr. Joyner asked whether this panel was considering a competitive bid or request for offers. He was answered that it was a request for offers.
  o Dr. Joyner moved to adopt the agenda.
  o Senator Ring seconded.
  o The Panel unanimously adopted the Draft Agenda.

- Proposed Panel Meeting Timeline (for consideration)
  o Ashley Spicola explained the timeline.
  o Dr. Proctor asked if the proposed vendors were selected ahead of time based on any criteria.
  o Ashley Spicola answered that there are criteria in HB 7069.
  o Dr. Joyner explained his date constraints.
  o Senator Ring explained that he could go to Jacksonville to meet.
  o Dr. Joyner asked if one day would be enough
    - Ashley Spicola advised that it most likely would be.
  o Dr. Proctor was okay with any date and time.
  o Dr. Joyner moved that the second meeting be on Friday, May 29.
  o Senator Ring seconded.
  o The Panel unanimously adopted the Proposed Panel Meeting Timeline.

- Draft Scope of Work (for consideration)
  o Senator Ring raised technology review as an issue, as did Dr. Joyner.
  o Ashley Spicola advised that the members could propose language to modify or add.
Senator Ring said that technology must be visited and reviewed.
Ashley Spicola asked for motion to direct staff to draft technology language to be added to the Scope of Work.
  - Dr. Joyner moved.
  - Senator Ring seconded.
  - The Panel unanimously directed staff to draft technology language.
Dr. Joyner raised concerns about linking.
Ashley Spicola advised that Panel could add language addressing linking, and that panel members could direct staff to draft language.
Dr. Proctor asked if the review was about predictive validity or reliability.
  - Ashley stated that Vince Verges from DOE was present as well to answer questions.
Vince Verges introduced himself.
  - He stated that the review was about the psychometric validity.
  - Review of uses would come later.
  - Linking could be added to the Scope of Work.
Ashley Spicola asked if the rest of scope of work was okay.
  - All members were okay with the rest.
  - Dr. Proctor moved to revisit proposed edits later in meeting.

- Draft Request for Offers (for consideration)
  - Dr. Joyner had no concerns.
Dr. Joyner and Senator Ring asked about vendor and member contact.
  - Ashley Spicola advised no discussion by panel members with each other or vendors until the next meeting, and to forward communications to her if appropriate.
Panel members all discussed the selection process and possible time constraints for candidate vendor presentations.
  - Ashley Spicola asked if there was a motion to limit the time vendors will have to present.
    - Senator Ring moved that vendors have a 15 minute time limit for presentations, including questions and answers.
    - Dr. Joyner seconded.
    - The Panel unanimously adopted a 15 minute time limit for presentations.
Dr. Proctor raised concerns about limiting time.
  - Senator Ring and Dr. Joyner advised that they could extend time if the panel chose to.
    - Dr. Joyner moved to allow the panel to extend beyond the 15 minute limit if it chose.
    - Senator Ring seconded.
• The Panel unanimously adopted an allowance to extend the 15 minute time limit.
• Ashley Spicola advised members to consider the type of presentations that the Panel would consider
  o Dr. Joyner moved to require in-person presentations.
  o Senator Ring seconded.
  o The Panel unanimously adopted a requirement for in-person presentations.

• Dr. Joyner asked Ashley Spicola to read the Scope of Work evaluation sections, and suggested that the Panel members consider a scoring methodology.
  o Ashley Spicola read the evaluation sections.
  o Vince Verges explained that experience and qualifications have usually been 10-20% of a score in similar past considerations.
• Panel members discussed the possibility of adopting a scoring methodology and re-questioned whether a scoring methodology was necessary. Dr. Joyner asked if one was necessary.
  o Ashley Spicola advised that the law did not require it.
  o Dr. Proctor noted that there were three enumerated considerations in HB 7069, and noted that the validity was the most important consideration.
  o Senator Ring moved that Panel members will discuss potential vendors without the constraints of a scoring methodology.
    ▪ Dr. Joyner and Dr. Proctor were in agreement.

• Ashley Spicola informed Panel members that staff had drafted proposed language changes based on the Panel's prior discussion.
• Language was read to Panel members that changed section III(b)(i)(4) of the Scope of Work and Request for Offers to “use student- and grade-appropriate language, as well as content standards-based vocabulary;”
  o Dr. Joyner moved to adopt the new language.
  o Dr. Proctor seconded.
  o The Panel unanimously adopted the new language.
• Language was read to Panel members that added “The analysis shall include a review to determine to what extent, if any, test administration issues impacted overall student performance, and the impact on individual students of any delays between the time these students started and completed their test sessions” to section III(b)(iv) of the Scope of Work and Request for Offers.
  o Senator Ring moved to adopt the new language.
  o Dr. Joyner seconded.
  o The Panel unanimously adopted the new language.
Language was read to Panel members that added “The analysis shall include an evaluation of the process used for linking 2015 FSA Algebra 1 and Grade 10 ELA scores to the 2013-2014 results” to section III(b)(vi) of the Scope of Work and Request for Offers.

- Dr. Joyner asked if this study would serve as an underpinning for future linkage studies through the State Board of Education.
- Dr. Proctor asked what FSA is linked to.
  - Vince Verges explained that it is linked to Florida Standards and courses, and not linked to learning gains.
- Senator Ring moved to adopt the new language.
- Dr. Joyner seconded.
- The Panel unanimously adopted the new language.

Ashley Spicola asked if there was a motion to adopt the Scope of Work and Request for Offers, as amended.

- Dr. Joyner moved to adopt both.
- Senator Ring seconded.
- The Panel unanimously adopted the Scope of Work and Request for Offers.

List of Potential Vendors (for consideration)

- Dr. Joyner asked if any companies have already worked on validating the FSA.
  - Vince Verges advised that Buros and HumRRO have.
  - Dr. Joyner asked if it is appropriate to have those companies involved.
    - Dr. Proctor concurred that was a good question.
  - Ashley Spicola advised that the Panel has the option as to who is on the list, and that the list is simply a list of potential vendors that the Panel could direct staff to reach out to.
  - Members discussed merits of entities on the list.
    - Ashley Spicola explained again that the list was of entities for staff to be directed by the Panel to contact.
    - Ashley Spicola also explained that anyone could apply, and if HumRRO or Buros did apply, the Panel could choose not to select them.
  - Senator Ring asked if universities could apply.
    - Ashley Spicola advised that they could.
  - Dr. Joyner asked about application process.
    - Ashley Spicola explained that the Panel would evaluate and consider applications.
• Dr. Proctor asked if there was a list of problems with the FSA.
  o Dr. Joyner asked the same.
  o Ashley Spicola advised that DOE would provide a list of concerns they have received to the Panel members.

• Ashley Spicola asked if there was a motion to allow staff to reach out to entities on the list other than Buros and HumRRO.
  ▪ Dr. Joyner moved to remove Buros and HumRRO from the list and direct staff to reach out to other entities on the list.
  ▪ Senator Ring seconded.
  ▪ The Panel unanimously adopted the List of Potential Vendors.

• Ashley Spicola asked if there was a motion for a meeting by phone on Wednesday, May 27th to narrow down list if more than 10 entities apply.
  o Senator Ring stated he is traveling that day but could do a call early in the day.
  o Wednesday May 27th 9:00 a.m. (if more than 10 entities apply) by phone was proposed.
    ▪ Dr. Proctor moved to adopt that meeting date and time.
    ▪ Dr. Joyner seconded.
    ▪ The Panel unanimously adopted the meeting time.
  o Ashley advised that staff will make arrangements for the meeting in Jacksonville on May 29th.

• The meeting adjourned at 9:28AM.