

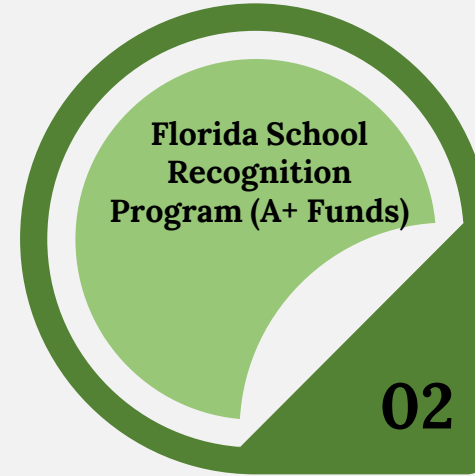
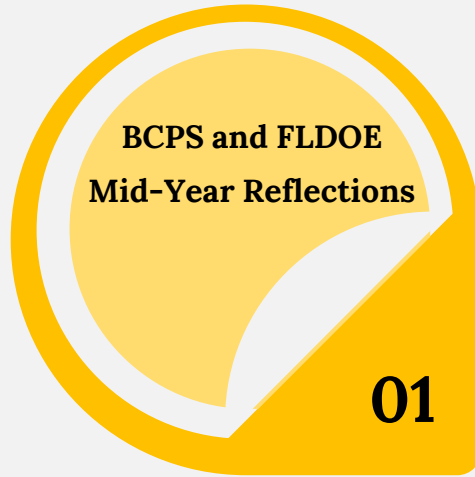
# SCHOOL IMPROVEMENT MINI LAB

Wednesday, December 6, 2023 @ 2:00 – 3:00 pm

## School Improvement Team

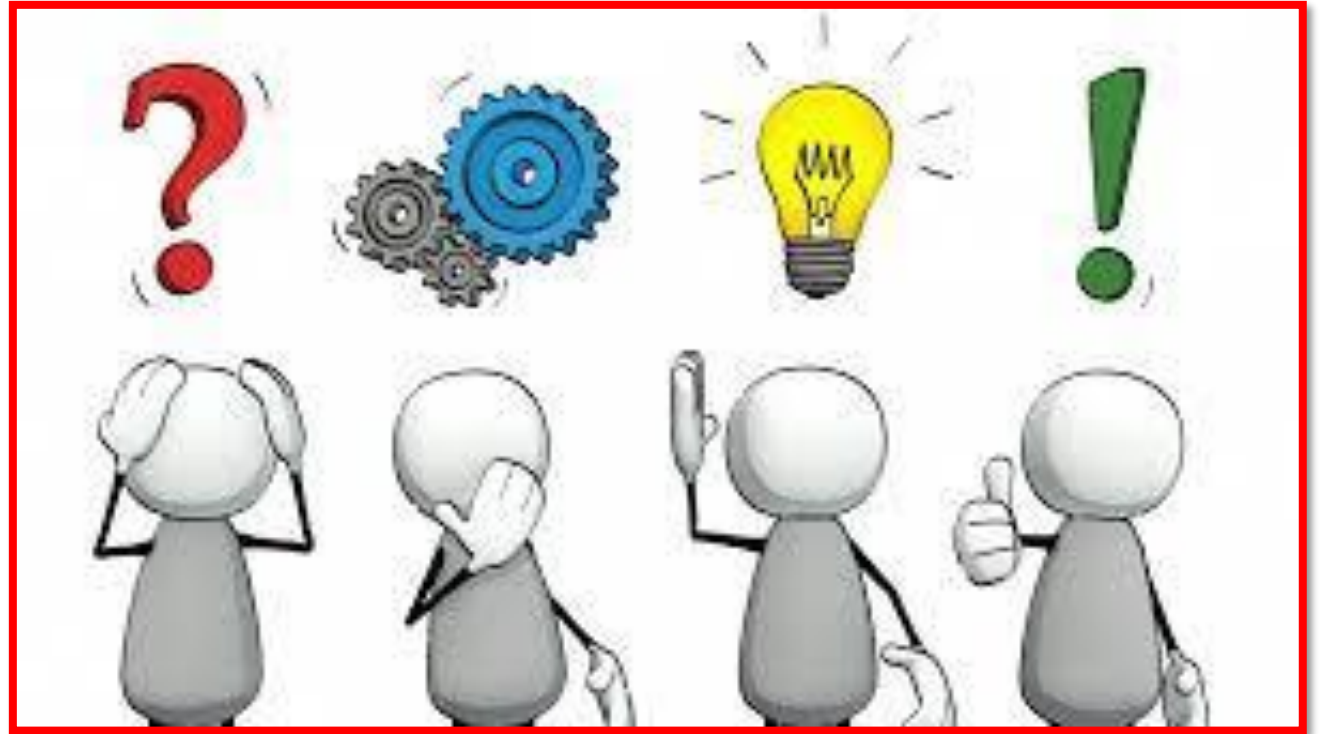
Research, Evaluation & Accountability Department

# Agenda



# Mid -Year Reflection

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**Due Thursday, February 1, 2024**

# Purpose of Mid-Year Reflection






To facilitate discussions with school leadership to *monitor and assess* the progress being made toward your school improvement goals.



# Mid-Year Reflection (BCPS Central)

The BCPS School Improvement Plan Mid-Year Reflection is due on or before Thursday, February 1, 2024.

1. Access your school's District SIP in BCPS Central. Locate the Goals, Strategies & Activities section.

Goals, Strategies & Activities									
 Goals, Strategies & Activities									
Goal	Strategies	Persons responsible	Deadline	Professional Development	Budget	Monitoring	Results	Mid-Year Reflection	
By June 2023 at least 73% of students in grades 3-5 will score at an achievement level of 3 or higher.	Students demonstrating below-level performance will receive interventions from the reading interventionist and will also be invited to after-school camps in order to provide additional support.	Leadership Team	6/8/2023	All teachers will receive PD to effectively use Benchmark Advance and select teachers will be trained to implement Reading Horizons and intervention resources.	\$4,676.99	FAST Assessment 3x a year, Benchmark Unit Assessment, & Benchmark Assessment Systems to monitor RTI students.	Based on the May FAST ELA results, our overall ELA Proficiency has increased from PM 2 to PM 3, from 40% to 45% exceeding the school goal.	<a href="#">Edit Mid-Year Reflection</a>	 

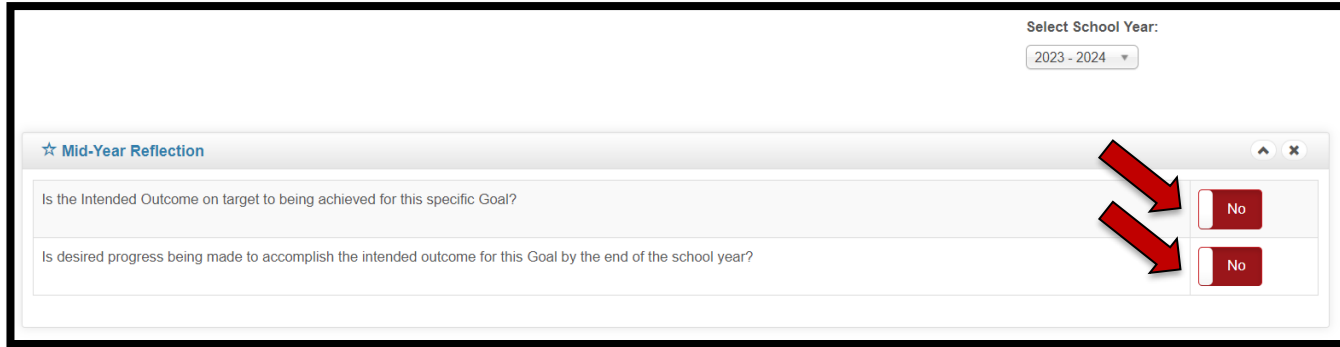
2. Click on the hyperlink “[Edit Mid-Year Reflection](#)” to complete the questions for each of your goals.



\*Refer to the *SIP Bites - Mid-Year Reflection* for detailed instructions.

# Mid-Year Reflection (BCPS Central)

3. Reflect on your action steps and the plan to evaluate your school's progress.



Select School Year:  
2023 - 2024

☆ Mid-Year Reflection

Is the Intended Outcome on target to being achieved for this specific Goal?

Is desired progress being made to accomplish the intended outcome for this Goal by the end of the school year?

No

No

4. Respond to each of the reflection questions.



☆ Mid-Year Reflection

Is the Intended Outcome on target to being achieved for this specific Goal?

Is desired progress being made to accomplish the intended outcome for this Goal by the end of the school year?

Provide evidence of the implementation challenges and barriers the school encountered during the Fall semester. Describe the changes made to address these challenges and barriers.

What were the identified strengths and weaknesses of each completed action step during implementation?

Describe the new action steps needed to accomplish the extended outcome for the Goal.

Additional Reflection (optional)

☆ Actions

Save Cancel

5. Click SAVE.



☆ Actions

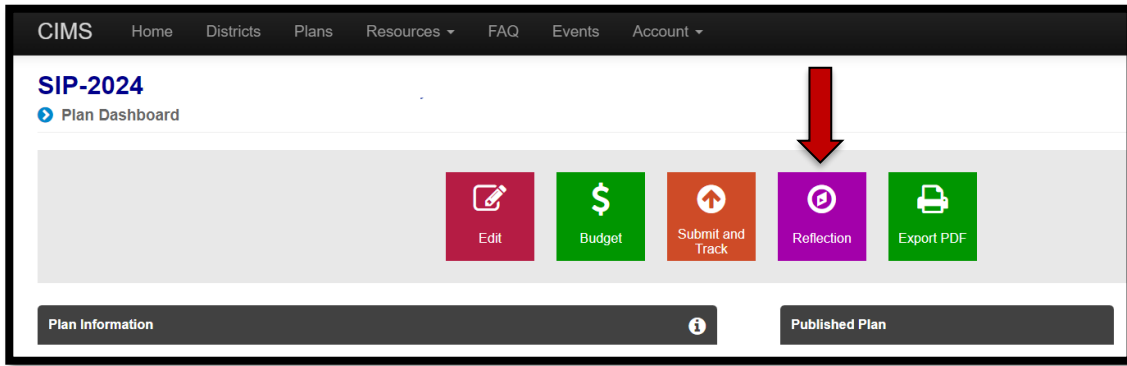
Save Cancel

\*Refer to the *SIP Bites - Mid-Year Reflection* for detailed instructions.

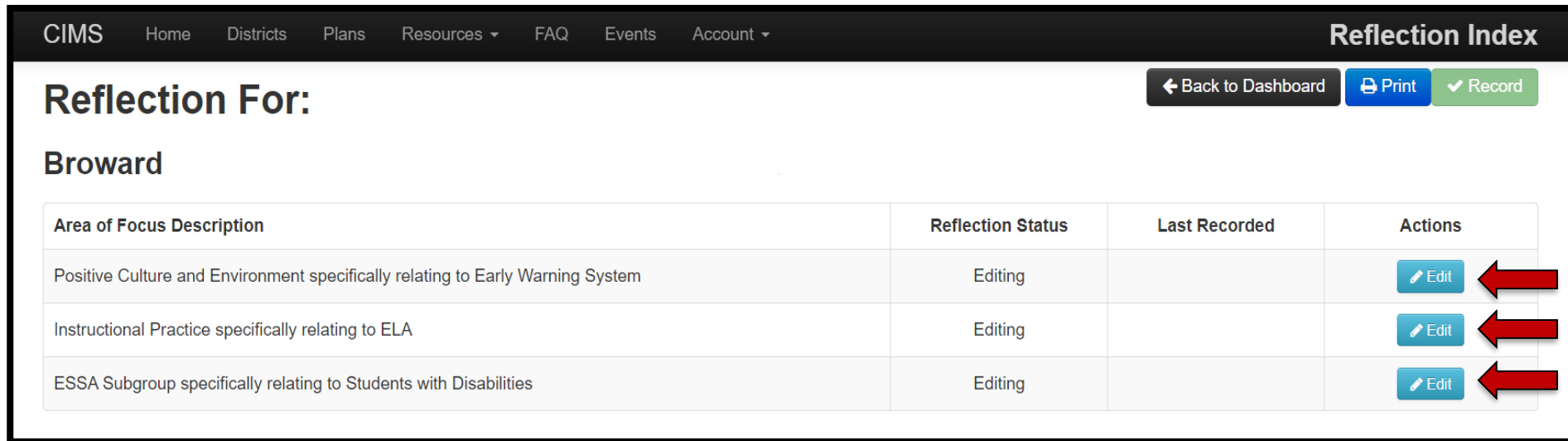


# Mid-Year Reflection (FLDOE CIMS)

The FLDOE School Improvement Plan Mid-Year Reflection is due on or before Thursday, February 1, 2024.



1. Access your school's FLDOE SIP (floridacims.org) and click on the **Reflection** tab.
2. Click on the **Edit** button to complete the mid-year reflection questions for each of your areas of focus.




\*Refer to the *SIP Bites - Mid-Year Reflection* for detailed instructions.



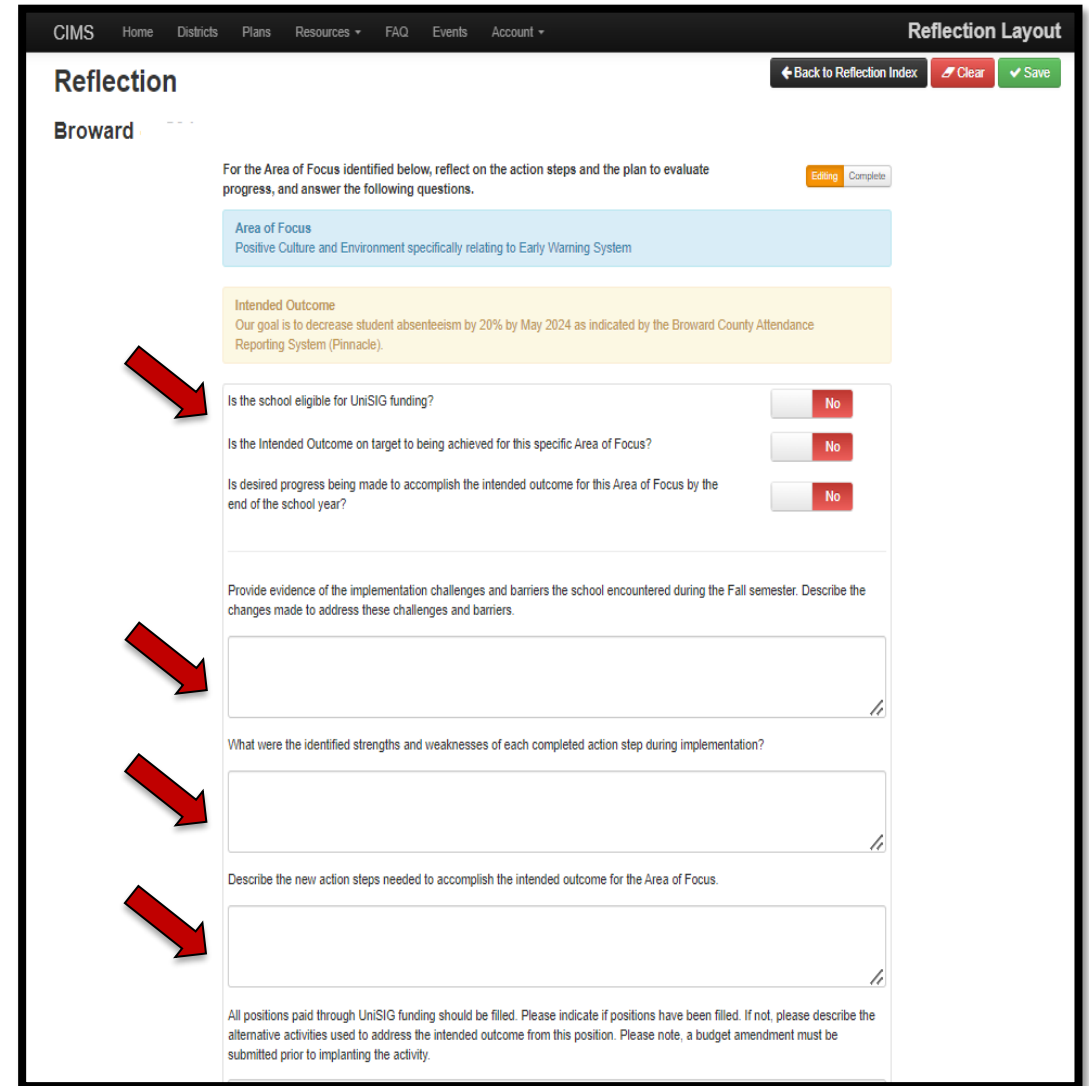


# Mid-Year Reflection (FLDOE CIMS)

3. Reflect on action steps and the plan to evaluate your school's progress.
4. Respond to each of the reflection questions.
5. Click SAVE.



A screenshot of the 'Reflection Layout' button bar. It features three buttons: 'Back to Reflection Index' (black with white text), 'Clear' (red with white text and a trash icon), and 'Save' (green with white text and a checkmark icon). A red arrow points to the 'Save' button.






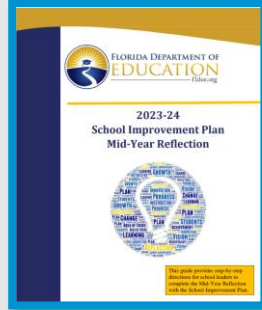

A screenshot of the 'Reflection' form in the CIMS system. The form is titled 'Reflection' and 'Broward'. It includes a navigation bar with 'Back to Reflection Index', 'Clear', and 'Save' buttons. The form content includes sections for 'Area of Focus' (Positive Culture and Environment specifically relating to Early Warning System), 'Intended Outcome' (Our goal is to decrease student absenteeism by 20% by May 2024 as indicated by the Broward County Attendance Reporting System (Pinnacle)), and three reflection questions with 'No' buttons: 'Is the school eligible for UniSIG funding?', 'Is the Intended Outcome on target to being achieved for this specific Area of Focus?', and 'Is desired progress being made to accomplish the intended outcome for this Area of Focus by the end of the school year?'. There are also three text input fields for 'Provide evidence of the implementation challenges and barriers the school encountered during the Fall semester. Describe the changes made to address these challenges and barriers.', 'What were the identified strengths and weaknesses of each completed action step during implementation?', and 'Describe the new action steps needed to accomplish the intended outcome for the Area of Focus.' A final note at the bottom states: 'All positions paid through UniSIG funding should be filled. Please indicate if positions have been filled. If not, please describe the alternative activities used to address the intended outcome from this position. Please note, a budget amendment must be submitted prior to implanting the activity.' Red arrows point to the 'No' buttons and the three text input fields.



\*Refer to the *SIP Bites - Mid-Year Reflection* for detailed instructions.



# Mid-Year Reflection Resource

SIP Bites Mid-Year Reflection (BCPS Central and FLDOE)	
BCPS SIP Reflection	FLDOE SIP Reflection
Complete the Mid-Year Reflection <u>online</u> in BCPS Central @ <a href="https://web01.browardschools.com/ospa/ospa-central2/login.asp">https://web01.browardschools.com/ospa/ospa-central2/login.asp</a> .	Complete the Mid-Year Reflection <u>online</u> in CIMS @ <a href="https://www.floridacims.org/">https://www.floridacims.org/</a> .
<p>Completion instructions on pages 1-3 of the <i>SIP Bites</i></p>  	<p>Completion instructions on pages 4-8 of the <i>SIP Bites</i></p>  
<p> Answer questions that address progress being made towards your goals in BCPS Central or areas of focus in FloridaCIMS.org.</p>	

**The Mid-Year School Improvement Plan Reflection is due on or before Thursday, February 1, 2024.**



[Visit the School Improvement website for access to the Mid-Year Reflection information and guide.](#)

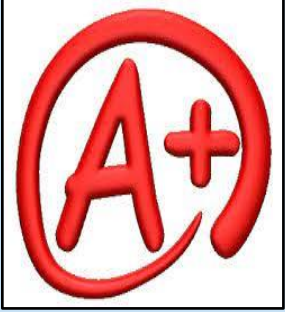
# Florida School Recognition Program (A+ Funds)

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There has been no information from the FLDOE about the 2023-2024 process or schools awarded.

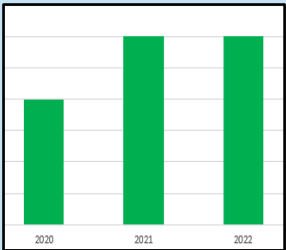
# 2022-23 Requirements To Receive Funds



Schools that received a grade of "A,"



Schools that improved at least one performance grade or rating category, or



Schools that improved more than one letter grade and sustained the improvement the following year were eligible for the school recognition award.



**\*Subject to change per 2023-24 FLDOE requirements**

# 2022-23 Recognition Award Utilization



- a. One-time bonuses to faculty and staff,
- b. Purchase of educational equipment or materials, or
- c. To hire temporary personnel to assist in maintaining and improving student performance.



**\*Subject to change per 2023-24 FLDOE requirements**

# Steps to Prepare

1

## Meet with your Administrator to:

- Determine a process & timeline for completion by the deadline.
- Visit our website to review the 22-23 A+ information and resources.
- Identify a process for gathering and submitting proposals from staff to SAC.
- Identify point people & process for the staff vote and ballot counting.

2

## 2023-24 Staff Roster

- Eligible Voters
- Reference document

## 2022-2023 Staff Roster

- Reference document

3

## Schedule/Identify your meeting dates for:

- **SAC Meeting(s)** - to develop proposals and ballot.
  - Additional meeting dates may need to be scheduled.
- **Staff Advertisement** – to distribute the proposals and announce the date for the staff vote.
- **Staff Votes** – to vote on proposals (If the vote fails, it returns to SAC to restart the process of developing proposals and a ballot).



# Quorum and Voting

## Quorum

To establish a **quorum**, a majority of the membership of the council (at least 51% or more of the total members) must be present at the meeting for voting to take place.



## Voting

The process used to follow a particular course of action. Votes are counted, recorded and reflected in the official SAC minutes.

SAC Members vote for or against:

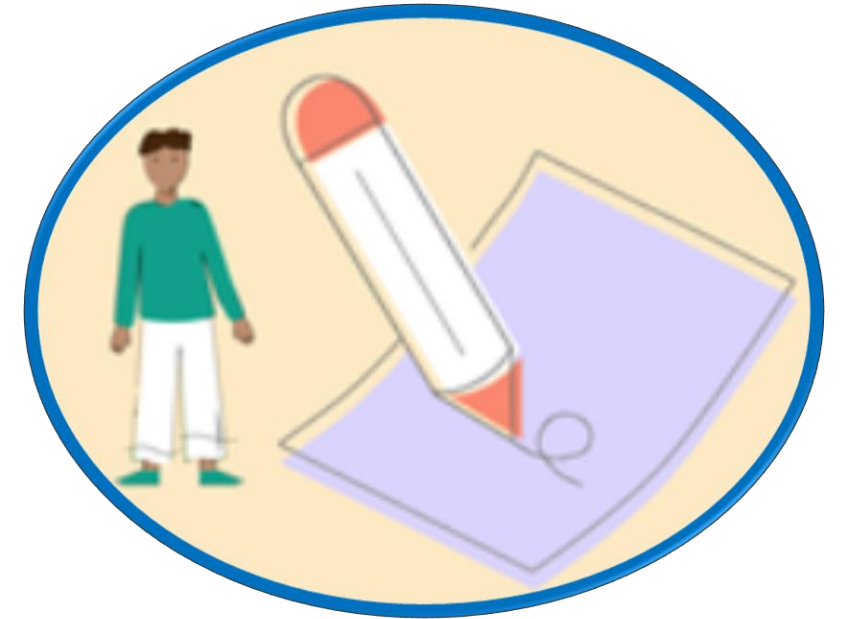
- Accountability Funds
- **Florida School Recognition Program (A+ Funds)**
- SAC Officers
- Waivers
- Approval of Minutes
- Etc.



# SAC Meeting Minutes

## Minutes should include, but are not limited to:

- Attendance (showing a quorum)
- Discussion of ideas for proposals
- Final proposals
- Clearly stated motion to approve the final ballot
  - Include who made the motion
  - Include that the motion was seconded
- Results of the vote to approve the ballot
  - Example:  
Vote to approve the ballot passes 12 to 2
  - SAC Member Roll Call of the vote (include names and vote)





# Required SAC/SAF Documentation Uploads

## Quarter 2

**Due Friday,  
January 12, 2024**

All 2<sup>nd</sup> Quarter **School Advisory Council (SAC)** and **School Advisory Forum (SAF)** documentation should be uploaded as PDFs and remain in the SAC Upload Center in the BCPS SIP.

### SAC and SAF Monthly Uploads:

- ☒ Agendas
- ☒ Sign-in Sheets
- ☒ Minutes

(In draft form if not yet approved by SAC/SAF)



**Reminder: All documents must be uploaded as PDFs.**

# Accountability Funds

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# Accountability Funds

**Accountability Funds must support the School Improvement Plan goals.**

- SAC approves all the expenditures of the Accountability Funds.
- These allocations shall be documented in the school improvement plan.
- Revisions to these allocations must be approved by the SAC and documented in the meeting minutes.
- Outstanding fund balances must be listed on SAC meeting agendas each month until all funds are expended.



# Accountability Fund Reminders



**Process for  
Requesting  
Funds**



**Accountability  
Funds Balance**



**SAC  
Agenda**



**Quorum**



**SAC  
Minutes**



# Continuation Waivers

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# Continuation Waiver Timeline

**August -  
January**

## **Waiver Data Collection**

- Collect relevant evaluation data to support the effectiveness of the waiver

**January -  
February**

## **School Advisory Council Meeting**

- Review and discuss evaluation data; Create faculty ballot

**February -  
March**

## **Faculty Vote**

- Conduct vote, 66 2/3% must approve the waiver or it will be discontinued

**April**

## **Continuation Waiver Application**

- Update information in the waiver database for 2023-2024; Submit supporting documents to School Improvement Office

**\*New Requirement:** Email all required documents as PDFs to the School Improvement Office no later than 1 week after each identified action in the waiver process.





# Continuation Waiver Process



## Continuation Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

Waiver requests may be approved by the Board for a five-year period contingent upon rigorous evaluation of the results. The school must conduct a faculty vote annually to approve the continuation of the waiver by a two-thirds (66 2/3%) approval vote.

Use this document, along with the Continuation Waiver Process Checklist and the SIP-Bias Continuation Waivers guidance resources to ensure a successful process. All guidance documents are available on the [School Improvement Website](#) under the Waivers tab. \*Email all required documents as PDFs to the School Improvement Coordinator, Kelli Blackburn and Jamilah Shahr, no later than one (1) week after each continuation waiver action.

Note: For items below with a blue star (\*), refer to the Continuation Waiver Process Checklist for detailed instructions.

Month	Continuation Waiver Process and Procedures
August - January	<b>1. Continuation Waiver Data Collection</b> <ul style="list-style-type: none"> <li>The school must collect appropriate data to evaluate the effectiveness of the waiver. Present this data to the School Advisory Council (SAC) and faculty.</li> </ul>
January - February	<b>2. School Advisory Council Evaluation of Data and Ballot Approval</b> (Agenda must include "Continuation Waiver" as a topic) <ul style="list-style-type: none"> <li>Any matter scheduled to come before SAC for a vote requires <b>at least three (3) full business/workdays advanced written notice</b> to all SAC members, and all stakeholders must be notified of the meeting.                             <ul style="list-style-type: none"> <li>Items requiring a vote must be included on the agenda with voting scheduled early during the meeting.</li> <li>A quorum (51% or more of total SAC members) must be physically present at the meeting for voting to take place.</li> </ul> </li> <li>SAC must review the evaluation data and approve the continuation waiver ballot.</li> <li>The <b>minutes must reflect</b> the discussion and approval of the continuation waiver ballot.</li> <li>* Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.</li> </ul>
February - March	<b>3. Faculty Vote</b> <ul style="list-style-type: none"> <li>Each year, in order to continue the waiver, the waiver is presented to the faculty for their vote. The process for conducting the faculty vote is detailed in <b>Article 15 of the Broward Teachers Union (BTU) Contract</b>.</li> <li>The continuation waiver with evaluation data and the ballot must be presented to the faculty <b>in writing at least three (3) full business/workdays before the secret ballot vote is conducted</b>.</li> <li>The faculty vote should be conducted through secret ballot by a bargaining unit representative, who shall be chosen by the faculty.</li> <li>A current faculty roster for the school year should be used to identify eligible voters.</li> <li>All faculty members affected by the continuation waiver <b>must</b> be physically present to vote and sign the faculty roster (sign-in sheet) next to their names.</li> <li>Absent employees, who return to work <b>no later than one (1) business/workday after the election</b>, may procure an absentee ballot at the school, fill it out and turn it in to the BTU Steward.</li> <li>* Advertise the faculty vote, include the data and ballot, have voters sign the faculty roster and email all meeting documents to the School Improvement Office.</li> </ul>
	<b>4. Faculty Vote Results</b> <ul style="list-style-type: none"> <li>Waivers must be approved by two-thirds (66 2/3%) of all faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds (66 2/3%) of the affected departments and/or grade levels.</li> <li>* Once the results are tabulated, complete the Faculty Waiver Vote Summary Sheet. The number faculty votes and signatures must match.</li> </ul>

Source: [SIP-Bias Continuation Waivers and Implementation](#) (guidance for developing a waiver)  
[SIP-Bias Continuation Waivers and Implementation](#) for School Improvement and Implementation (guidance for developing a waiver)  
 BTU Article 15: Bargaining Unit (guidance for process for the faculty to vote on a waiver)

8/1/2023



## Continuation Waiver Checklist

Kelli S. Blackburn, School Improvement Coordinator

Directions: Upon completion, email all required documents as PDFs to Kelli Blackburn, the School Improvement Coordinator and Jamilah Shahr, no later than one (1) week after each action below. Refer to the Continuation Waiver Process and Procedures document for specific information related to this checklist posted on our website at <https://www.browardschools.com/Pages/35407>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone scanned documents or photos of documents <u>will not</u> be accepted.)	Completed	*Emailed (no later than 1 week after action)
August - January	<b>1. Continuation Waiver Data Collection</b> Schools should collect evaluation data for the existing waiver for all affected departments, grade levels, subject areas, etc. to support the effectiveness of the waiver.	No Documents Required - Present baseline data during SAC meeting (#2 below).		
January - February	<b>2. School Advisory Council (SAC) Evaluation of Waiver Data and Ballot Approval</b> SAC evaluates the effectiveness of the waiver per the data and approves the faculty vote ballot. (SAC does not vote to approve the continuation waiver. It has already been approved for 5 years). <b>* Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting/vote.</b>	<b>Meeting Advertisement w/Agenda</b> <ul style="list-style-type: none"> <li>At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.)</li> <li>Must include agenda, date, time and location of meeting</li> </ul> <b>Agenda</b> <ul style="list-style-type: none"> <li>"Continuation Waiver Ballot" is shown as a topic</li> </ul> <b>Minutes</b> <ul style="list-style-type: none"> <li>Must reflect discussion of continuation waiver, supporting evaluation data and waiver ballot creation</li> </ul> <b>Sign-In Sheets</b> <ul style="list-style-type: none"> <li>For SAC members and guests</li> </ul>		
February - March	<b>3. Faculty Vote</b> The process for conducting the faculty vote is detailed in <a href="#">Article 15 of the BTU Contract</a> . <b>* Advertise meeting in writing form to all faculty members at least three (3) full business/workdays prior to the meeting/vote.</b> <b>Note:</b> If the faculty votes to discontinue the waiver, this process must be followed to the end.	<b>Written Meeting Advertisement to Faculty</b> (via email, posted notice, etc.) <ul style="list-style-type: none"> <li>Must include purpose of vote (e.g., voting to continue waiver), copy of Continuation Waiver Ballot, date, time and location of meeting</li> </ul> <b>2023-2024 Faculty Roster of Eligible Voters</b> <ul style="list-style-type: none"> <li>All faculty members that vote must sign next to their names on the faculty roster (only signatures will be accepted).</li> </ul> <b>Continuation Waiver Faculty Ballot</b> <ul style="list-style-type: none"> <li>A copy of the Continuation Waiver ballot</li> </ul>		
February - March	<b>4. Faculty Vote Results</b> Waivers must be approved by two-thirds (66 2/3%) of all faculty members or two-thirds (66 2/3%) of all affected departments and/or grade levels.	<b>Faculty Waiver Vote Summary Sheet</b> <ul style="list-style-type: none"> <li>Each section of the form (posted on our website) must be completed and must have all the required signatures.</li> </ul>		
April	<b>5. Updated Continuation Waiver Application</b> Follow the directions in the Continuation Waiver SIP-Bis resource to update your original waiver application (do not open a new waiver application).	<b>Continuation Waiver Application</b> <ul style="list-style-type: none"> <li>Complete the application, download it and email a copy by Friday, April 12, 2024.</li> <li>If the faculty voted to discontinue the waiver, complete the additional section of the application (PSD - section XIV and Other Waivers - section XI).</li> </ul>		
January - April	<b>6. Waiver Feedback</b>	No Documents Required - Schools will receive feedback related to the continuation application and supporting documentation as it is submitted via email following each action.		

Source: [SIP-Bias Continuation Waivers and Implementation](#) (guidance for developing a waiver)  
[SIP-Bias Continuation Waivers and Implementation](#) for School Improvement and Implementation (guidance for developing a waiver)  
 BTU Article 15: Bargaining Unit (guidance for process for the faculty to vote on a waiver)

8/2/2022





<https://www.browardschools.com/Page/35407>

# Waiver Resources Reminders

## **Process and Procedures**

Provide ordered steps (actions) that must be followed throughout the process in a timeline format

## **Checklists**

Help schools plan, prioritize and meet requirements timely throughout the process

## **SIP Bites**

Provide detailed directions to complete the waiver application in the online database

## **Statute, Policy, Contract**

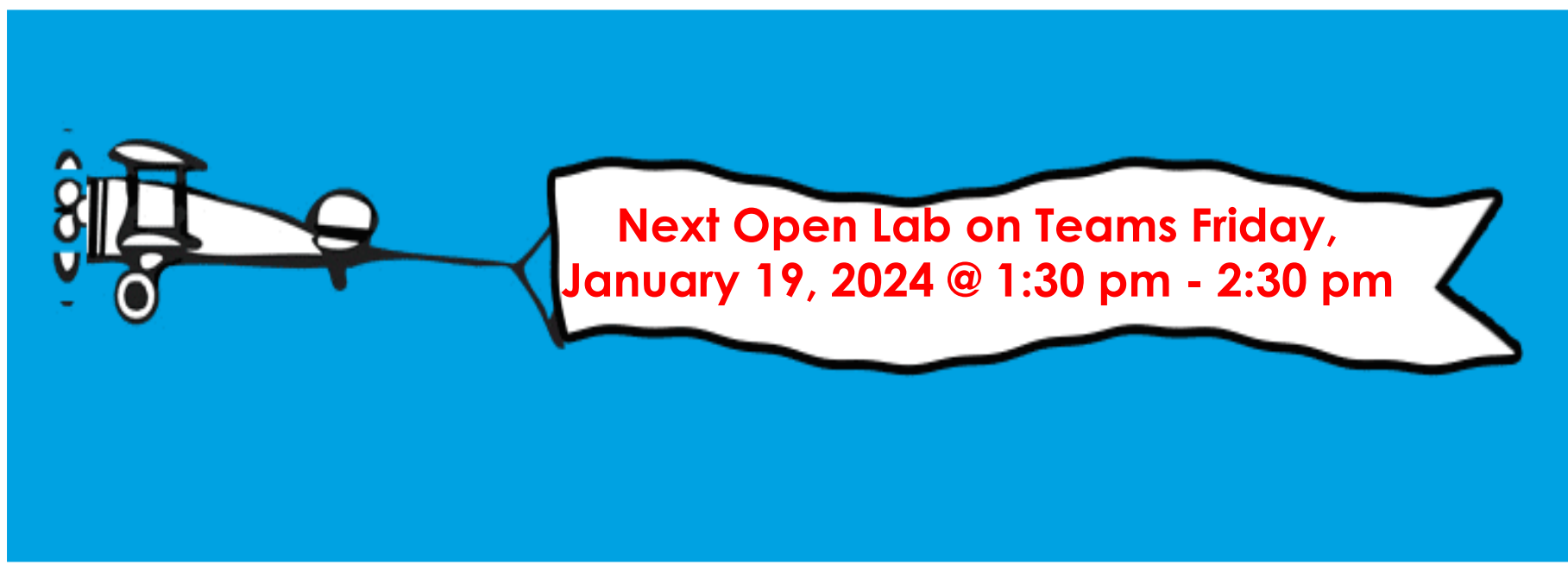
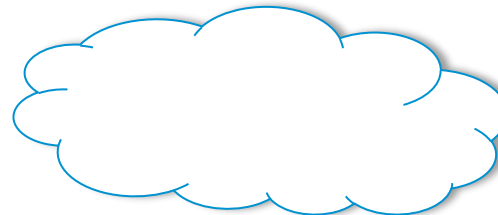
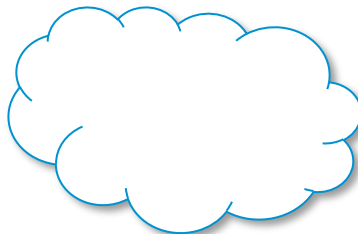
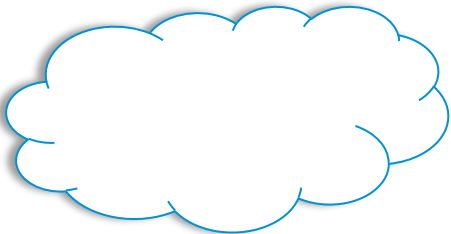
Information aligned to the statutes, policies and labor contracts for waivers

## **Faculty Vote**

Sample faculty ballots for PSD and Exam Exemption waivers; Faculty vote summary sheet




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**Next Open Lab on Teams Friday,  
January 19, 2024 @ 1:30 pm - 2:30 pm**

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# SCHOOL IMPROVEMENT



SCHOOL IMPROVEMENT (SI) MEETINGS FOR THE 2023-2024 SCHOOL YEAR

### Quarter 3 Virtual Meetings

*\*A representative from your school, SAC Chair, SAF Chair, Administrators, etc., should attend one of the sessions below AM or PM.*

[Click Here to Join the Quarterly Meeting](#)

Wednesday, January 24, 2024	Thursday, January 25, 2024	Friday, January 26, 2024
AM Session All Regions <small>9:00 am - 11:00 am</small>	AM Session All Regions <small>9:00 am - 11:00 am</small>	AM Session All Regions <small>9:00 am - 11:00 am</small>
PM Session All Regions <small>12:00 pm - 2:00 pm</small>	PM Session All Regions <small>12:00 pm - 2:00 pm</small>	PM Session All Regions <small>12:00 pm - 2:00 pm</small>

### Open Labs and Mini Labs

Open Labs and Mini Labs are optional support sessions available for SAC Chairs, Co-Chairs, and Administrators to discuss and ask questions about topics from the Quarterly PowerPoints related to SIP & SAC.

Quarter 2
SI Plans (SIP)
SAC and SAF
SAC Uploads
Waivers

LAB DATES	SESSION	LINK
Monday, January 29, 2024 8:00 a.m. – 10:00 a.m.	<b>OPEN LAB Q &amp; A Session</b> - Pop in any time within this window, with your School Improvement questions. <b>Reminders:</b> <ul style="list-style-type: none"> <li>Florida Recognition Program (A+ Funds) due Thursday, February 1, 2024</li> <li>Mid-Year Reflection due Thursday, February 1, 2024</li> <li>New Waiver Applications due Friday, February 2, 2024</li> </ul>	<a href="#">OPEN LAB Q &amp; A Session</a>
Tuesday, January 30, 2024 11:00 a.m. – 1:00 p.m.	<b>OPEN LAB Q &amp; A Session</b> - Pop in any time within this window, with your School Improvement questions. <b>Reminders:</b> <ul style="list-style-type: none"> <li>Florida Recognition Program (A+ Funds) due Thursday, February 1, 2024</li> <li>Mid-Year Reflection due Thursday, February 1, 2024</li> <li>New Waiver Applications due Friday, February 2, 2024</li> </ul>	<a href="#">OPEN LAB Q &amp; A Session</a>
Wednesday, January 31, 2024 1:00 p.m. – 3:00 p.m.	<b>OPEN LAB Q &amp; A Session</b> - Pop in any time within this window, with your School Improvement questions. <b>Reminders:</b> <ul style="list-style-type: none"> <li>Florida Recognition Program (A+ Funds) due Thursday, February 1, 2024</li> <li>Mid-Year Reflection due Thursday, February 1, 2024</li> <li>New Waiver Applications due Friday, February 2, 2024</li> </ul>	<a href="#">OPEN LAB Q &amp; A Session</a>
Wednesday, February 7, 2024 8:30 a.m. – 9:30 a.m.	<b>MINI LAB Topics:</b> <ul style="list-style-type: none"> <li>Customer Survey</li> <li>SAC Upload Center Requirements</li> </ul>	<a href="#">MINI LAB Session</a>
Thursday, February 8, 2024 2:30 p.m. – 3:30 p.m.	<b>MINI LAB Topics: (Repeated Session)</b> <ul style="list-style-type: none"> <li>Customer Survey</li> <li>SAC Upload Center Requirements</li> </ul>	<a href="#">MINI LAB Session</a>





# The School Improvement Team Is Here To Support YOU!

Email or Call (754) 321-2500 and Visit our School Improvement Website <https://www.browardschools.com/Page/47653>





Lori Alhadeff, Chair  
Debra Hixon, Vice Chair

Torey Alston  
Brenda Fam, Esq.  
Daniel P. Foganholi  
Dr. Jeff Holness  
Sarah Leonardi  
Nora Rupert  
Dr. Allen Zeman

Dr. Peter B. Licata  
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email [eeo@browardschools.com](mailto:eeo@browardschools.com).

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email [eeo@browardschools.com](mailto:eeo@browardschools.com).

[browardschools.com](http://browardschools.com)

