

SCHOOL IMPROVEMENT TRAINING SEPTEMBER 2016



Office of Service Quality

Veda Hudge, Director

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Broward County
Public Schools



WELCOME

2016-2017

SCHOOL

IMPROVEMENT

TEAM!



AGENDA



Broward County
Public Schools

- **School Advisory Council (SAC)**
- **School Advisory Forum (SAF)**
- **School Improvement Plan (SIP)**
- **Accreditation School Portfolio**

SCHOOL IMPROVEMENT IMPORTANT DATES/DEADLINES FOR 2016-2017 SCHOOL YEAR

Event Date/Deadline	Event/Document	Person(s) Responsible
August – September 2016	Reviewing Accreditation Artifacts	OSQ IFs
September 2, 2016	FLDOE SIP draft submitted on CIMS	Principal and SAC Chair
September 12 - 16, 2016 Schools Will Choose to Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training Topics: SBBC SIP, SAC Composition, SAC Bylaws, AdvancED Self Assessment, Accreditation Portfolio, 2015–2016 SIP Closeout, and New Waivers	Donna Boruch & OSQ IFs
September 22, 2016	Deadline for 2015–2016 SIP Closeout on SIP Template in OSPA Central V2.0	Principal & SAC Chair(s)
September 26, 2016	Deadline to submit AdvancED Portfolio on ASSIST Website	Principal Only
September 29, 2016	Completion of SIP Template (Upload SAC, Rtl, PLC Meeting Dates, Title 1 Plan, Attendance Plan, and School Goals on SIP Template in OSPA Central)	Principal & SAC Chair(s)
October 6, 2016	SAC Composition Report, SAC Bylaws, ASSIST Self Assessment Completed and Uploaded in OSPA Central V2.0	Principal & SAC Chair(s)
October 23 – 26, 2016	AdvancED External Review Team Visit	AdvancED External Review Team & SBBC Staff
November 14, 2016	Deadline to Submit Intent to Apply Waiver Form	Principal & SAC Chair(s)
November 28 - December 2, 2016 Schools Will Choose to Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training Topics: Monitoring SIP, A+ Process, Continuation Waivers, Attendance Plan, and Mid-year Reflection	Donna Boruch & OSQ IFs
February 1, 2017	A+ Fund Plans for Qualifying Schools <u>completed</u> and Uploaded	Principal & SAC Chair(s)
February 9, 2017	New Waiver Applications Submitted	Principal & SAC Chair(s)
February 27 – March 3, 2017 Schools Will Chose to Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training Topics: SIP Planning for 2017-2018, Monitoring SIP, and Behavior Plan for 2017-2018	Donna Boruch & OSQ IFs
April 27, 2017	Continuation Waivers All documentation requires for continuation of a waiver completed and uploaded	Principal & SAC Chair

OSPA WEBSITE



Broward County
Public Schools

For all School Improvement information, log on to:

http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=3

- View any school's School Improvement Plan
- Access SAC & SIP Standard Operating Procedural
Manuals

- A+ Recognition Fund Process Information
- Waiver Application
- Log on to OSPA Central 2.0 to access SIP template

SAC

SCHOOL ADVISORY COUNCIL



ESTABLISHED BY LAW AND SBBC POLICY

2015 FLORIDA STATUTES 1001.452

District and school advisory councils.—(1) ESTABLISHMENT.—(a) The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.”

SBBC POLICY 1403: School Accountability and Improvement

The entire policy can be viewed by logging on to:

<http://www.broward.k12.fl.us/sbbcpolicies/index.asp>

PURPOSE OF SAC



Broward County
Public Schools

- **Facilitate the development of the School Improvement Plan (SIP)**
- **Monitor progress of the SIP and make modifications as needed**

SAC MEMBERSHIP



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Council Members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

- 1. Teachers shall be elected by teachers.**
- 2. Education support employees shall be elected by education support employees.**
- 3. Students shall be elected by students.**
- 4. Parents shall be elected by parents.**

MANDATORY SAC COMPOSITION



Broward County
Public Schools

SAC Composition must represent school population and must include:

Principal (Not assistant principal)

Teachers

BTU Steward (Or designee)

Parents

Innovation Zone Representative (Must be a parent)

SAF Chairperson (Must be a parent)

ESOL Representative (Must be the parent of ELL student)

ESE Representative (Must be the parent of an ESE student)

Gifted Representative (Must be the parent of a Gifted student)

Pre-K (If applicable-parent or certified teacher)

Non-Instructional Employees

Community/ Business Representatives

Students (mandatory for High School, optional for Middle School)

SAC CHAIR(S)



Broward County
Public Schools

- Elected AFTER SAC members are chosen
- Must represent SAC at Area Advisory Meetings
- Will represent SAC as a voting member at School Advisory Forum Meetings

SAC BYLAWS



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Public Schools

- **School Advisory Councils should review their SAC Bylaws in the beginning of each year and make necessary revisions during the fall.**
- **School Advisory Councils need to review their Bylaws and revise them using the SAC Bylaws Template.**
- **Once the SAC Bylaws have been revised and approved, they are to be submitted through the SAC Documentation Upload on the SBBC SIP**
- **Schools are also expected to maintain a copy of their annual SAC Bylaws and should ensure that they are available for anyone who may wish to see them.**

SAF

SCHOOL ADVISORY FORUM



SBBC POLICY 1.3 SCHOOL ADVISORY FORUM: Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between its stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council.

MEMBERSHIP: Officers should be elected per their school bylaws.

DUTIES: Actively participate with the SAC in identifying the needs and priorities of the school.

Comprehensive SAF information can be found by logging onto:

<http://www.broward.k12.fl.us/sbbcpolicies/index.asp>

HOW DOES SAC RELATE TO SAF?



Broward County
Public Schools

SAC School Advisory Council

Mandated by State Statute

Main purpose is increasing student achievement through school improvement

Chair(s) can be employee and/or parent



SAF- School Advisory Forum

Mandated by School Board Policy

Main purpose is communication between stakeholders, the school, and the Area Advisory Council Chair

MUST be a parent

SAF Chair is a member of SAC

SIP

SCHOOL IMPROVEMENT PLAN



Broward County
Public Schools

**F.S.C. 1001.42
& SBBC
POLICY 1403
REQUIRE THAT
ALL SIPs
INCLUDE:**

- School mission
- Baseline data to identify needs
- Expected student learning outcomes
- Strategies & timeframes for improvement
- Action steps for:
 - instructional strategies
 - budget
 - training
 - instructional materials & technology
 - student support services and other resources
- Necessary training & technical assistance

SBBC SCHOOL IMPROVEMENT PLAN IMPORTANT CLARIFICATION POINTS



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- All schools must complete the SBBC School Improvement Plan which is aligned with the District Strategic Plan.
- The FLDOE SIP (*Required for all DA Schools*) is a component of the SBBC SIP in Best Practice 4.
- The SAC Composition Report needs to be updated and uploaded as a PDF periodically to SAC Upload section to reflect the actual, current membership.
- Entire ASSIST Self-Assessment needs to be placed in the Accreditation Artifact Upload section each year.

A+ RECOGNITION FUND



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- **All schools that qualify for A+ Funds Must complete the process by February 1, 2016, as required by Florida Statute 1008.36:**

Schools that sustain high performance by receiving a school grade of "A;" or

Schools that demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade; or

Schools that improve more than one letter grade and sustain the improvement the following school year; or

Schools designated as Alternative Schools that receive a school improvement rating of "Improving" or improve at least one level.

- **Information about the A+ Fund Process may be found at:**

http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=6

- **Schools must place A+ documentation in the SAC Upload Center:**

SAC Minutes, attendance and voting results for each A+ Recognition Funds Meetings

- **Information about Accountability Rules and School Grade Calculations**

<http://www.fldoe.org/accountability/accountability-reporting/accountability-rules.stml>

Important Note - Florida Statute 1008.36 states:

"If school staff and the School Advisory Council cannot reach agreement by February 1, the award must be equally distributed to all classroom teachers currently teaching in the school."

NEW & CONTINUATION WAIVERS



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ALL WAIVER INFORMATION CAN BE FOUND AT:

http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5

New Waiver Applications: Must be completed by February 9, 2017

Only schools that have completed an ***Intent to Apply*** form and have been given permission to proceed may submit an application.

Continuation Waivers: All documentation must be completed by April 27, 2016. Remember: The faculty must vote to continue the waiver each year.

SBBC SIP

For ALL Schools



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Public Schools

The SBBC SIP can be found by logging onto:

<http://www.broward.k12.fl.us/ospa/ospa-central2/>

New SAC chairs will be given access.

Username: P-number

Password: password1 (for first time users)

If you need help logging on, your IF can assist you.

ACCREDITATION



Broward County
Public Schools

- **AdvancED Accreditation Review Fall 2016**
- **Broward County Schools, first accredited in 1962, must participate in an external review every five years in order to retain AdvancED School System Accreditation.**
- **The team will review the system and its schools to evaluate the system's adherence to the AdvancED Accreditation Standards.**

ACCREDITATION STANDARDS & SBBC STRATEGIC PLAN



Broward County
Public Schools

Standard 1: Purpose and Direction

The **SBBC Strategic Plan** maintains and communicates at all levels of the organization a purpose and direction for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning.

Standard 2: Governance and Leadership

The **SBBC Strategic Plan** is a part of a system of governance and leadership that promotes and supports student performance and system effectiveness.

Standard 3: Teaching and Assessing for Learning

The **SBBC Strategic Plan** supports the district's practices for curriculum, instructional design, and assessment, ensuring teacher effectiveness and student learning across all grades and courses.

Standard 4: Resources and Support Systems

The **SBBC Strategic Plan** leverages BCPS resources and provides services in all schools to support its purpose and direction to ensure success for all students.

Standard 5: Using Results for Continuous Improvement

The **SBBC Strategic Plan** supports the district's comprehensive assessment process that generates a wide range of data about student learning and system effectiveness and uses the results to guide continuous improvement.

ACCREDITATION PORTFOLIO FOR SCHOOLS



Broward County
Public Schools

- **Executive Summary**
- **Self Assessment**
- **Stakeholder Feedback Diagnostic**
- **Student Performance Diagnostic**
- **AdvancED Assurances**

ACCREDITATION PORTFOLIO SUBMISSION



Broward County
Public Schools

The principal, after reviewing the portfolio, is responsible for authorizing submission of the portfolio by September 26, 2016.

Once submitted, all information is FINAL and the PORTFOLIO CANNOT BE REOPENED.

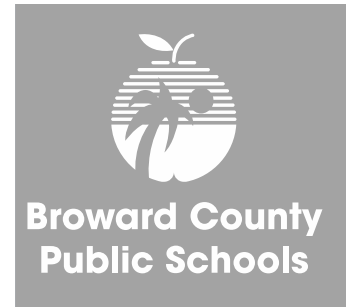
OSPA IFs can assist principals in the portfolio review process.



Accreditation Report

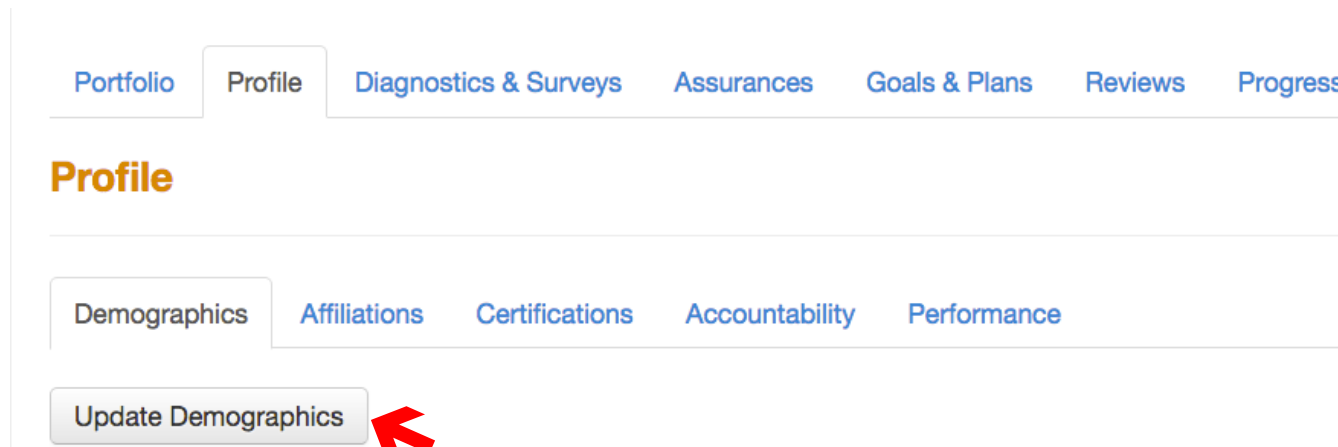
This report is the initial evidence used by the External Review team. The report includes diagnostics, assurances and planning documents. Once submitted, this report cannot be re-opened; please obtain all feedback and approvals necessary prior to submission.

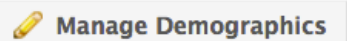
Step #1: Update AdvancED ASSIST SCHOOL PROFILE



LOG ON TO ASSIST AND CLICK ON “Profile”

Logon: Principal's email Password: broward06



- Click on “Update Demographics”
- Click  to add, update and review all institution information

STEP #2: Open AdvancED ASSIST SCHOOL PORTFOLIO



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Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress


Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.
Select a document for additional details and to begin or continue your work.

2016-2017 School Year

Days Past Due	Due Date	Status	Document
	September 26, 2016	Not started	Accreditation Report



LOG ON TO ASSIST AND CLICK ON ACCREDITATION REPORT

Logon: Principal's email Password: broward06

Accreditation Report (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Sep 26, 2016**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	<input checked="" type="checkbox"/>	
Diagnostic	Self Assessment	<input checked="" type="checkbox"/>	
Diagnostic	Stakeholder Feedback Diagnostic	<input checked="" type="checkbox"/>	
Diagnostic	Student Performance Diagnostic	<input checked="" type="checkbox"/>	
Assurance	AdvancED Assurances	<input checked="" type="checkbox"/>	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Goals and Plans		<input checked="" type="checkbox"/>	

Accreditation Report

This report is the initial evidence used by the External Review team. The report includes diagnostics, assurances and planning documents. Once submitted, this report cannot be re-opened; please obtain all feedback and approvals necessary prior to submission.

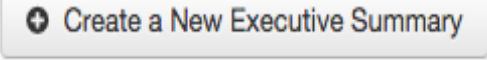
CLICK ON EXECUTIVE SUMMARY

Step #3: Review and Finalize the **EXECUTIVE SUMMARY**

A Completing the Executive Summary tutorial is available at:
<http://www.screencast.com/t/h6SOaSO9V>



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- Click this: 
- Then check the box and click on **Executive Summary** to open: **Executive Summary**
- Copy and paste the final draft of your school's Executive Summary into the template.
- When the template is finished click the Complete button:

Important Note: The Executive summary can be reopened at any time for editing before submitting the diagnostic portfolio.

Accreditation Report (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Sep 26, 2016**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	<input type="checkbox"/>	
Diagnostic	Self Assessment	<input type="checkbox"/>	
Diagnostic	Stakeholder Feedback Diagnostic	<input type="checkbox"/>	
Diagnostic	Student Performance Diagnostic	<input type="checkbox"/>	
Assurance	AdvancED Assurances	<input type="checkbox"/>	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Goals and Plans		<input type="checkbox"/>	

Accreditation Report

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CLICK ON SELF ASSESSMENT

Step #4: Review and Save the SELF ASSESSMENT

A Completing the Self Assessment tutorial is available at:
<http://www.screencast.com/t/536Y8xgzY7lg>



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This is what will appear:

Manage Document Components ✕

Diagnostic | Self Assessment

Check those components to be included in this document.

Fall 2013

2014/2015

2015-2016 *

Diagnostic *

** Indicates that the diagnostic has been archived*

- Check box for 2015-2016
- Then click on **Save Selection**
- A green check will appear on your Portfolio next to Self Assessment

Section	Template	Components	Complete
Diagnostic	Executive Summary		<input checked="" type="checkbox"/>
Diagnostic	Self Assessment	2015-2016	<input checked="" type="checkbox"/>

Accreditation Report (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Sep 26, 2016**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	<input type="checkbox"/>	
Diagnostic	Self Assessment	<input type="checkbox"/>	
Diagnostic	Stakeholder Feedback Diagnostic	<input type="checkbox"/>	
Diagnostic	Student Performance Diagnostic	<input type="checkbox"/>	
Assurance	AdvancED Assurances	<input type="checkbox"/>	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Goals and Plans		<input type="checkbox"/>	

Accreditation Report

This report is the initial evidence used by the External Review team. The report includes diagnostics, assurances and planning documents. Once submitted, this report cannot be re-opened; please obtain all feedback and approvals necessary prior to submission.

CLICK ON STAKEHOLDER FEEDBACK DIAGNOSTIC

Step #5: Complete & upload template for STAKEHOLDER FEEDBACK DIAGNOSTIC

A Completing Stakeholder Feedback Diagnostic tutorial is available at:
<http://www.screencast.com/t/vcogeN6LnZC>



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- Click this:
 - Then check the box and click on this box and open: [Stakeholder Feedback Diagnostic](#)
 - Go to Survey Scoring Summary and view your schools survey results:
 - Log on to AdvancED: <http://www.advanc-ed.org/login>
 - Click on "Diagnostics & Surveys" tab. Then Click on the "Survey" tab
 - Choose Parent Survey, Student Survey, or Staff Survey
 - Click on "Survey Scoring Summary, click on "Average Score Data", record results for each standard
 - Click on Overall Score to get an average score for each Standard
(Use the *[Stakeholder Feedback Worksheet](#) if you need assistance converting the any surveys from a 3-point to a 5-point scale.)
 - Based on your survey results, answer all questions in the Stakeholder Feedback section
 - For answer to question #1 click YES, then upload the *[BCPS Stakeholder Feedback Data document](#).
 - When the all sections are finished click the [Complete](#) button
- * [Stakeholder Feedback Worksheet](#) and [BCPS Stakeholder Feedback Data Document](#) will be emailed to you by your Instructional Facilitator

Accreditation Report (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Sep 26, 2016**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	<input type="checkbox"/>	
Diagnostic	Self Assessment	<input type="checkbox"/>	
Diagnostic	Stakeholder Feedback Diagnostic	<input type="checkbox"/>	
Diagnostic	Student Performance Diagnostic	<input type="checkbox"/>	
Assurance	AdvancED Assurances	<input type="checkbox"/>	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Goals and Plans		<input type="checkbox"/>	

Accreditation Report

This report is the initial evidence used by the External Review team. The report includes diagnostics, assurances and planning documents. Once submitted, this report cannot be re-opened; please obtain all feedback and approvals necessary prior to submission.

CLICK ON STUDENT PERFORMANCE DIAGNOSTIC

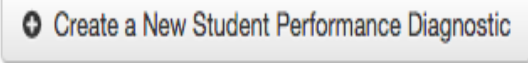
Step #6: Update information on STUDENT PERFORMANCE DIAGNOSTIC

A Completing Student Performance Diagnostic tutorial is available at:
<http://www.screencast.com/t/zuaLab2ZztY>



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This section needs to be updated with the new 2016 FSA data.

- Click this: 
- Then check the box and click on this box and open: [Student Performance Diagnostic](#)
- Go to Data Warehouse (<http://bcps.browardschools.com/VirtualCounselor/>) and download in PDF format your school's new *FSA Demographic Report 2016*.
- For the *Student Performance Data* section, Question #1, click "YES" and upload the *FSA Demographic Report 2016* from Data Warehouse. (Your login for the DWH Reports Folder is your 4-digit school number and your password is your schools SIP number.)
- Based on the FSA results and any other testing results available at your school, answer all questions in the Student Performance section. If you use other testing data reports, upload PDF copies in #1.
- Prior to clicking the Complete upload any progress monitoring data your school uses.
- When the all sections are finished click the Complete button.

Accreditation Report (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Sep 26, 2016**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	<input type="checkbox"/>	
Diagnostic	Self Assessment	<input type="checkbox"/>	
Diagnostic	Stakeholder Feedback Diagnostic	<input type="checkbox"/>	
Diagnostic	Student Performance Diagnostic	<input type="checkbox"/>	
Assurance	AdvancED Assurances	<input type="checkbox"/>	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Goals and Plans		<input type="checkbox"/>	

Accreditation Report

This report is the initial evidence used by the External Review team. The report includes diagnostics, assurances and planning documents. Once submitted, this report cannot be re-opened; please obtain all feedback and approvals necessary prior to submission.

CLICK ON AdvancED ASSURANCES

Step #7: Review your school's ASSURANCES

A Completing the Assurances tutorial is available at:
<http://www.screencast.com/t/BEGXhfGEAz>



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- Click this:
- Then check the box and click on this box and open: AdvancED Assurances
- Answer “Yes” to all questions.
- For Question #5 you must upload a PDF of your SIP.

5. The institution engages in a continuous improvement process and implements an improvement plan. Attach the improvement plan if the plan is not located in AdvancED's Adaptive System of School Improvement Support Tools (ASSIST).

- Schools with a FLDOE SIP need to Upload a PDF copy of their SIP from FL CIMS
- A, B, and C schools need to upload a PDF copy of their SIP from OSPA Central 2.0.
- Title I schools need to upload a PDF copy of their Title I Plan

Step #8: Submitting the
COMPLETED SCHOOL PORTFOLIO

A Submitting the Report tutorial is available at:
<http://www.screencast.com/t/lpTR9DoXt8>



Broward County
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Once all sections of the Accreditation Portfolio are complete and each section has a green checkmark, the portfolio is ready to be submitted.

ONLY THE PRINCIPAL
CAN AUTHORIZE SUBMISSION OF THE PORTFOLIO

All portfolios must be submitted by September 26, 2016.

THANK YOU!

Office of Service Quality 754-321-3850



NEXT TRAINING: NOVEMBER 28 - DECEMBER 2