



**OFFICE OF SERVICE QUALITY**

# **SCHOOL IMPROVEMENT TRAINING – QUARTER 3**

**FEBRUARY 27 – MARCH 3, 2017**

# AGENDA

**1. STAKEHOLDER  
SURVEY &  
VAL-ED  
SURVEY**

**2. FACE PLAN**

(THE OFFICE OF PARENT AND  
COMMUNITY ENGAGEMENT)

**3. SAC AND  
SAF  
UPDATES**

**4. BEHAVIOR  
PLAN**

(THE OFFICE OF DIVERSITY,  
PREVENTION AND INTERVENTION)

**5. MID-YEAR  
SIP  
REFLECTION**

**6. SHARING  
BEST  
PRACTICES**



# 1. STAKEHOLDER SURVEYS AND VAL-ED SURVEYS



# ASSIST STAKEHOLDER SURVEY: MARCH 6-31

## DIRECTIONS SENT TO PRINCIPALS ON FEB. 23<sup>RD</sup>

GO TO <http://extranet.advanc-ed.org/systems>

TO DOWNLOAD DOCUMENTS ABOUT SURVEY ADMINISTRATION

Document Name	Last Updated
<a href="#">Guide to Administering Surveys and Generalizing Survey Results</a>	08/02/2016
<a href="#">Instructions for Administering Paper Surveys</a>	08/02/2016
<a href="#">Preview Surveys</a>	08/02/2016
<a href="#">Technical Guide: Administering Stakeholder Surveys</a>	08/02/2016



# ASSIST STAKEHOLDER SURVEY: DIRECTIONS FOR STAFF SURVEY

- Web STAFF Survey Link: <http://www.advanc-ed.org/survey/public/8530367>

**This survey is to be completed by INSTRUCTIONAL staff only. This includes APs, ESE Specialists, Academic Coaches, and Media Specialists**

- **Web STAFF Survey Invitation:** Use for communication to distribute the link information:

*In an effort to improve System Practices, the Broward County School District is conducting a Staff Survey. We value your opinion and ask that you please take time to complete this survey. In order to complete the survey, go to: <http://www.advanc-ed.org/survey/public/8530367> Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for your time and attention to this matter.*

- **Paper surveys will not be available for the staff.**



# ASSIST STAKEHOLDER SURVEY: DIRECTIONS FOR STUDENT SURVEY

- **Web STUDENT Survey Links** – Please use with the appropriate grade level:

Early Elementary (Grades K-2) <http://www.advanc-ed.org/survey/public/4852131>

Elementary (Grades 3-5) <http://www.advanc-ed.org/survey/public/6563635>

Middle & High (Grades 6-12) <http://www.advanc-ed.org/survey/public/2612735>

- **Web STUDENT Survey Invitation** - use for any communication to distribute the appropriate link to your students:

*In an effort to improve System Practices, the Broward County School District is conducting a Student Survey. We value your opinion and ask that you please take time to complete this survey. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for your time and attention to this matter.*

- **Paper surveys will not be available for the students.**



# ASSIST STAKEHOLDER SURVEY: DIRECTIONS FOR PARENT SURVEY

- **Web PARENT Survey Link:** <http://www.advanc-ed.org/survey/public/0413263>

Send this link home to parents via Parent Link, flyer, email, etc. if your school chooses to use the web for the parent survey.

- **Web PARENT Survey Invitation:** use for any communication to distribute the link information:

*In an effort to improve System Practices, Broward County School District is conducting a Parent Survey. We value your opinion and ask that you please take time to complete this survey. In order to complete the survey, go to: <http://www.advanc-ed.org/survey/public/0413263> Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated.*

*Thank you for your time and attention to this matter.*

- **Paper PARENT Survey:**

Principals were emailed a zip file with their school's parent surveys in multiple languages and instructions for survey administration. Each zip file contains uniquely identified surveys for the noted school and should not be administered to other institutions. Schools are responsible for reproducing, distributing, and mailing paper surveys for processing.



# VAL-ED SURVEY

The VAL-ED is an online survey all directors, principals and teachers take to rate the effectiveness of instructional leadership at each school site

The survey results will serve as a guide for professional development for cadre directors

- Survey answers are completely anonymous and the online survey will take about 20-30 minutes
- It is advised that the survey be completed in one sitting

- Schools will receive a school survey code and unique access codes to be randomly distributed

**SPECIFIC DIRECTIONS WITH ACCESS CODES WILL BE SENT TO PRINCIPALS**

- Ratings for each question are scored from 1 (lowest) to 5 (highest)
- When a score for each item is given, an item from the “evidence” choices needs to be indicated





# VAL-ED SURVEY

**2017 VAL-ED SURVEY WILL BE CONDUCTED  
MARCH 20 - APRIL 7**

**PRINCIPALS WILL BE EMAILED DIRECTIONS THE  
WEEK OF MARCH 13<sup>TH</sup>**

**A Best Practice for successful survey completion success  
is to have all instructional staff take the survey  
in a group setting.**



# 2. FACE PLAN

If you have any questions or concerns, please contact  
[Nadia.Clarke@browardschools.com](mailto:Nadia.Clarke@browardschools.com) or at 754-321-1599



# FACE PLAN

(FAMILY AND COMMUNITY ENGAGEMENT)

**1. Reminder...all FACE Plan docs are available on OSPA Central 2.0.**

**2. Cultural Ambassador interviews should be with adults, not students.**

**3. Connect with School Social Workers for community resources.**

**4. FACE is a great opportunity to engage your SAF Chair!**

**5. Continue building on your current activities for next school year.**

**6. What is working well & what are your challenges?**



# 3. SIP AND SAF UPDATES



# SIP AND SAF SBBC POLICY

## SAC/SIP: SBBC POLICY 1403 SCHOOL ACCOUNTABILITY AND IMPROVEMENT:

Each school has a School Advisory Council (SAC) to facilitate the development and monitor progress of the annual School Improvement Plan. Agendas and minutes reflect annual needs assessment, SIP monitoring and allocation of Accountability Funds.

## SAF: SBBC POLICY 1.3 SCHOOL ADVISORY FORUM:

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

Both policies can be viewed at: <http://www.broward.k12.fl.us/sbbcpolicies/index.asp>



# SAC BYLAW REVIEW

## ARTICLE IV. OFFICERS

- Section 1. Officers of this committee will consist of  and secretary.
- Section 2. The officers shall be elected annually at the  meeting.
- Section 3: Installation of new officers will be held at the  meeting of the school year.
- Section 4: If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.
- Section 5. Nominations of SAC Officers:
  - A. There shall be a nominating committee composed of three members who shall be elected by the School Advisory Council at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.
  - B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.
  - C. Nominations for officers will be made from the floor at a School Advisory Council meeting.



# CONTINUATION WAIVERS

All documentation must be completed by April 27, 2017.

## **Remember:**

The faculty must vote to continue the waiver each year.



# 4. BEHAVIOR PLAN

Upload Completed Behavior Plan to the 2017-2018 SIP Template





# SCHOOL –WIDE POSITIVE BEHAVIOR PLAN (SPBP)

THE FOLLOWING INFORMATION WAS SENT TO PRINCIPALS VIA PIVOT JANUARY 17, 2017

**ACTION 1:** Before January 30, 2017 and using their own Personnel Identification Number, the principal is to sign in and watch the “School-Wide Positive Behavior Plan (SPBP) Brainshark for Principals”, found at <http://www.browardprevention.org/mtssrti/rtib/> School-Wide Positive Behavior Plan.

The principal is to download the SPBP template from the School Improvement Plan (SIP), Best Practice #2, for their SPBP team.

**ACTION 2:** Between January 17, 2017 and April 28, 2017, the SPBP team is to complete the SPBP template.

The SPBP needs to be shared with all stakeholders (students, staff, parents/caregivers, community, etc.) and be available to all school guests, District visitors, and substitute teachers. Faculty who are part of the bargaining unit are to vote on the SPBP.



# SCHOOL –WIDE POSITIVE BEHAVIOR PLAN (SPBP)

**ACTION 3:** Before May 1, 2017, all schools must upload their completed SPBP template as part of the SIP, Best Practice #2, in OSPA Central V2.0.

**RATIONALE:** In our continuing efforts to address schoolwide behaviors and improve school climate, the School-Wide Positive Behavior Plan remains an important component of the School Improvement Plan. The template aligns with the District’s focus on Response to Intervention (RtI) and reflects the essential items of effective Positive Behavior Intervention and Support (PBIS).

Article 11-3 of the Collective Bargaining Agreement indicates that contractually, every school must have a Discipline Committee working in conjunction with the School Advisory Committee. It is this team who creates the SPBP. Please refer to Article 11-3 for more detailed information.

Every plan will be reviewed and rated by a District team. Individual feedback will be provided to the principal and their assigned cadre director by June 30, 2017.

If you have any questions or concerns, please contact

[Tynne.Hogan@browardschools.com](mailto:Tynne.Hogan@browardschools.com) or at 754-321-1642



# 5. MID-YEAR REFLECTION

Upload Completed Mid-Year Reflection to SAC/SAF Upload Center



# SIP MID-YEAR REFLECTION

## 1. Has your school made progress towards achieving the goal?

A. How do the structures & systems in place at your school ensure all facets of the school culture create predictable environments and a school climate that supports your SIP goal?



B. What are the gaps that exist between your current state and your desired state?

C. How will you address them between now and the end of this school year?



# SIP MID-YEAR REFLECTION

## 2. Have alterable barriers been eliminated or reduced?

(Alterable barriers are in-house infrastructure mechanisms such as scheduling, class structures, teacher attendance, student attendance, staff development plan, etc.)

A. What evidence do you see that a barrier has been reduced or eliminated?

C. If progress towards eliminating the barrier is not sufficient, where or what is the breakdown?

B. What evidence do you have that the barriers are wide-reaching and will help you achieve your goal?

D. Did you identify other barriers that could serve as effective re-entry points into the plan?



# SIP MID-YEAR REFLECTION

**3. Are your strategies being implemented with fidelity?**

**A. Were decisions to continue, intensify, modify, or terminate strategies or action steps based on specific evidence?**



# SIP MID-YEAR REFLECTION

## 4. What are your benchmarks for success?

A. How will you progress towards your goal impact student achievement?



B. What is your desired state?

C. What gaps exist between your current state and your desired state?



# 6. SHARING BEST PRACTICES





# SHARING BEST PRACTICES

## BEST PRACTICE BASED ON SCHOOL IMPROVEMENT MID-YEAR REFLECTION 2017

School Name: \_\_\_\_\_ Principal: \_\_\_\_\_ SAC Chair(s): \_\_\_\_\_

**STRATEGY**

**IMPLEMENTATION**

**EVIDENCE**

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**SIP MID YEAR BEST PRACTICES ARE POSTED ON OUR**

**WEBSITE:** [http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative\\_id=3](http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=3)



# NEXT SIP TRAINING

## MAY 1-5, 2017

### TENTATIVE AGENDA:

- SIP 2017-2018
- ATTENDANCE PLAN
- TITLE I PLAN
- ORGANIZING SAC & SAF FOR NEW YEAR

Questions? Call Donna Boruch

Coordinator of School Improvement 754-321-3850

