

SCHOOL IMPROVEMENT MINI LAB

Wednesday, December 4, 2024 @ 2:00 – 3:00 p.m.



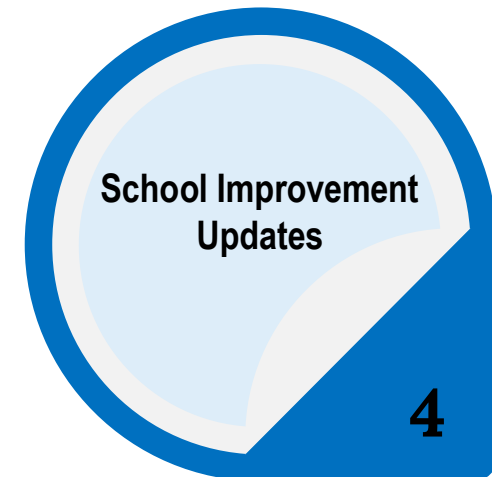
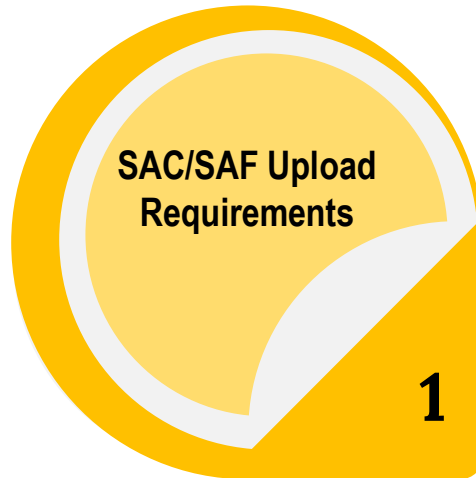
School Improvement Team

School Transformation Office



Established 1915
BROWARD
County Public Schools

Agenda

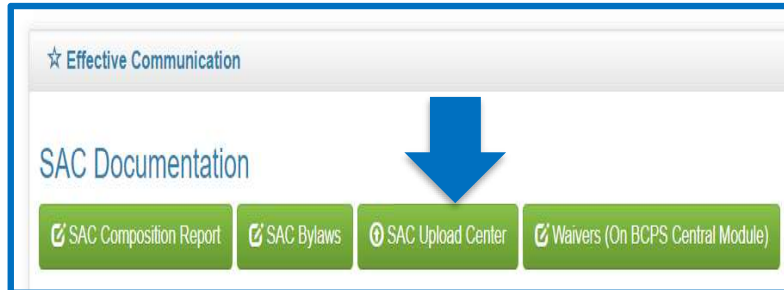


1. School Advisory Council (SAC) and School Advisory Forum (SAF) Upload Requirements



SAC and SAF Required Uploads

School Advisory Council and School Advisory Forum documents must be maintained and uploaded in the SAC Upload Center.



These documents were due
October 7, 2024.

Upload these meeting
documents **within two
weeks** after each SAC
and SAF meeting.



Note: If changes are made to any SAC or SAF documents, upload the revised copies immediately.



SAC Composition (Membership)

Effective Communication

SAC Documentation

SAC Composition Report
 SAC Bylaws
 SAC Upload Center
 Waivers (On BCPS Central Module)



Name	Gender		Ethnicity					
	M	F	W	B	H	A	AI	MR
TOTALS	5	20	5	9	11	0	0	0
SAC Percentages <small>*Due to rounding, percentages may not total 100%.</small>	20	80	20	36	44	0	0	0
School Demographics Percentages <small>Each group's SAC percentage to be +/- 20 points of school's demographics percentage</small>	47	53	10	34	50	3	0	3

Make sure all fields are green to be in compliance

Employed by District (49% or less)
44

Not Employed by District (51% or More)
56

Make sure all fields are green to be in compliance



Name	Gender		Ethnicity					
	M	F	W	B	H	A	AI	MR
TOTALS	3	23	13	6	6	0	0	1
SAC Percentages <small>*Due to rounding, percentages may not total 100%.</small>	12	88	50	23	23	0	0	4
School Demographics Percentages <small>Each group's SAC percentage to be +/- 20 points of school's demographics percentage</small>	50	50	21	13	59	5	0	2

Make sure all fields are green to be in compliance

Employed by District (49% or less)
65

Not Employed by District (51% or More)
35

Make sure all fields are green to be in compliance



SAC Minutes Organization

School Advisory Councils are required to operate under the Sunshine law, which states that meeting minutes must be taken and open to public inspection.

Minutes should be presented in an organized manner aligned to the agenda and include:

- Name of your school, School Advisory Council Meeting (*not SAC Meeting*) as a title, date, time, and location
- Impartial and concise reporting of what took place
- Actions taken, specific motions, roll call, voting outcomes, etc.
- **School Improvement Plan Monitoring**
- **2025-2026 SIP Planning**
- **Accountability Funds Balance** (including any requests, voting for use of and voting results)
- **School Environmental Safety Incident Reporting** (SESIR)
- Other items and topics
- Next meeting date and time
- Adjournment

Preparing for the Meeting

- Obtain a copy of the agenda as a guide for structuring the minutes.
- Access the FLDOE minutes template here under Resources/SAC Meeting at <https://www.browardschools.com/Page/353>
- Obtain a copy of the previous meeting minutes.

Recording Minutes

- Focus on the key items such as decisions and actions.
- Record information, include whether a quorum was met and whether a quorum was met among those present.
- Summarize decisions that are reached during the meeting.
- Reflect all motions (including the maker of the motion and the vote) and any decisions made.
- Record oral voting by indicating all in favor, all opposed, and as to whether there is a majority for or against each member's response.

Uploading Minutes

- Review and label the minutes as a "Draft" (if applicable).
- Upload the agenda, **draft minutes**, committee reports, and other items to the SAC Upload Center in BCPS Central.
- Once the minutes are approved by SAC at a meeting, upload the final minutes to the SAC Upload Center.

SAC Meeting Minutes Template – Abbreviated Version:

For consistency, please use the full SAC Meeting Minutes Template provided on the School Improvement website under the SAC Meetings section: <https://www.browardschools.com/Page/353>

Attendance

- Record attendees (SAC Members and Guests) and whether a quorum was met among those present.

Call to Order

- Record who calls the meeting to order and the time.

Reading and Approval of Minutes

- Make and record corrections to the previous meeting minutes.
- Record approval of minutes, including motion and vote.

Old Business

- Record old business.

New Business

- Record items of new business, if any, that were not discussed before or during the last meeting.
- School Improvement Plan monitoring (review and update).

Principal's Report

- Record Accountability Funds Balance including requests, use of funds, and the result of the vote.
- Record School Environmental Safety Incident Reporting (SESIR).

Reports

- Record the reports from each committee.

Next Meeting Date & Time

- Record the next meeting date and time.

Meeting Adjournment

- Record who motions and the outcome of the meeting.

SIP Bites - SAC Minutes

Kelli S. Blackburn, School Improvement Coordinator
October 17, 2024 ~ Volume 4, Issue 7

Minutes are a written summary reflecting the events of the meeting that must be recorded, maintained and posted for public review. The school and the district are required to maintain copies of the School Advisory Council (SAC) Minutes. (Fla. Stat. § 1001.452(1)(d), 2018, 2021, SBBC Policy 1403 and Florida Sunshine Law)

The SAC secretary or designee is responsible for complete and objective record-keeping. (Refer to your Bylaws Article IV, Section 5).

Minutes should be aligned to the agenda and include:

- Name of the school, School Advisory Council Meeting (not SAC Meeting) as a title, date, time and location of the meeting
- Whether a quorum was met (50% plus 1 of the total membership)
- Concise reporting of what took place
- Actions taken, specific motions, roll call, voting outcomes, etc.
- School Improvement Plan monitoring
- The Accountability Funds Balance (including any requests, voting for use of and voting results)
- School Environmental Safety Incident Reporting (SESIR)
- Any additional topics (Reports, Presentations, etc.)
- Next meeting date and time
- Adjournment

Did You Know?
All School Improvement information is located on the School Improvement Website @ <https://www.browardschools.com/Page/47853>.

Need School Improvement Help?
Contact the School Improvement Team @ (754) 321-3800

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10/17/2024



Minutes must be recorded, maintained and posted for public review. **SBBC Policy 1403**

2. School Improvement Plan (SIP) Monitoring and 2025-2026 SIP Planning



SAC Minutes Activity

➤ Read the Minutes

➤ Deeper Dive “Noticings & Comparisons”


- Mid-Year Reflection
- Accountability Funds Balance/Requests
- SIP Monitoring
- 2025-2026 SIP Planning

➤ Participants Share Findings




SAC Minutes Activity

- ✓ Name of the School
- ✓ School Advisory Council
- ✓ Date, Time and Location
- ✓ Attendance & Quorum
- ✓ Motions, Seconds, and Results of the Vote(s)
- ✓ **Accountability Funds Balance and Requests (if applicable)**
- ✓ **SIP Monitoring**
 - ✓ **Mid-Year Reflection**
- ✓ **2025 -2026 SIP Planning**
- ✓ **School Environmental Safety Incident Reporting (SESIR)**
- ✓ **Additional Topics**
- ✓ **Next Meeting Date/Time**
- ✓ **Meeting Adjournment**



Lemon Lane High School
School Advisory Council Meeting
1000 Lemon Lane, Fort Lauderdale, FL 33301
(754) 321-0000
www.lemonlanehigh.com



School Advisory Council (SAC)
General Meeting in the Lemon Bowl Media Center on Tuesday, December 3, 2024 - 5:00 p.m.


1. Call to order: A meeting of the Lemon Lane High School SAC was held on Tuesday, December 3, 2024. SAC Chair, Ms. Sugar, called the meeting to order at 5:00 p.m. Mr. Lime recorded the minutes.
2. Introductions and Attendance: All members were present. A quorum was met 15/15. Ms. Blue, our I-Zone representative announced that she will be absent for our January meeting.
3. Approval or correction of November 4, 2024 meeting minutes: A motion was made by Mr. Lime to approve the November minutes as presented. Mr. Green seconded the motion. The minutes were approved unanimously.
4. Reports:
 - Principal Report: Dr. Ice was happy to report that the morning arrival traffic has been smooth and organized since the new arrival map would be implemented. All of the members and guests agreed!
 - Accountability Funds (Current Balance: \$25,000): Ms. Sugar gave an update that the novels for the 9th grade team were received. There are no new requests for funds at this time.
 - School Environmental Safety Incident Reporting (SESIR): There are no incidents to report.
 - School Improvement Plan (SIP) Monitoring: During the November 6th SAC meeting, the council discussed pushing up the start of ELO Camps to December for ELA, Math, Science, History and Course Recovery. Dr. Ice shared the ELO schedules for December – January as follows:

December 9-12 and 16-19, 2024 Media Center 3-5 pm	January 6-9, 13-16, 21-23 and 27-30, 2025 Media Center 3-5 pm
• Monday, Dec. 9 & 16 - ELA	• Monday, Jan. 6, 13, & 27 - ELA
• Tuesday, Dec. 10 & 17 - Math	• Tuesday, Jan. 7, 14, 21, & 28 - Math
• Wednesday, Dec. 11 & 18 - Science	• Wednesday, Jan. 8, 15, 22, & 29 - Science
• Thursday, Dec. 12 & 19 - History & Course Recovery	• Thursday, Jan. 9, 16, 23, & 30 - History & Course Recovery


□ Ms. Yellow presented an updated PowerPoint to share the data (see below) from the Common Formative Assessments (CFA) in ELA and Math on November 14 and 15, 2024 aligned to our SIP goals. Students in need (per the data) have been identified and targeted for small group instruction and ELA ELO Camp if they aren't currently registered.

- CFA Data:
 - Literacy Goal - Students in grades 9-10 decreased from PM1 from 46% to 40%.
 - Math - Students in Algebra 1 increased an additional 2% from PM1 48% to 50%.
 - Science - Achievement increased an additional 3% from PM1 64% to 67%.
 - Social Studies - Achievement decreased 1% from PM1 69% to 68%.

- Mid-Year Reflection: Due on January 31, 2025. At our January meeting we will be looking at all of our data (Baseline, PM1, CFAs, PM2, etc.) collectively to assess our progress toward our SIP goals, identify areas of strength and need, and make necessary adjustments to improve learning outcomes. At this time the department heads and academic coaches are analyzing and preparing the data for a thorough review amongst the leadership team.
- 2025-2026 SIP Planning: Per the new CFA data and the decrease, Ms. Sugar expressed that ELA may be a continued area of focus for the 25-26 SIP. She asked for feedback from the group. Mr. Parent commented that historically, achievement in ELA has fluctuated, and the school and SAC should follow the data very closely. He is confident the scores will improve. Mr. Sour agreed and so did the council and guests.



Lemon Lane High School
School Advisory Council Meeting
1000 Lemon Lane, Fort Lauderdale, FL 33301
(754) 321-0000
www.lemonlanehigh.com



5. Old Business
 - New School Marquee: The marquee had a few technical difficulties that have been resolved. It's up and running perfectly. Important information about our school such as the ELO Camps and Winter Festival are currently being displayed. ☺
6. New Business
 - Junior Debate Team: Practicing for finals in Miami-Dade this school year in February 2025. Parent volunteers are needed to facilitate smaller practice teams during the scheduled practice sessions. Please see Ms. Diamond, our Community/Business rep. after the meeting if interested.
7. Announcements: Ms. Blue, our I-Zone rep. and PTSA president announced the annual *Winter Festival* is on December 19, 2024, 4-8 P.M. Our awesome PTSA does a great job every winter hosting this awesome fundraiser of family fun. The information and community invite for the Winter Festival is currently being displayed on our new marquee and the school's website.
8. Next Meeting: Wednesday, January 8, 2025 – *Happy Holidays Everyone!*
9. Adjourn: Mr. Green made a motion to adjourn the meeting. It was seconded. All were in favor and the meeting was adjourned at 6:00 p.m.



3. Mid-Year Reflection



Due Friday, January 31, 2025



Purpose of Mid-Year Reflection



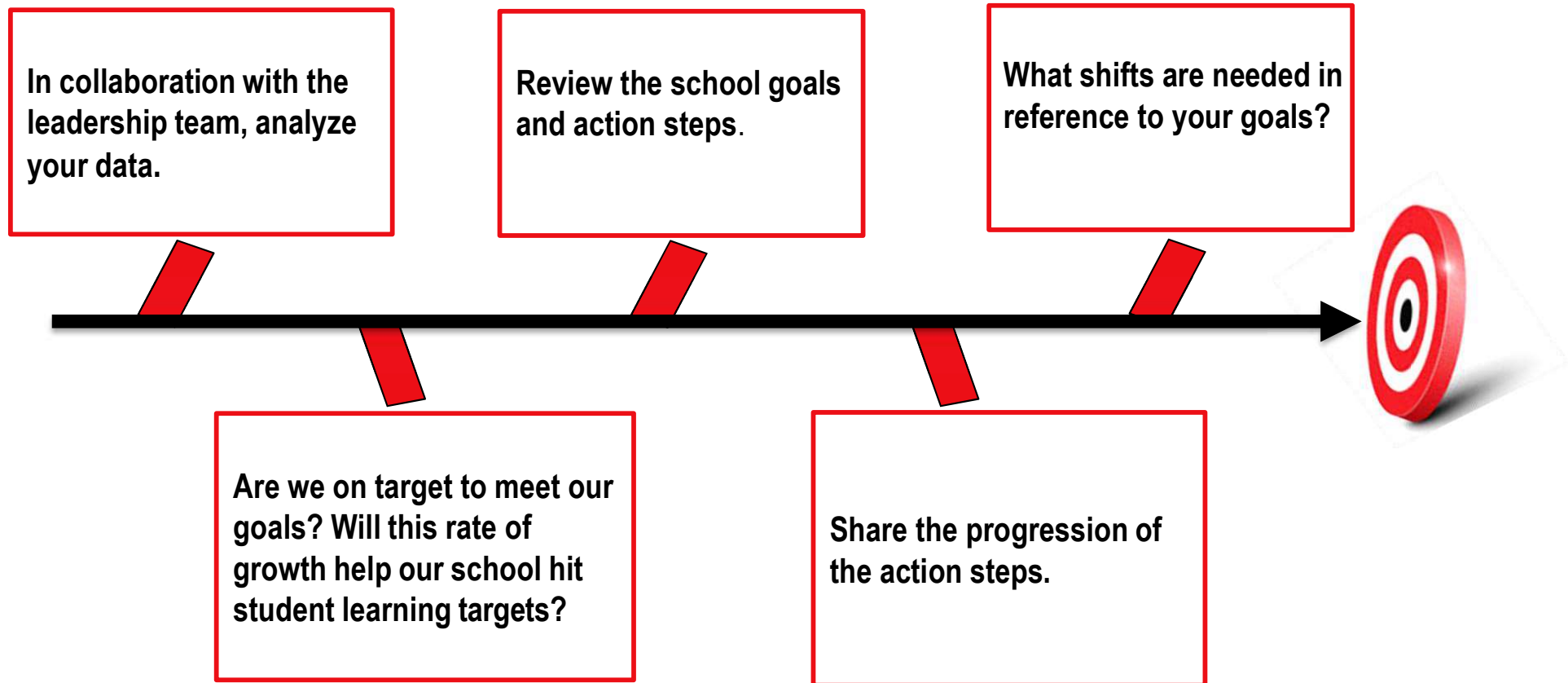
A valuable checkpoint opportunity for schools and SACs to:

- Assess progress made toward SIP goals
- Identify strengths and needs
- Make necessary adjustments to improve learning outcomes



Preparing for the Mid-Year Reflection

Due Friday, January 31, 2025



Mid-Year Reflection Guiding Questions

For each identified Area of Focus, reflect on the action steps and the plan to evaluate progress. Reflect on the following questions and account for them in the SAC minutes.

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

- What evidence (include data) should be collected to show progress toward your goals?
- What strengths and weaknesses have been identified for each action step?
- Are there implementation challenges that were encountered in the Fall?
- What changes (action steps, interventions/strategies, etc.) are needed to ensure success by the end of the school year for all or targeted subgroups?



4. School Improvement Updates



Due Date Fast Approaching

- **Florida School Recognition Program (A+ Funds) Process**
- **New Waiver Process**
- **Mid-Year Reflection**



32 School Days Left ~ January 31, 2025 Deadline

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School
Improvement

New Waivers

Open Lab Schedule

December 12, 2024 @ 9-10 a.m. and 1-2 p.m.
December 17, 2024 @ 9-10 a.m. and 1-2 p.m.
January 6, 2025 @ 9-10 a.m. and 1-2 p.m.

Mid-Year Reflection

Florida School
Recognition Program
(A+ Funds)

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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>



Happy Holidays!
Your School
Improvement Team





Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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