

# School Improvement Mini Lab

Thursday, April 24, 2025

Contact the School Improvement Office for assistance at 754-321-3800

# Agenda



**School Advisory Council**



**School Improvement End of Year Checklist**



**2025-2026 School Improvement Plan Preplanning**



**School Improvement Updates**

# School Advisory Council (SAC) 2025-2026



# SAC Bylaws - Elections and Officer Installations Survey



**SAC Bylaws - Elections and Officer Installations**

The SAC Bylaws inform when SAC Officers should be elected and installed.

1. Name of school \*

Enter your answer

2. Region \*

☐ Central

☐ School Transformation Office

3. Based on your SAC Bylaws, Article III, Section 3, what is the length of term of your SAC Members? \*

☐ One year

☐ Two years

☐ Three years

4. Based on your SAC Bylaws, Article IV, Section 1, which officers will your committee consist of? \*

☐ SAC Chair and Secretary

☐ SAC Co Chairs and Secretary

5. Based on your SAC Bylaws, Article IV, Section 2, what month will your officers and I-Zone parent representative be elected? Reminder: SAC Compositions for the 2025-2026 school year are due at the beginning of October 2025. Ensure the month you choose will allow you to meet the deadline. If amendments to your bylaws are necessary, your SAC should discuss and vote on it as soon as possible. \*

☐ April

☐ May

☐ June

☐ August

☐ September

☐ October

☐ November

6. Based on your SAC Bylaws, Article IV, Section 3, when will SAC officers be installed? \*

☐ First meeting of the school year

☐ Second meeting of the school year

7. Do you have a Nominating Committee in place for your upcoming SAC officers and I-Zone parent representative elections (required per SAC Bylaws Article IV, Sections 1-5)? \*

☐ Yes

☐ No

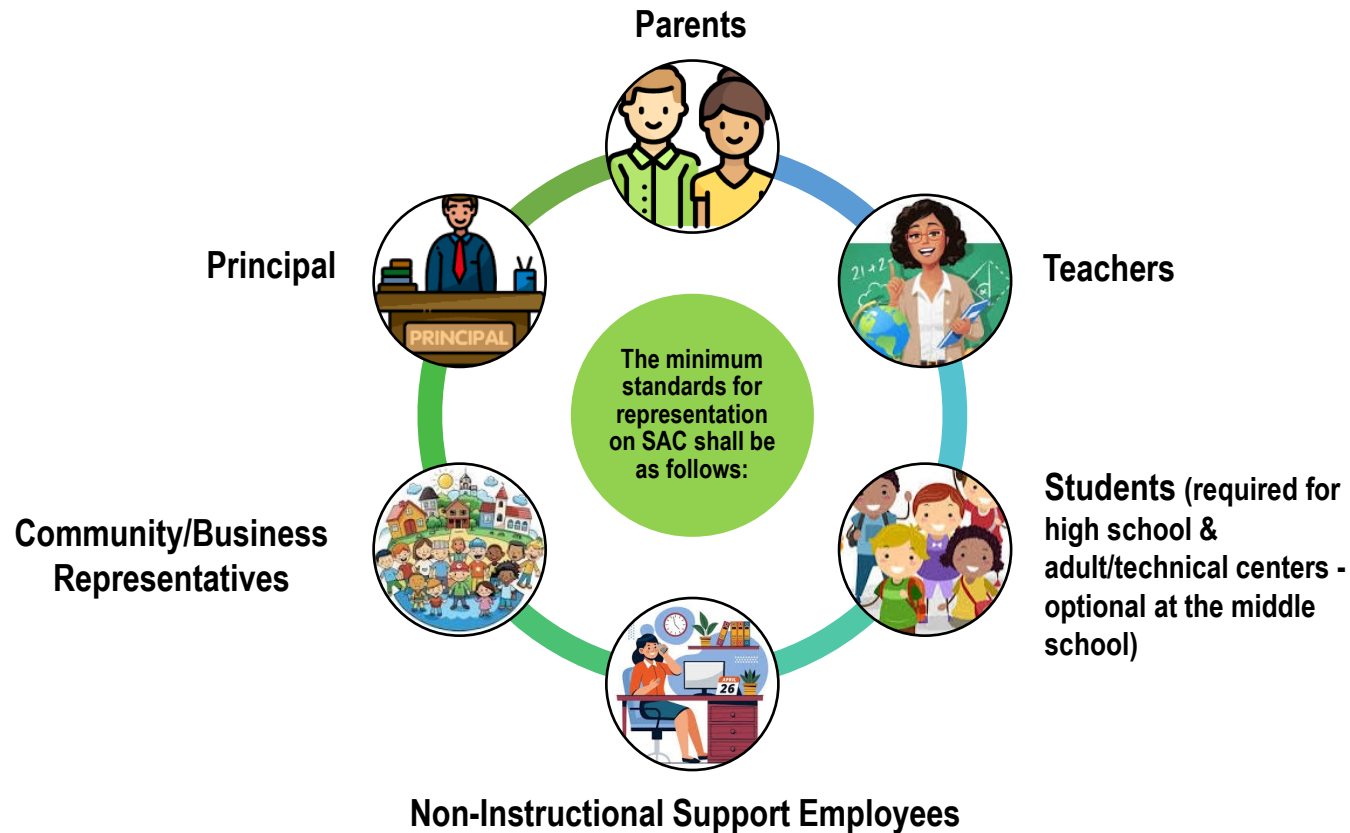
The information collected from the survey must be used to pre-plan for election time.

# SAC Membership and Elections Reminders



## SAC BYLAWS - ARTICLE III. MEMBERSHIP

A majority (more than half) of SAC members must not be employed by the Broward County School District.



## Bylaws

- Due beginning of October
- Length of Term – Know your election period
- Officer Election – Know when officers are elected
- Officer Installation – Know if it's the first or second meeting

## Advertisement

- All vacant positions must be advertised at least 7 business/workdays in advance

## Peer Group Elections

- SAC members should be elected by their respective peer groups

## SAC Nominating Committee


- Facilitate the election of SAC Officers & I-Zone Parent

## SAC Officer Elections

- Officers are elected annually

# SAC Membership and Elections Resource





## SIP Bites – School Advisory Council Composition (Membership)

Kelli S. Blackburn, School Improvement Coordinator  
September 4, 2024 – Volume 4, Issue 1

**SAC Compositions Due Monday, October 7, 2024**

Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per state statute §1001.452, a majority of the SAC members must not be employees of Broward County Public Schools. Members consist of the school principal and an appropriately balanced number of teachers, education support employees, students (only required for high schools and career centers), parents and other business and community members.

**SAC Membership**

- The SAC membership must be representative of the ethnic, racial, and economic community served by the school. **The acceptable discrepancy between the SAC Membership and the School Demographics for ethnicity/race is +/-20%.**
- The majority (at least 50% plus 1 of the total membership) of SAC members must be non-school district employees with a minimum of one (1) representative for each group (teachers, education support employees, students, parents and other business/community citizens).
- Each peer group shall elect their respective representatives in a fair and equitable manner at a scheduled general meeting:
  - Teachers must be elected by teachers.
  - Non-instructional support employees must be elected by non-instructional support employees.
  - Parents must be elected by parents.
  - Students must be elected by students.
- Only the school principal is authorized to be a member as an administrator. Assistant principals **cannot** be members of SAC as they are in administrative roles.

**Key:**  
 \*Principal  
 • BTU Steward or designee  
 • Community/Business Representative  
 • Community School Representative (if applicable)  
 • Teachers  
 • Non-instructional Support Employees  
 • \*Parents  
 • \*I-Zone Representative (elected by SAC from among the parent members)  
 • \*ESOL Representative  
 • \*ESSE Representative  
 • \*Gifted Representative  
 • \*SAF Chair (parent elected by SAF; can't be an employee of the school)  
 • \*Pre-K Representative (if applicable – parent or certified teacher)  
 • Students (required for high schools and adult/technical centers)

**Note: SAC Officers (Chair/Co-Chairs and Secretary) must be current members and are elected by SAC during a general meeting.**

10/17/2024  
SAC Compositions are due Monday, October 7, 2024. Use this date to backwards plan for SAC elections.

### Nominating Committee Election of SAC Officers and I-Zone Parent Representative

(SAC Bylaws, Article IV, Section 3)

Established for the Peer Parent

Members

On the

Membership as

Positions for each SAC Committee.

Officer and the I-Zone Parent Representative

Bylaws for your

10/17/2024  
for SAC elections.

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### SAC Peer Group Elections

The school is responsible for setting up the SAC elections process and procedures, which are accurately reflected in the school's SAC Bylaws. Schools should follow the procedures for all Spring

10/17/2024  
SAC elections.

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### SAC Composition (Membership) Quick Reference Guide

DIRECTIONS FOR COMPLETING SAC COMPOSITION MEMBERSHIP

**SAC Officers and I-Zone Parent Representative Elections**

After the nominating committee is established, the process of selecting the SAC Officers and I-Zone Parent Representative from the general membership (voting members) will commence.

**Note:** Refer to your SAC Bylaws, Article IV, Section 3, on when the installation of these officers will occur.

**Before the Meeting**

After the SAC members have been established from the peer group elections:

- Determine the meeting date, per your established meeting schedule, for the election of the SAC Officers and I-Zone Parent Representative according to your SAC Bylaws (Article IV, Section 2).
- Include SAC Officers and I-Zone Parent Representative Elections as a topic on the meeting agenda.
- Since the meeting includes elections, notice/advertise it at least seven (7) full business/work days in advance on the school's website, marquee, parent link, newsletter, etc.
  - Clearly state the date, time and location of the meeting.
  - Include a list of all SAC Officer positions (Chair/Co-Chairs and Secretary) and the I-Zone Parent Representative position available.

**During the Meeting**

- The Nominating Committee will facilitate the election process for SAC Officers and the I-Zone Parent Representative.
- Conduct the vote for the Chair/Co-Chairs, Secretary and the I-Zone Parent Representative. Remember a quorum (50% plus 1 of the total membership) must be present before a vote may be taken.
- Record minutes to reflect the voting process and results of the vote.

**After the Meeting**

- Add the newly elected SAC Officers and I-Zone Parent Representative to the online SAC Composition program in BCPS Central.
- Save the completed composition as a PDF.
- Upload the new composition to the SAC Upload Center in BCPS Central.

10/17/2024  
SAC Compositions are due Monday, October 7, 2024. Use this date to backwards plan for SAC elections.

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Member Resignation: Click the **Edit** button and indicate the exact date a member resigns. Once the changes have been made, click **Save** in the bottom left-hand corner.

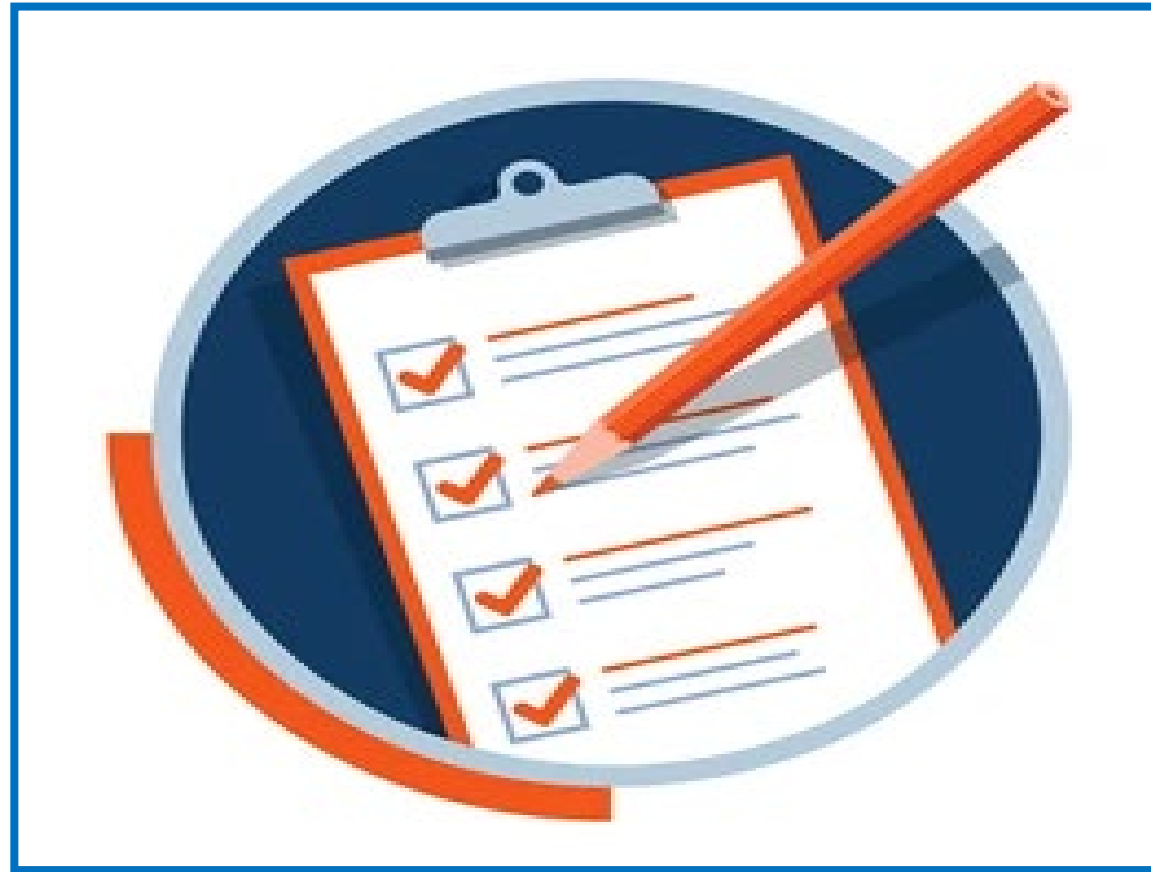
5. All fields are required and must be completed. Use **Additional Positions** (only if applicable) to add an additional position for a SAC member per the **drop-down menu**.

10/17/2024  
SAC elections.

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# School Improvement End-of-Year Checklist



# School Improvement Quarter 4 End-of-Year Checklist for SIP/SAC



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School Improvement Quarter 4 End-of-Year Checklist for School Improvement Plans (SIP) and School Advisory Councils (SAC)

Kelli S. Blackburn, School Improvement Coordinator

This is an OPTIONAL resource. NOT a requirement.

\*This is a suggested checklist to assist schools in wrapping up the current school year and preplan for the next. If used, archive this checklist along with the notes for the 2025-2026 SAC to access and revisit.

Topic	Suggested Activities/Actions	Think About	Notes	Completed
SIP Wrap-Up for the 2024-2025 School Year	<b>School Improvement Plan - Focus on what should be completed to wrap up for the school year.</b> <ul style="list-style-type: none"><li>Leadership team meets to discuss SIP wrap-up for this school year and preplanning for the upcoming school year.</li><li>Review current SIP Areas of Focus, goals, activities, strategies, data, etc.</li><li>Determine the current status of all strategies/activities or action steps aligned to the SIP goals (in progress or complete).</li><li>Determine the impact of the strategies/activities or action steps aligned to your goals (successful or needs improvement).</li><li>Determine the progress toward your SIP goals (on target or not on target).</li><li>Reflect upon goals and other activities this school year. Chart your successes and needed improvements.</li><li>Celebrate your accomplishments!</li></ul>	<ul style="list-style-type: none"><li>What are the successes and needed improvements for each Area of Focus (AOF)?</li><li>Which AOF will be targeted for improvement?</li><li>Will new AOF be targeted?</li><li>Is summer professional development available related to the targeted AOF?</li><li>How will this information be shared with stakeholders (staff, SAC, parents, students, etc.)?</li></ul>		
SIP Preplanning for the 2025-2026 School Year	<b>School Improvement Plan - Focus on what should be completed during the 4<sup>th</sup> quarter to preplan for the upcoming school year.</b> <ul style="list-style-type: none"><li>Review each section of the SIP to determine a timeline for completion and persons responsible. (See the chart below).</li><li>For priority improvement areas, collaboratively plan and identify:<ul style="list-style-type: none"><li>research based strategies/practices</li><li>action steps to continue and/or enhance.</li><li>alternates/additional strategies and interventions.</li></ul></li></ul>	<b>Based on end-of-year data, successes, needed improvements and other relevant factors:</b> <ul style="list-style-type: none"><li>Will the current SIP Areas of Focus (AOF) roll over as well?</li><li>Will the SIP AOF be revised for 2025-2026?</li><li>Will new SIP AOF be written?</li></ul>		

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Topic	BCPS SIP Suggested Activities/Actions	Think About	Notes	Completed																																				
BCPS SIP Preplanning for the 2025-2026 School Year	<b>BCPS SIP Sections</b> <table><thead><tr><th></th><th>Person(s) Responsible</th></tr></thead><tbody><tr><td>✓ Executive Summary</td><td></td></tr><tr><td>✓ School Budget Signatures Page</td><td></td></tr><tr><td>✓ Early Warning Indicators</td><td></td></tr><tr><td>✓ Title I Addendum (if applicable)</td><td></td></tr><tr><td>✓ Areas of Focus (in BCPS or FLDOE CMIS)</td><td></td></tr><tr><td>✓ At-Risk/Competencies/Reading Plan</td><td></td></tr><tr><td>✓ Professional Learning Communities (PLC)</td><td></td></tr><tr><td>✓ Multi-Tiered System of Supports (MTSS) Plan</td><td></td></tr><tr><td>✓ Life Skills and Wellness (LSW) Plan</td><td></td></tr><tr><td>✓ Schoolwide Positive Behavior Plan (SWPBS)</td><td></td></tr><tr><td>✓ Attendance Plan</td><td></td></tr><tr><td>✓ School Counseling Plan</td><td></td></tr><tr><td>✓ Equity Plan</td><td></td></tr><tr><td>✓ Best Practices in Inclusive Education (BPIE)</td><td></td></tr><tr><td>✓ SAC &amp; SAF Documentation</td><td></td></tr><tr><td>✓ Copies of Core Services Plan (updated 2025)</td><td></td></tr><tr><td>✓ Family and Community Engagement (FACE) Plan</td><td></td></tr></tbody></table>		Person(s) Responsible	✓ Executive Summary		✓ School Budget Signatures Page		✓ Early Warning Indicators		✓ Title I Addendum (if applicable)		✓ Areas of Focus (in BCPS or FLDOE CMIS)		✓ At-Risk/Competencies/Reading Plan		✓ Professional Learning Communities (PLC)		✓ Multi-Tiered System of Supports (MTSS) Plan		✓ Life Skills and Wellness (LSW) Plan		✓ Schoolwide Positive Behavior Plan (SWPBS)		✓ Attendance Plan		✓ School Counseling Plan		✓ Equity Plan		✓ Best Practices in Inclusive Education (BPIE)		✓ SAC & SAF Documentation		✓ Copies of Core Services Plan (updated 2025)		✓ Family and Community Engagement (FACE) Plan		<ul style="list-style-type: none"><li>What is the timeline for completion?</li><li>The role of SAC is to facilitate the development of, monitor the implementation of, and evaluate the effectiveness of the SIP.<ul style="list-style-type: none"><li>What does the development of the plan look like?</li><li>What does the implementation of the plan look like?</li><li>What does the evaluation and monitoring of the plan look like?</li></ul></li><li>How will SAC, leadership and staff be involved in the development, implementation and monitoring of the SIP?</li><li>How will this information be shared with all stakeholders?</li></ul>		
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Topic	Suggested Activities/Actions	Think About	Notes	Completed
SAC Wrap-Up for the 2024-2025 School Year	<b>School Advisory Council - Focus on what should be completed to wrap up for this school year.</b> <ul style="list-style-type: none"><li>During a 4<sup>th</sup> quarter SAC meeting:<ul style="list-style-type: none"><li>Ensure all 2024-2025 SAC and SAF agendas, minutes and sign-in sheets are uploaded in the SAC Upload Center.</li><li>If applicable, review your Accountability Funds process, balance and approved requests (completed and outstanding).</li><li>Review SAC Composition and Bylaws, Articles III and IV, to identify information for upcoming SAC membership recruitment, elections and installation of officers.<ul style="list-style-type: none"><li>Length of term for members (One, Two or Three Years)</li><li>SAC Officers recruitment/election timeline (Spring or Fall)</li><li>Installation of SAC officers (First or Second Meeting of School Year)</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>Are you up to date with your SAC and SAF uploads?</li><li>What's your year-end-year Accountability Funds balance?</li><li>Have all approved requests been fulfilled? What's outstanding? What's the plan to close out the open requests?</li><li>Is staff aware of the process to request Accountability Funds aligned to your SIP?</li><li>Should your process be revised if you still have a balance?</li></ul>		
SAC Preplanning for the 2025-2026 School Year	<ul style="list-style-type: none"><li>Announcement of SAC Fees (staff, parents, students - if applicable)</li><li>Elections must be made at least one (1) week in advance (SAC Bylaws, Article II, Section 4).<ul style="list-style-type: none"><li>Announcements will be distributed in a manner that ensures the widest dissemination possible within the peer group.</li></ul></li><li>Set dates for 2024-2025 SAC meetings (1<sup>st</sup> or 4<sup>th</sup> week of the month only).<ul style="list-style-type: none"><li>Reminder: Per Policy 1164 - Public Engagement Loop, Meeting dates can only be scheduled during the 1<sup>st</sup> or 4<sup>th</sup> week of each month.</li><li>Schedule should include meeting date, time, and location.</li></ul></li><li>Develop a draft of 1st meeting agenda and subcommittee.</li><li>All scheduled meetings, times and locations should be announced at least three (3) full businesswork days in advance (SAC Bylaws, Article VI, Section 5).<ul style="list-style-type: none"><li>Always include the agenda</li></ul></li></ul>	<ul style="list-style-type: none"><li>When are your school's SAC elections?<ul style="list-style-type: none"><li>Spring (Mar., May, Jun.)</li><li>Fall (Aug., Sept., Oct., Nov.)</li></ul></li><li>Survey SAC members to determine their continued interest for the upcoming school year.</li><li>What recruitment efforts are/will be put in place?</li><li>2025-2026 SAC Compositions will be due in October 2025.</li><li>What topics will be reflected on your first SAC agenda?</li><li>How will SAC &amp; SAF regularly collaborate?</li><li>Share the End-of-Year Checklist with SAC during quarter 3 &amp; 4 meetings.</li><li>Who will attend/present your school at the School Improvement Quarterly Meetings?</li></ul>		

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Topic	Suggested Activities/Actions	Think About	Notes	Completed
SAC Summer Communication	<ul style="list-style-type: none"><li>Send emails to SAC members to say "hello" and keep in touch during the summer months.</li><li>As the summer comes to a close, send a message to remind SAC members of the first 2025-2026 SAC meeting so they can "Save the Date."</li><li>Post your first meeting date announcement and agenda (marquee, website, ParentLink, newsletter, etc.).</li></ul>	<ul style="list-style-type: none"><li>What's your SAC summer recruitment plan if you have elections in the fall (messages to stakeholders about getting involved with SAC via ParentLink, marquee, etc.)?</li></ul>		
Starting the new school year	<b>SAC 2025-2026 NEW SCHOOL YEAR KICKOFF</b> <ul style="list-style-type: none"><li>Leadership and SAC needs to prepare the first SAC meeting agenda and advertisement.</li><li>Announce and have the first SAC meeting.</li><li>Adhere to the 2025-2026 School Improvement Timeline.</li><li>Use current SIP requirements, wrap up and pre-planning notes, SAC minutes, end-of-year and relevant data, etc. to guide SIP &amp; SAC planning.</li><li>Closeout the 2024-2025 BCPS SIP per the 2025-2026 School Improvement Timeline.</li><li>Complete the 2025-2026 BCPS and FLDOE (if applicable) SIPs.</li><li>Have an amazing SIP and SAC new school year!</li><li>Celebrate school-based SIP/SAC School Improvement contacts (Administrators, SAC Chair/Co-Chairs, etc.).</li></ul>	<ul style="list-style-type: none"><li>How and when will the first SAC meeting be advertised (must be three (3) full businessworkdays in advance and include agenda)?</li></ul>		

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Have An Awesome 4<sup>th</sup> Quarter, Amazing Summer, and Outstanding New School Year!



Q&A

You have

Questions

We have

Answers

# 2025-2026 School Improvement Plan Preplanning

Timeline ~ Engage ~ Diagnose ~ Prioritize ~ Draft Plan ~ Implement ~ Monitor ~ Adjust ~ Reflect



# 2025-2026 SIP Preplanning Timeline



## April 2025 - Leadership Team

### #1 Identify priorities for school-wide improvement.



~ Attend a Quarter 4 School Improvement meeting session.



~ Create internal timeline to complete SIP by July 17, 2025. Include SAC meeting date(s) for collaborative planning and stakeholder feedback.



~ Gather and analyze relevant data for trends and patterns. Determine resources and professional development that may be needed.



~ Meet to review and complete SIP Preplanning Template draft.

# SIP Preplanning Timeline Cont.



**April/May 2025 - Leadership Team & SAC**

## **#2 Engage in collaborative SIP preplanning and gather feedback.**

~ Share internal timeline; present data; share SIP draft template.



~ Discuss progress being made toward current SIP goals.



~ Review and discuss data trends and patterns.



~ Develop draft SIP: Identify priorities; set goals; develop strategies/actions.

# SIP Preplanning Timeline Cont.



**May/June/July 2025 - Leadership Team**

**#3 Meet to finalize 2025-2026 SIP for submission.**

~ Review draft SIP and stakeholder feedback.



~ Upon release, review end-of-year statewide assessment data.



~ Adjust SIP as needed per assessment data.

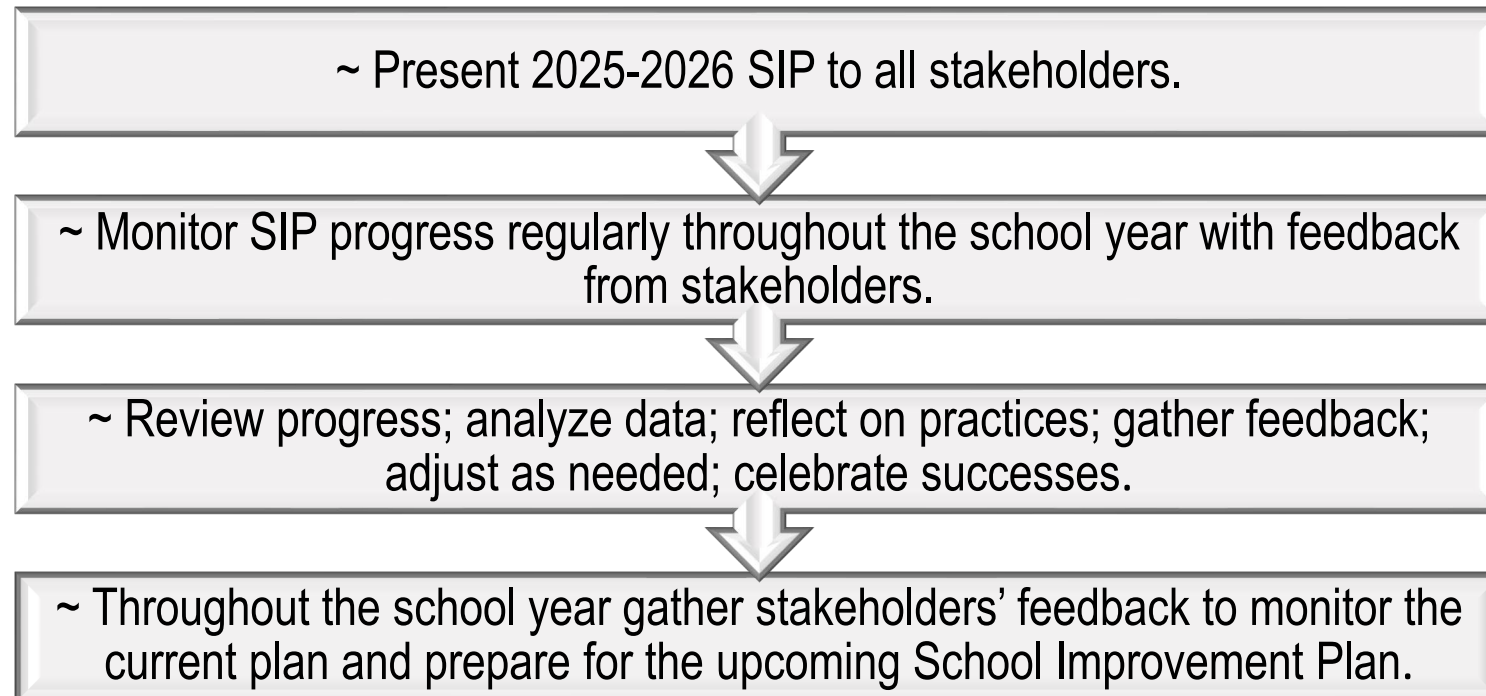


~ Prepare final draft for submission by July 17, 2025.

# SIP Preplanning Timeline Cont.



**August/September 2025 – Ongoing - Leadership Team & SAC**  
**#4 Present and monitor the 2025-2026 SIP.**






# 2025-2026 Sample School Improvement Timeline



**OPTIONAL**

## 2025-2026 SIP Preplanning Timeline (Optional)

April 2025	Leadership Team - #1 Identify priorities for school-wide improvement.		
	<ul style="list-style-type: none"><li>✓ Attend a Quarter 4 School Improvement meeting session.</li><li>✓ Create an internal timeline to complete SIP by July 17, 2025. Include SAC meeting date(s) for collaborative planning and stakeholder feedback.</li><li>✓ Gather and analyze relevant data for trends and patterns. Determine resources, funding, professional development, etc. that may be needed.</li><li>✓ Meet to review and complete SIP Preplanning Template draft.</li></ul>		
			
	*See the sample below for a school's internal timeline based on the School Improvement SIP Timeline.		
	*Sample Date	*Sample School's Activities	*Sample Person(s) Responsible
	April 11, 2025	Q4 Meeting AM Session (9-11 am)	Principal, SAC & SAF Chair
	April 14, 2025	Gather Data (ELA, Math, behavior, attendance, etc.)	Academic Coaches
	April 16, 2025	Leadership Team met to discuss data /start draft	Leadership Team
	April 21, 2025	SIP Development on SAC Agenda	SAC Chair
	April 24, 2025	SAC Meeting: Present data and draft SIP, Gather SAC Feedback	Admin-SAC Chair
	April 28, 2025	Make SAC Adjustments in SIP Draft	Admin-SAC Chair
	Date	School's Activities	Person(s) Responsible
			Date Completed

OPTIONAL

# SIP Preplanning Template

School Improvement Plan

## 2025-2026 SCHOOL IMPROVEMENT PLAN (SIP) PREPLANNING TEMPLATE

This template was developed to assist all schools in developing their 2025-2026 School Improvement Plans (SIP). The minimum requirements for creating your Areas of Focus (ELA, Mathematics, Science, ESSA, Graduation Rate, etc.) are specified below. Additional areas are encouraged based on data-based analysis and decisions for achievement.

**Requirements:** 1. Each school must have at least one Area of Focus that targets student achievement in the area of reading (ELA) for all students (Policy 1403); 2. Each school must have an Area of Focus for all ESSA subgroups with an overall Federal Index below 41% (ESSA requirements); **Note:** 2025 statewide assessment data may not be available prior to developing your draft SIPs, but current data may be used to determine areas and subgroups to target.

Section 1

### Part 1 - Data Analysis/Reflection

Answer the following reflection prompts after examining any/all relevant data sources. Be sure to reflect upon the progress of your subgroups.

1. Name of School \*

Enter your answer

2. Name of Person(s) Providing the Reflection Responses \*

Enter your answer

3. **Stakeholder Involvement and SIP Development** Describe the process for involving stakeholders (including the school leadership team, teachers and school staff, parents, students (mandatory for secondary schools) and families, and business or community leaders) and how their input was used in the SIP development process. \*

Enter your answer

4. **SIP Monitoring** Describe how the SIP will be regularly monitored for effective implementation and impact on increasing the achievement of students in meeting the state academic standards, particularly for those students with the greatest achievement gap. Describe how the school will revise the plan with stakeholder feedback, as necessary, to ensure continuous improvement. \*

Enter your answer

5. **Most Improvement** Which data component showed the most improvement? What new actions did your school take in this area? \*

Enter your answer

6. **Lowest Performance** Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends. \*

Enter your answer

## PART 2: Areas of Focus (Instructional Practices, ESSA Subgroups, Graduation/Acceleration)

Identify key Areas of Focus below that address the school's highest priority based on any/all relevant data sources.

11. **Area of Focus 1 - ELA (Required):** Per Policy 1403, an ELA Area of Focus is required by all schools. For elementary, SMART Goals must be written for students in grades K-2 and 3-5. For middle, SMART Goals must be written for grades 6-8. For high, SMART Goals must be written for grades 9-10 and retakes if desired). Non-Traditional should write ELA SMART goals per their relevant grade levels. \*

☐ Instructional Practice (see specific targets below)

12. The chosen Area of Focus above is specifically related to the following target: \*

- ☐ Benchmark-aligned Instruction (Instructional Practice)
- ☐ Differentiation (Instructional Practice)
- ☐ ELA (Instructional Practice)
- ☐ Intervention (Instructional Practice)
- ☐ Small-group Instruction (Instructional Practice)
- ☐ Student Engagement (Instructional Practice)

13. **Area of Focus Description and Rationale** Include a description of your Area of Focus, how it affects student learning, and a rationale explaining how it was identified as a crucial need from the prior year data reviewed. \*

Enter your answer

14. **Measurable Outcome (SMART Goal)** Include prior year data and state the specific measurable outcome the school plans to achieve for each relevant grade level. This should be a data-based, objective outcome. \*

Enter your answer

15. **Monitoring** Describe how this Area of Focus will be monitored for the desired outcome. Include a description of how ongoing monitoring will impact student achievement outcomes. \*

Enter your answer

16. Person responsible for monitoring outcome \*

Enter your answer

Q&A

You have

Questions

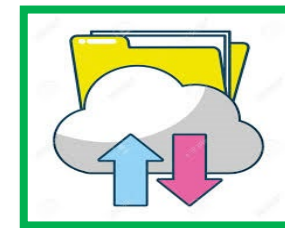
We have

Answers

# School Improvement Updates



# SAC/SAF Upload Center Requirements



Quarter 4 School Advisory Council (SAC) and School Advisory Forum (SAF) meeting documents should be uploaded as PDFs in the SAC Upload Center on or before **Thursday, May 23, 2025**.

Quarter 3 and 4 Meeting Documents	SAC	SAF
Q3 January (Agenda, Minutes and Sign-In Sheets)	✓	✓
Q3 February (Agenda, Minutes and Sign-In Sheets)	✓	✓
Q3 March (Agenda, Minutes and Sign-In Sheets)	✓	✓
Q4 April (Agenda, Minutes and Sign-In Sheets)	✓	✓
Q4 May (Agenda, Minutes and Sign-In Sheets)		

Quarter 3 & 4	
<b>4<sup>th</sup> Quarter</b> <b>Friday, May 23, 2025</b>	<p>All 4<sup>th</sup> Quarter <b>SAC and SAF</b> documentation should be uploaded as PDFs and remain in the SAC Upload Center.</p> <p><b>Note: If meetings are held after May 23<sup>rd</sup>, upload the documents immediately.</b></p>

***\*If changes are made to any documents, upload the revised copies upon completion.***



# UPCOMING EVENTS

## BCPS Customer “eProve” Survey



Administration Window  
Monday, March 3 – Friday, May 2, 2025

### School Improvement Quarter 4 Meeting Schedule

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

[“Click Here” to Join the Quarterly Meeting](#)  
Quarter 4 School Improvement Meeting

### Quarter 4 Virtual Meetings

Wednesday,  
April 9, 2025

AM Session All Regions  
9 a.m.-11 a.m.

PM Session All Regions  
12 p.m.-2 p.m.

Thursday,  
April 10, 2025

AM Session All Regions  
9 a.m.-11 a.m.

PM Session All Regions  
12 p.m.-2 p.m.

Friday,  
April 11, 2025

AM Session All Regions  
9 a.m.-11 a.m.

PM Session All Regions  
12 p.m.-2 p.m.

#### Mini Labs & Open Labs

Mini Labs and Open Labs are optional support sessions available for SAC Chairs/Co-Chairs and Administrators to discuss and ask questions about school improvement.



#### Mini Labs – Topic Focused Sessions

2024-2025 School Improvement and School Advisory Council (SAC) End-of-Year Checklist and 2025-2026 SAC Elections

- Thursday, April 24, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.

[Mini Lab Link](#)



#### Open Labs Q & A Sessions

Pop in any time with your School Improvement questions.

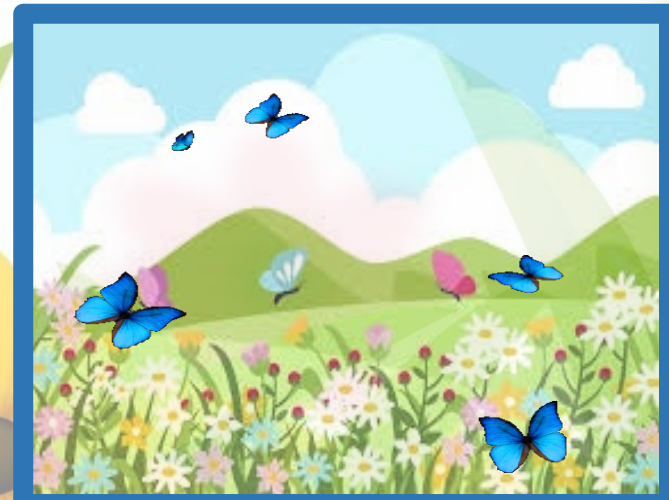
- Thursday, April 17, 2025 ~ 9 a.m.-10 a.m.
- Monday, April 28, 2025 ~ 1 p.m.-2 p.m.
- Thursday, May 15, 2025 ~ 9 a.m.-10 a.m.
- Monday, May 22, 2025 ~ 1 p.m.-2 p.m.

[Open Lab Link](#)



# The School Improvement Team Is Here To Support YOU!

Email, call (754) 321-2500 or visit our School Improvement website <https://www.browardschools.com/Page/47653>



**WE'RE HERE TO HELP YOU HAVE A SUCCESSFUL 4<sup>TH</sup> QUARTER!**





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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