SCHOOL IMPROVEMENT
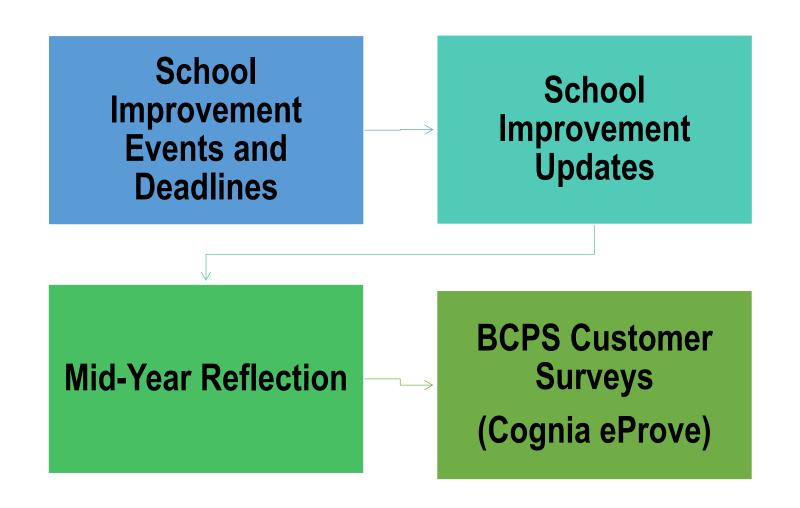## Meeting
Quarter 3 | 2024 - 2025

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

Established 1915
BROWARD
County Public Schools

Quarter 3 Agenda

School Improvement Events and Deadlines

School Improvement Updates

Mid-Year Reflection

BCPS Customer Surveys

(Cognia eProve)

School Improvement Events and Deadlines

2024-2025 School Improvement Timeline

2024-2025 School Improvement Timeline (pg. 1)

DEADLINES	School Improvement Events
Quarter 1	
Thursday, August 15, 2024	FLDOE SIPs due in CIMS2 for CSI schools only @ https://cims2.floridacims.org/ (New web address and platform).
Thursday, August 22, 2024	FLDOE SIPs due in CIMS2 for ATSI, TSI and RAISE schools only @ https://cims2.floridacims.org/ (New web address and platform).
	BCPS SIPs due in BCPS Central for schools not completing an FLDOE SIP @ https://web01.browardschools.com/ospa/ospa-central2/login.asp. • Only the Area(s) of Focus (formerly Goals, Strategies & Activities) is due.
Wednesday, September 11 - Friday, September 13, 2024	**Quarter 1 School Improvement Meeting** PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: School Improvement Timeline, SAC and SAF Information, BCPS and FLDOE SIPs, District Department Plans, Waivers, School Recognition (A+) Funds and School Improvement Support/Updates

Friday, September 20, 2024	• 2023-2024 BCPS SIP Closeout (End of Year Results) only for schools that entered Goals, Strategies & Activities in the 2023-2024 BCPS SIP.
	Note: This does not apply to schools that completed a 2023-2024 FLDOE SIP.
	• Complete and/or upload the 2024-2025 SIP components below in BCPS Central (All Schools)
	  • Executive Summary • MTSS CPS Team Meeting Schedule
	  • School Budget Signature Page • 2023-2024 BCPS Customer Survey
	  • Early Warning Indicators Response (Cognia eProve) Results
	  • Professional Learning Communities • District Department Plans
	  Meeting Schedule
	• 2024-2025 SAC and SAF Requirements:
	  • SAC Meeting Dates Flyer • SAF Meeting Dates Flyer (new)
	Note: SAC and SAF meetings must be scheduled on the 1st and 4th weeks of the month.

Monday, October 7, 2024	2024-2025 SAC Composition Report, SAC Bylaws, SAF Bylaws (Obtain from SAF Chair). Complete and upload in BCPS Central.

DEADLINES	School Improvement Events
Quarter 2	
Friday, October 18, 2024	**SAC Upload Center Requirements** ALL 1st Quarter (Aug. 12 thru Oct. 14, 2024) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Friday, November 1, 2024	**New Waiver Intent to Apply Form** Schools applying for a New Waiver or those that have a waiver ending in 2024-2025 can access the form at https://www.browardschools.com/Page/35407.
Wednesday, November 13 - Friday, November 15, 2024	**Quarter 2 School Improvement Meeting** PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: SIP Monitoring, SAC and SAF Information, Waivers, Mid-Year Reflection, School Recognition (A+) Funds (if applicable) and School Improvement Support/Updates

*Dates subject to change. Acronym Key: FLDOE (Florida Department of Education); BCPS (Broward County Public Schools); SIP (School Improvement Plan); SAC (School Advisory Council); SAF (School Advisory Forum)

pg. 1   8/6/2024

2024-2025 School Improvement Timeline (pg. 2)

DEADLINES	School Improvement Events
Quarter 3	
Friday, January 10, 2025	**SAC Upload Center Requirements** ALL 2nd Quarter (Oct. 15, 2024 thru Jan. 6, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Wednesday, January 15 - Friday, January 17, 2025	**Quarter 3 School Improvement Meeting** PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: SIP Monitoring, 2024-2025 BCPS Customer Survey, SAC and SAF Information, School Recognition (A+) Funds (if applicable), District Department Updates and School Improvement Support/Updates
Friday, January 31, 2025	**SIP Mid-Year Reflection** Complete in Florida CIMS2 (for CSI, ATSI, TSI & RAISE schools) or BCPS Central (for schools that completed Areas of Focus in the BCPS SIP) **Florida School Recognition Program (A+ Funds) Requirements** Qualifying schools must complete and upload all documentation in BCPS Central. **New Waiver Applications Completed and Submit Documentation** Complete the application in the Waiver Database in BCPS Central and submit signed copies to the School Improvement Coordinator for approval. Upload all supporting documentation per the New Waiver Checklist in BCPS Central. https://web01.browardschools.com/ospa/ospa-central2/login.asp
Monday, March 3 - Friday, May 2, 2025	**2024-2025 BCPS Customer Survey: Cognia eProve** Annual survey window open for schools' stakeholders (Staff, Students and Parents).

DEADLINES	School Improvement Events
Quarter 4	
Friday, April 4, 2025	**SAC Upload Center Requirements** ALL 3rd Quarter (Jan. 7 thru Mar. 21, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Wednesday, April 9 - Friday, April 11, 2025	**Quarter 4 School Improvement Meeting** PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: School Improvement Planning for 2025-2026, Writing SIP Goals, Election of SAC & SAF members for the 2025-2026 school year and School Improvement Support/Updates.
Friday, April 11, 2025	**Continuation Waiver Applications Updated and Submit Documentation** Update the continuation waiver application in the Waiver Database in BCPS Central and upload all supporting documentation per the Continuation Waiver Checklist in BCPS Central.
Friday, May 23, 2025	**SAC Upload Center Requirements** ALL 4th Quarter (Apr. 1 thru Jun. 4, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).

*Dates subject to change. Acronym Key: FLDOE (Florida Department of Education); BCPS (Broward County Public Schools); SIP (School Improvement Plan); SAC (School Advisory Council); SAF (School Advisory Forum)
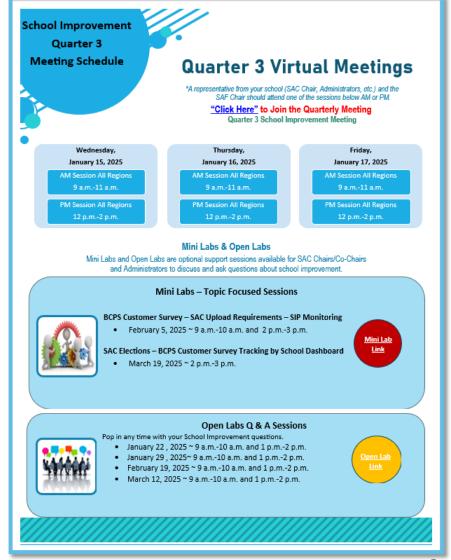
pg. 2   8/6/2024

Quarter 3 Events and Deadlines

DEADLINES	School Improvement Events
	Quarter 3
Friday, January 10, 2025	**SAC Upload Center Requirements** ALL 2nd Quarter (Oct. 15, 2024 thru Jan. 6, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Wednesday, January 15 - Friday, January 17, 2025	**Quarter 3 School Improvement Meeting** PowerPoint will be posted on https://www.browardschools.com/Page/35378 **Topics:** SIP Monitoring, 2024-2025 BCPS Customer Survey, SAC and SAF Information, School Recognition (A+) Funds (if applicable), District Department Updates and School Improvement Support/Updates
Friday, January 31, 2025	**SIP Mid-Year Reflection** Complete in Florida CIMS2 (for CSI, ATSI, TSI & RAISE schools) or BCPS Central (for schools that completed Areas of Focus in the BCPS SIP)
	Florida School Recognition Program (A+ Funds) Requirements Qualifying schools must complete and upload all documentation in BCPS Central.
	New Waiver Applications Completed and Submit Documentation Complete the application in the Waiver Database in BCPS Central and submit signed copies to the School Improvement Coordinator for approval. Upload all supporting documentation per the New Waiver Checklist in BCPS Central. https://web01.browardschools.com/ospa/ospa-central2/login.asp
Monday, March 3 - Friday, May 2, 2025	**2024-2025 BCPS Customer Survey: Cognia eProve** Annual survey window open for schools' stakeholders (Staff, Students and Parents).

Quarter 3 Meeting Schedule

UPCOMING EVENTS

✓ Quarterly Meetings
✓ Open Labs
✓ Mini Labs

School Improvement Quarter 3 Meeting Schedule

Quarter 3 Virtual Meetings

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 3 School Improvement Meeting

Wednesday, January 15, 2025	Thursday, January 16, 2025	Friday, January 17, 2025
AM Session All Regions 9 a.m.-11 a.m.	AM Session All Regions 9 a.m.-11 a.m.	AM Session All Regions 9 a.m.-11 a.m.
PM Session All Regions 12 p.m.-2 p.m.	PM Session All Regions 12 p.m.-2 p.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

BCPS Customer Survey – SAC Upload Requirements – SIP Monitoring
- February 5, 2025 ~ 9 a.m.-10 a.m. and 2 p.m.-3 p.m.

SAC Elections – BCPS Customer Survey Tracking by School Dashboard
- March 19, 2025 ~ 2 p.m.-3 p.m.

Mini Lab Link

Open Labs Q & A Sessions
Pop in any time with your School Improvement questions.
- January 22 , 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- January 29 , 2025~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- February 19, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- March 12, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.

Open Lab Link

School Improvement Updates

Required SAC/SAF Documentation Uploads

Quarter 3	
Due Friday, April 4, 2025	All 3rd Quarter (Jan. 7 thru Mar. 21, 2025) **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 *within two weeks of each meeting*.

SAC and SAF Monthly Uploads:

☑ **Agendas**

☑ **Sign-in Sheets**

☑ **Minutes** (for SAC - In draft form if not yet approved)

Reminder: All documents must be uploaded as PDFs (NO Word docs) within two weeks of each SAC and SAF meeting. Directors will be notified monthly of each schools' status.

School Improvement Updates

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

☆ Effective Communication

SAC Documentation

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

THINGS TO DO

2024-2025 SAC/SAF Meeting Dates

✓ ☑ SAC Composition Report
✓ ☑ SAC Bylaws
✓ ☑ SAF Bylaws
✓ ☑ SAC Agenda
✓ ☑ SAC Minutes (Draft until approved)
✓ ☑ SAC Attendance
✓ ☑ SAF Agenda
✓ ☑ SAF Minutes
✓ ☑ SAF Attendance

STRONGER TOGETHER

✓ **Current documents in the SAC Upload Center for Quarter 1 & 2**

✓ **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

⭐ SAC Compositions must always remain in compliance throughout the school year.

All positions must be filled
(email addresses must be provided for each member in the system)

Demographics in green
(aligned with the school community)

Employee vs. Non-employee in green
(51% or more non BCPS employees)

Upload revised/updated SAC Compositions into BCPS Central

Document changes to your composition in the SAC meeting minutes

SIP Monitoring and 25-26 SIP Planning

T
Track Regularly
Track your data, your progress and action steps aligned to your goals.

I
Identify and Monitor Needs
Continue to monitor academic needs based on your areas of focus/goals. Use data to determine if there is a need to make shifts.

P
Progress
Communicate your progress with stakeholders.

S
Staples
Discussions **and** stakeholder feedback about your current School Improvement Plan (SIP) **and** 25-26 SIP Planning should be staples on your agenda and in minutes every meeting.

Ensure minutes reflect discussions & feedback about SIP Monitoring and 25-26 SIP Planning.

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

Happy Holidays!

➤ **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
- Monday, Dec. 9 & 16 - ELA
- Tuesday, Dec. 10 & 17 - Math
- Wednesday, Dec. 11 & 18 - Science
- Thursday, Dec. 12 & 19 - History & Course Recovery

January 6-9, 13-16, 21-23 and 27-30, 2025 Media Center 3-5 pm
- Monday, Jan. 6, 13, & 27 - ELA
- Tuesday, Jan. 7, 14, 21, & 28 - Math
- Wednesday, Jan. 8, 15, 22, & 29 - Science
- 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 coached 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.

Accountability Funds

Accountability Funds Balance on Agenda until $0

Process for Requesting Funds in place

Requests must be aligned to SIP goals

Quorum/Voting

Recorded in SAC Minutes

Florida School Recognition Program (A+ Funds)

Due Date: February 1, 2025

Required Documentation

SAC Meeting (for each meeting held):	Staff Vote (for each vote held):
• SAC Meeting Advertisement w/Agenda • Agenda • Minutes • Sign-in Sheets (SAC and Guests) • Copy of the Ballot Approved by SAC	• Written Advertisement to Staff w/Ballot • SAC Approved Ballot • Staff Sign-in Sheets • Voting Results: Ballot Count Summary Sheet

Florida School Recognition Program (A+ Funds) Checklist
Kelli S. Blackburn, School Improvement Coordinator

Florida Statute 1008.36 states that, "If school staff and the School Advisory Council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school." For clarification purposes, a classroom teacher is one who is assigned to a classroom with students on a daily basis.

Action (Must happen in the order presented)	Required Documents SAC Upload Center Documentation (provide for each meeting and staff vote) *All documents must be uploaded as PDFs.	1st Meeting	2nd Meeting (if applicable)	3rd Meeting (if applicable)
School Advisory Council (SAC) Meeting		Date:	Date:	Date:
Advertise meeting to all stakeholders at least three (3) full business/work days prior to the meeting.	**SAC Meeting Advertisement to all stakeholders** w/agenda, date, time and location of meeting • Evidence must show when sent/posted at least three (3) full business/work days prior to the meeting (flyer, school website, newsletter, email, Parent Link, etc.).			
SAC meets to discuss and create a ballot from stakeholders' proposals. Create written proposals in the form of a ballot which consist of 1 or 2 proposals and "None of the above" for the allocation of the funds. See note at the bottom of the checklist.	**SAC Meeting Agenda** • "Florida School Recognition Program (A+ Funds) Proposals and Ballot Creation" is shown as a topic.			
Conduct a vote (only SAC committee members) to approve the ballot and record results of vote in the minutes.	**SAC Meeting Minutes** • Must reflect discussion of Florida School Recognition Program (A+ Funds) proposals and ballot creation.			
A quorum (50% plus 1 of the total SAC members) must be met for voting to occur.	**SAC Meeting Sign-In Sheets** • For SAC members and guests			
General Staff Vote		Date:	Date:	Date:
Advertise general staff vote in written form to all staff members at least three (3) full business/work days prior to voting.	**Written Advertisement to Staff** (via email, posted notice, etc.) • Evidence must include purpose of vote (e.g., voting on Florida School Recognition Program (A+ Funds) distribution, copy of the approved 2024-2025 Florida Recognition Program (A+ Funds) Ballot, date, time and location of the vote.			
Staff votes by secret ballot on the proposals • Proposal with the majority of votes (51% or more) will be implemented. • If none of the proposals get 51% or more of the votes, SAC reconvenes to restart the process.	**2024-2025 Staff Roster of Eligible Voters** • All staff members that vote must sign next to their names on the staff roster (only signatures will be accepted).			
	Approved Ballot • A copy of the 2024-2025 approved Florida School Recognition Program (A+ Funds) ballot			
	Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet 2024-2025 • Each section of the form must be completed and must have all the required signatures			

Fringe Benefits Note: When compensation is paid to an employee, the employer incurs costs for payroll taxes and other fringe benefits. Each school's total award is reduced by 8.87% for fringe benefits on bonus payments. If schools do not utilize the entire allocation for bonus payments, a "fringe refund" will be provided for the benefits that were not used for non-salary bonuses. **Note:** In your proposals, include a statement on the ballot to specify the use of any leftover funds. Those funds should be allocated to nonrecurring expenditures for educational equipment and materials.

Payment Processing

Florida School Recognition
Bonus Guidelines
December 4, 2024

BROWARD
County Public Schools
Established 1915

Florida Statute 1008.36 Florida School Recognition Program

This document will guide selected locations on how to complete pay
payments for employees. The window to complete upload file and s
January 6 - February 7, 2025.

QUESTIONS:

- **Calculating Funds Available for Bonuses:** BudgetOfficeScho
- **A+ Voting Process:** Kelli.Blackburn@browardschools.com
- **Payments:** HRSupportServices@browardschools.com

Voting for distribution of A+/Recognition funds should be complete
your location's voting outlines how the money will be spent to inclu
eligible and the non-recurring bonus to be paid.

Each location must review upload of ALL 23/24 employees who
enter amount to be paid. The upload file must be emailed to
school_improvement@browardschools.com by 02/07/2025. (If the
employee's 23/24 location is responsible for entering the payment.
verify amounts and coding. Once complete, the final sheet will be s
SAP. Active employees will be loaded into SAP. Inactive and withdr
by HRSS. Review each employee's employment status in SAP to det

- **Active:** These are employees currently active in SAP an
  uploaded into infotype 15 One Time payments to be pa
  - AA: 2/28/25
  - BB: 3/7/25

- **Inactive & withdrawn:** HRSS & Payroll will process these
  payments will be mailed to the employee by June 30, 2
  address in SAP is accurate. If not, the employee must s
  Address" form with a picture ID.

- **No Personnel Number:** Add to payroll upload file BUT
  the payment. (Process is outlined near the end of this

Review the following attached documents to assist you in preparing the information for payment.

Attachment 2 - Florida School Recognition Funding 2024-2025: Is a listing of eligible schools and amounts. The amount your location can spend is in the column titled, "Funding Amount." Do NOT spend more than what is listed in this column. Maintain all documents used to determine amounts at your location.

School Name	Funding Amount	8.87% Fringe Benefit District Reserve	Total Award
BANYAN ELEMENTARY	$ 52,389	$ 4,647	$ 57,036
BAYVIEW ELEMENTARY	70,241	6,230	76,471
BROADVIEW ELEMENTARY	84,801	7,522	92,323
BROWARD ESTATES ELEMENTARY	31,368	2,782	34,150

Attachment 3: Fringe Benefits - Describes why the 8.87% fringe benefit amount was deducted from the total award.

Attachment 4: Florida School Recognition - Fringe Refund Calculation - If your school does not utilize the entire allocation for bonus payments, you will be entitled to a "refund" on the 8.87% fringe benefits that were deducted from your total award for non-salary expenditures. Use this Excel document to submit the refund request to budgetofficeschoolsupport.com. If you have any questions, contact your Budget Analyst in the Budget Office.

Attachment 5: Payroll Upload File - Schools should review the payroll upload file of ALL 23/24 employees. Schools should enter the amount of the Bonus Payment for employees approved via ballot to be paid.

INSTRUCTIONS FOR ENTERING ONE TIME PAYMENT FOR SCHOOL RECOGNITION FUNDS (A+ Funds)

1. **Download attachment 5 to computer - Save As - rename file with location number.**
   Example:

File name:	R23 A+ Bonus Payments
Save in type:	Excel Workbook

2. **Open file and enter the following information:**

   a. *Cell P2 – Filter for School Name –* This will display employees for your school.

   b. *Cell R2 – Enter Location Number –* This will display the award amount less fringe in cell B1.

   c. *Cell T2 – Enter Name and Phone Number –* This person will be contacted in case there are any questions.

   d. *Cell D1 – Enter Amount if any for "supply or other non-salary set aside" –* This will change the award amount in cell B1.

2

Waiver Updates

New Waiver Timeline

9 School Days Left!

Jan. 31, 2025

Jan. Cont.

Dec. – Jan.

Nov.

Oct. – Nov.

SAC Meeting
Identify need, discuss data and rationale, develop waiver request

Intent to Apply Form
Complete and email; District approves or denies waiver moving forward

Community Meeting for Waiver
Advertise meeting, review waiver request, get feedback, share with SAC

School Advisory Council Meeting
Share community feedback, vote on waiver, create faculty ballot (if approved)

Faculty Vote
Conduct vote, 66 2/3% of faculty must approve waiver

Community Endorsement Waiver Meeting
Advertise meeting, provide waiver updates, get feedback

Waiver Application
Complete in BCPS Central database, email a copy to the SI Instructional Facilitator

Deadline:
Friday, January 31, 2025

March – April
District Waiver Review Panel and Board Approval

New Waiver Checklist

New Waiver Process Checklist
Kelli S. Blackburn, School Improvement Coordinator

Reminders:

✓ Follow the checklist in order.
✓ Email all required documents as PDFs to your School Improvement Instructional Facilitator *immediately upon completion*. The deadline is near.
✓ Complete the New Waiver Application online in BCPS Central.
✓ Reach out for support.

Continuation Waiver Timeline

Waiver Data Collection
- Collect relevant evaluation data to support the effectiveness of the waiver.

August - January

January - February

School Advisory Council Meeting
- **Review and discuss evaluation data.**
- **Create faculty ballot.**

Faculty Vote
- Conduct vote (66 2/3% of faculty must approve the waiver, or it will be discontinued).

February - March

April

Continuation Waiver Application
- Update information in the waiver database for 2024-2025.
- Submit supporting documents to your School Improvement Instructional Facilitator.

Deadline: Friday, April 11, 2025

Continuation Waiver Checklist

Continuation Waiver Checklist document showing the form titled "Continuation Waiver Checklist" by Kelli S. Blackburn, School Improvement Coordinator.

Reminders:

✓ Follow the checklist in order.

✓ Email all required documents as PDFs to your School Improvement Instructional Facilitator no later than 7 days after each required action in the process.

✓ Update the original waiver application online in BCPS Central for 2024-2025.

✓ Reach out for support.

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

Mid-Year Reflection Completion Resource

The Mid-Year School Improvement Plan Reflection is due on or before Friday, January 31, 2025

SIP Bites Mid-Year Reflection (BCPS Central and FLDOE)	
BCPS SIP Reflection	**FLDOE SIP Reflection**
Complete the Mid-Year Reflection online in BCPS Central @ https://web01.browardschools.com/ospa/ospa-central2/login.asp.	Complete the Mid-Year Reflection online in CIMS2 @ https://cims2.floridacims.org/.

TO DO: Answer questions that address progress being made towards your Areas of Focus in BCPS Central or in CIMS2 @ https://cims2.floridacims.org.

Areas of Focus in BCPS Central:

Follow the instructions on pages 1-3 of the **SIP Bites - Mid-Year Reflection.**

Areas of Focus in CIMS2:

Follow the instructions on pages 4-8 of the **SIP Bites - Mid-Year Reflection** for the CIMS2 **Mid-Year Reflection Companion Guide.**

BCPS SIP Mid-Year Reflection

Steps to Complete the Mid-Year Reflection

(Complete each step below for each goal in your SIP)

Step 1: In BCPS Central, click on *School Improvement Plan*.

Step 2: Scroll down to the *Areas of Focus (Formerly Goals, Strategies, and Activities)* section.

Areas of Focus (Formerly Goals, Strategies and Activities)

☑ Areas of Focus

Step 3: Complete steps 3 - 5 for each Area of Focus by clicking on the "*Edit Mid-Year Reflection*."

Area of Focus: Math

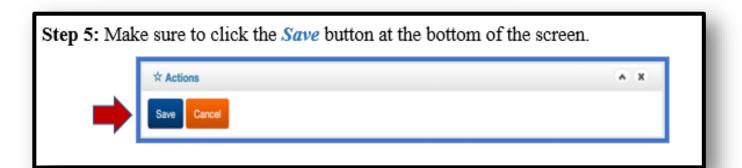| Measurable Outcome (SMART Goal)	Professional Development	Budget	Monitoring	Results (End of Year)	
By June 2025, all 8th grade students will increase achievement from 38% to 48% as measured by the Algebra 1 End of Course exam.	Algebra PLCs for effective planning and analysis of assessments	$6000 for stipends	This focus will be monitored through monthly assessment data collection, analysis and discussions with math teams		☑ Edit Area of Focus / ☑ Edit Mid-Year Reflection / 🗑 Delete Area of Focus

BCPS SIP Mid-Year Reflection Answer

Step 4: For each Area of Focus, choose the option below that best reflects where you are at this point.

Options

Option 1:

Is the intended Outcome on target to being achieved for this specific goal?	No
Is desired progress being made to accomplish the intended outcome for this Goal by the end of the year?	No

Option 2:

Is the intended Outcome on target to being achieved for this specific goal?	Yes
Is desired progress being made to accomplish the intended outcome for this Goal by the end of the year?	No

Option 3:

Is the intended Outcome on target to being achieved for this specific goal?	No
Is desired progress being made to accomplish the intended outcome for this Goal by the end of the year?	Yes

Step 5: Make sure to click the *Save* button at the bottom of the screen.
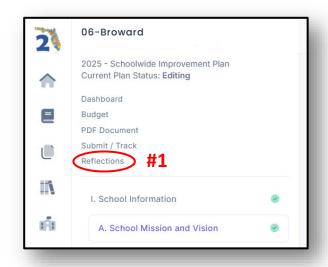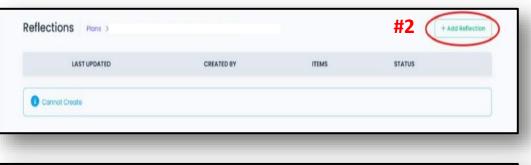
☆ Actions

Save   Cancel

CIMS2 SIP Mid-Year Reflection

⭐ Go to: https://cims2.floridacims.org

06-Broward

2025 - Schoolwide Improvement Plan
Current Plan Status: **Editing**

Dashboard
Budget
PDF Document
Submit / Track
Reflections **#1**

I. School Information ✓

A. School Mission and Vision ✓

Reflections   Plans >   **#2** + Add Reflection

LAST UPDATED	CREATED BY	ITEMS	STATUS

ⓘ Cannot Create

Reflections   Plans >   **#3**

LAST UPDATED	CREATED BY	ITEMS	STATUS		
01/10/25 1:07am	Cayce Balara	2	Editing	Close	Edit

Reflection Items   Plans > Broward-

#4

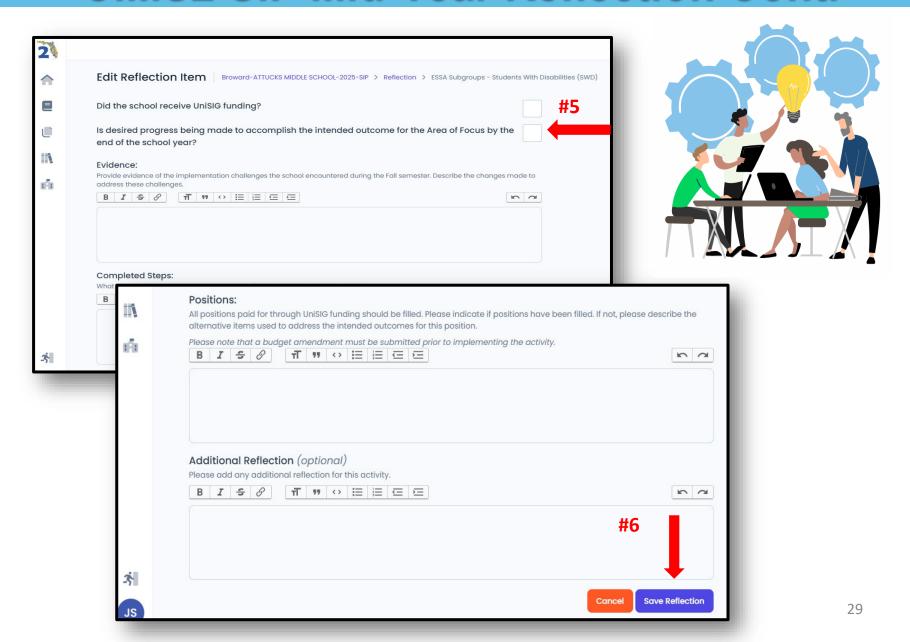| REFLECTION AREA	REFLECTION ITEM	UNISIG FUNDING	PROGRESS?	
Area(s) of Focus (Instructional Practices)	ESSA Subgroups - Students With Disabilities (SWD)	No	No	Edit
Area(s) of Focus (Instructional Practices)	Instructional Practice - ELA	No	No	Edit
Positive Culture and Environment	Positive Behavior and Intervention System (PBIS)	No	No	Edit

CIMS2 SIP Mid-Year Reflection Cont.

BCPS Customer Surveys (Cognia eProve)

Administrative Window: Monday, March 3 – Friday, May 2, 2025

Our Stakeholders' Voices Matter

The BCPS Customer Surveys ask our stakeholders their opinions about their school, teachers, administrators, students, peers and other aspects of their experiences at/with the school.

How satisfied are our stakeholders when it comes to:

School Safety

School Support

Accountability

Equity

Wellness Support

BCPS Customer Surveys (Parents, Staff, Students)

BCPS PARENT CUSTOMER SURVEY 2025

BCPS PARENT CUSTOMER SURVEY 2023

(Available in English, Spanish, Portuguese and Haitian Creole)

BCPS SCHOOL STAFF CUSTOMER SURVEY 2025

BCPS SCHOOL STAFF CUSTOMER SURVEY

BCPS STUDENT (Grades 6-12) CUSTOMER SURVEY 2025

BCPS STUDENT (Grades 6-12) CUSTOMER SURVEY

BCPS STUDENT (Grades 3-5) CUSTOMER SURVEY 2025

BCPS STUDENT (Grades 3-5) CUSTOMER SURVEY

cognia™

myJourney™

Stakeholders:
- ✓ **Parents**
- ✓ **Staff**
- ✓ **Students**

Administrative Window: Monday, March 3 – Friday, May 2, 2025

BCPS Customer Survey Sample Questions
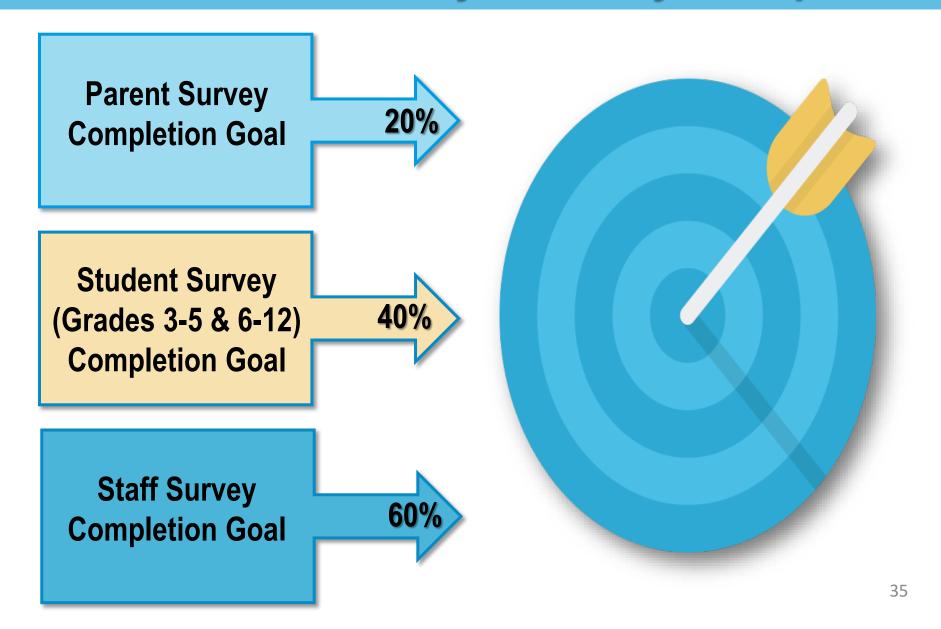
Section C: Safety

Guardrail 1: The Superintendent may not allow a breach of safety policies and procedures that result in an increase in threatening or unsafe circumstances for students and staff.
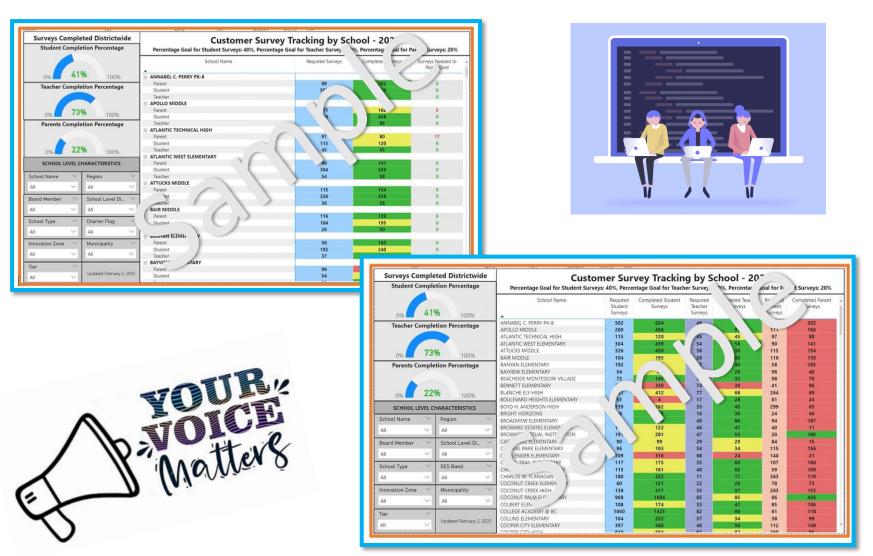

surveys

English ∨

1 My child feels safe at school.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

2 My child's school is clean and well-maintained.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

3 I would recommend my child's school to my friends and/or family.

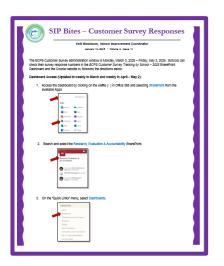| Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Customer Survey Goals by Group

Parent Survey Completion Goal → **20%**

Student Survey (Grades 3-5 & 6-12) Completion Goal → **40%**

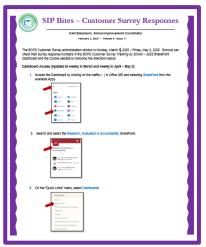**Staff Survey Completion Goal** → **60%**
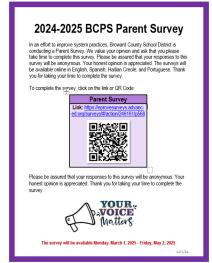
Dashboard - Customer Survey Tracking Tool

Customer Survey Resources

Tips to get started:

- ✓ Refer to the survey resources on our website for guidance.
  - ✓ **SIP Bites – Customer Survey**
  - ✓ **SIP Bites – Customer Survey Responses**
  - ✓ **Customer Survey Planning Tool**
- ✓ Create a timeline for completing the surveys.
- ✓ Determine a step-by-step process to ensure a successful administration.
- ✓ Brainstorm "Best Practices" with Leadership Team and staff for collecting and completing surveys for each group, *include all school events during the administration window*.

School Improvement Quiz

TRUE or FALSE?

FALSE

TRUE

1.True or False?

If a SAC meeting is advertised on Tuesday, the meeting can be held on Thursday.
False

SAC and SAF meetings must be advertised, with the agenda, three (3) full business/workdays prior to the meeting.

2.True or False?

During a SAC meeting, a parent in the audience that is not an elected member of SAC made a motion on an agenda item. The motion can move forward.

False

Only elected SAC members can make motions and vote .

3.True or False?

A school has 13 SAC members. Six (6) parents and community members and three (3) staff members were present. Did they have a quorum?

True

The quorum number for this council is 7, which is 50% plus 1 of the total membership (13). 9 members were present, so they had a quorum.

4.True or False?

SIP Monitoring and SIP Pre-planning for the next school year are essential agenda items for each SAC meeting to ensure stakeholder involvement in the school improvement process.

True

All SAC members participate in monitoring the progress of the SIP and providing feedback to inform the current and upcoming plan. Stakeholders' voices are vital!

5.True or False?

Schools are responsible for advertising all SAF meetings (agendas, dates, times and locations) each month a meeting is held.

True

Per the Guidelines for School Advisory Forums, schools are responsible for advertising all SAF meetings (dates, times & locations) each month.

6.True or False?

In the SAC Upload Center, the "Meeting Month" should match the month of the meeting on the uploaded agendas, minutes and attendance sheets.

True
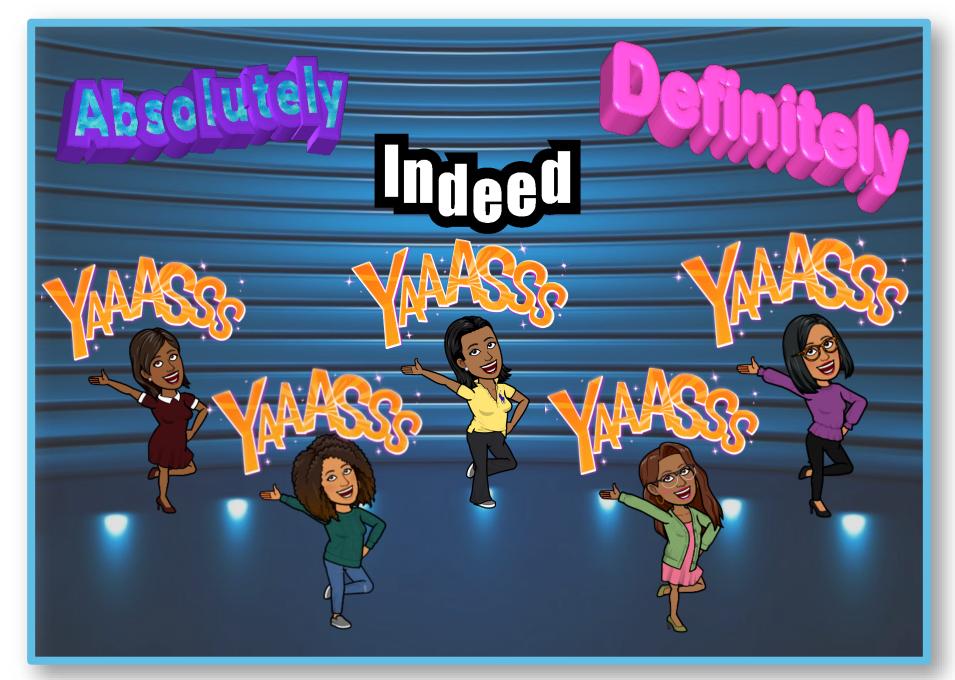
Ensure the months match when uploading all SAC and SAF meeting agendas, minutes and sign-in sheets. This helps stakeholders identify and access the documents easily in the SAC Upload Center.

7.True or False?

SAC minutes should be uploaded as a "draft" until approved by the SAC at a subsequent meeting with a quorum.

True

Minutes of all meetings must be taken. The draft minutes are posted as "draft" until a subsequent meeting with a quorum is held to accept or revise and adopt the minutes as approved.

8. True or False?

Broward County's SAC Chairs, SAF Chairs and Administrators are

THE BEST!

True

Happy New Year 2025

58