

"Autumn is a second spring when every leaf is a flower."

SCHOOL IMPROVEMENT MEETING

Quarter 2 | 2024 – 2025



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



Agenda

01

School Improvement Quarter 2
Events and Deadlines

02

SAC and SAF Meeting Documentation

03

School Improvement Monitoring

04

Preparing for the Mid-Year Reflection

05

Motions and Voting Process

06

SAC Meeting Minutes

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School Websites

08

Waivers
New and Continuation

09

School Recognition Program (A+ Funds)
Identified Schools



1. School Improvement Quarter 2 Events & Deadlines 2024 - 2025



Quarter 2 Events and Deadlines



2024-2025 School Improvement Timeline



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	<ul style="list-style-type: none"> 2023-2024 BCPS SIP Closeout (End of Year Results) only for schools that entered Goals, Strategies & Activities in the 2023-2024 BCPS SIP. <i>Note: This does not apply to schools that completed a 2023-2024 FLDOE SIP.</i> Complete and/or upload the 2024-2025 SIP components below in BCPS Central (All Schools) <ul style="list-style-type: none"> Executive Summary School Budget Signature Page Early Warning Indicators Response Professional Learning Communities Meeting Schedule MTSS CPS Team Meeting Schedule 2023-2024 BCPS Customer Survey (Cognia eProve) Results District Department Plans 2024-2025 SAC and SAF Requirements: <ul style="list-style-type: none"> SAC Meeting Dates Flyer SAF Meeting Dates Flyer (new) <i>Note: SAC and SAF meetings must be scheduled on the 1st and 4th weeks of the month.</i>
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 1 st 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)

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2024-2025 School Improvement Timeline



DEADLINES	School Improvement Events
Quarter 3	
Friday, January 10, 2025	SAC Upload Center Requirements ALL 2 nd 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 3 rd 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 4 th 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)

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8/6/2024



Quarter 2 School Improvement Timeline



DEADLINES	School Improvement Events
Quarter 2	
Friday, October 18, 2024	SAC Upload Center Requirements ALL 1 st Quarter (Aug. 12 thru Oct. 14, 2024) SAC and SAF Meeting Agendas, Minutes (as a 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)	



Meeting Schedules

School Improvement Quarter 2 Meeting Schedule

Quarter 2 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 2 School Improvement Meeting

Wednesday,
November 13, 2024

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

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

Thursday,
November 14, 2024

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

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

Friday,
November 15, 2024

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

Waivers

- October 22, 2024 ~ 9 a.m.-10 a.m. and 2 p.m.-3 p.m.



Florida School Recognition Program (A+ Funds)

- October 29-30, 2024 ~ 9 a.m.-10 a.m. and 2 p.m.-3 p.m.
- October 31, 2024 ~ 2 p.m.-3 p.m.

Mid-Year Reflection – SAC Upload Requirements – SIP Monitoring

- December 4, 2024 ~ 2 p.m.-3 p.m.

[Mini Lab
Link](#)

Open Labs Q & A Sessions

Pop in any time with your School Improvement questions.



- November 5, 2024 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- November 19, 2024 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- December 12, 2024 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- December 17, 2024 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- January 6, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.

[Open Lab
Link](#)



2. SAC and SAF Meeting Documentation



Required SAC/SAF Meeting Uploads

Quarter 2

**Due Friday,
January 10, 2025**

All 2nd Quarter **School Advisory Council (SAC)** and **School Advisory Forum (SAF)** meeting documentation must be uploaded as PDFs and remain in the SAC Upload Center in BCPS Central.

SAC Monthly Uploads:

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

(In draft form if not yet approved by SAC)

SAF Monthly Uploads:

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

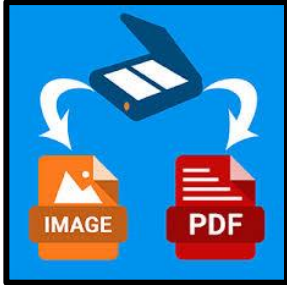


Note: Uploads will be checked monthly. Directors will be notified of each school's status.

Reminder: All documents must be uploaded as PDFs.



TIPS for Documentation Uploads



Scanning Documents Tips:

- Scan all documents and save as PDF (no Word Docs, JPEG, etc.)



Document Naming Tips:

- Include School Name, Meeting Date, Item Name
 - Ex: Lemon Lane 10-31-24 SAC Agenda
 - Ex: LLES_10-31_SAC Minutes

A screenshot of the 'SAC Upload Center: Select/Upload Files' interface. At the top, it says 'Updated File Naming Convention:' followed by a list of rules: files must be PDFs, names should only include letters, numbers, underscores, and dashes, and no personally identifiable student data should be included. Below this are buttons for 'Select File', 'Choose File', and 'No file chosen'. A 'Meeting Month' dropdown menu is set to 'January'. A large red box highlights a list of document types: 'A+ Funds Meeting Minutes/Agenda/Voting Sign-In/Results', 'SAC' (with sub-options: SAC ByLaws, SAC Composition, SAC Meeting Dates, SAC Agenda, Attendance, Minutes), 'SAC/SAF Joint Meeting' (with sub-option: SAC/SAF Agenda, Attendance, Minutes), 'SAF' (with sub-options: SAF ByLaws, SAF Meeting Dates, SAF Agenda, Attendance, Minutes), and 'Waiver' (with sub-options: New Waiver Application and Documentation, Continuation Waiver Documentation). At the bottom are 'Upload File' and 'Cancel' buttons.

Document Uploading Tips:

- Choose the correct meeting month from the dropdown menu
- Choose the correct document type from the menu
- **Open uploaded document to check for errors.**





Quick Check

SAC Upload Documentation

☆ Effective Communication



SAC Documentation

[SAC Composition Report](#) [SAC Bylaws](#) [SAC Upload Center](#) [Waivers \(On BCPS Central Module\)](#)

SAC Upload Center

50 records per page

Search:

File Name	Meeting Month	Document Type	Uploaded Date	
Lemon Lane – 8-28-SAC Minutes.pdf	August	SAC Agenda, Attendance, Minutes	9/23/2024	 
Lemon Lane – 8-28-SAC Agenda.pdf	August	SAC Agenda, Attendance, Minutes	9/23/2024	 
Lemon Lane – 8-28-SAC Attendance.pdf	August	SAC Agenda, Attendance, Minutes	9/23/2024	 
Lemon Lane – 8-28-SAC Minutes Draft.pdf	August	SAC Agenda, Attendance, Minutes	9/23/2024	 
Lemon Lane-SAC Dates 24-25.pdf	August	SAC Meeting Dates	9/13/2024	 



3. School Improvement Monitoring



School Improvement Plan Monitoring



- ☐ What kind of topics are covered during the SIP Monitoring segment of the SAC meeting?
- ☐ How does SAC collect and document stakeholder feedback throughout the SIP monitoring segment?
- ☐ What impact does that ongoing feedback have on your SIP now and how it's developed for the upcoming school year?



How Does SAC Monitor the SIP?

The School Advisory Council has reflective discussions to monitor the implementation and effectiveness of the School Improvement Plan. The plan for the upcoming year is also influenced by those conversations and input from stakeholders.



Guiding Questions:

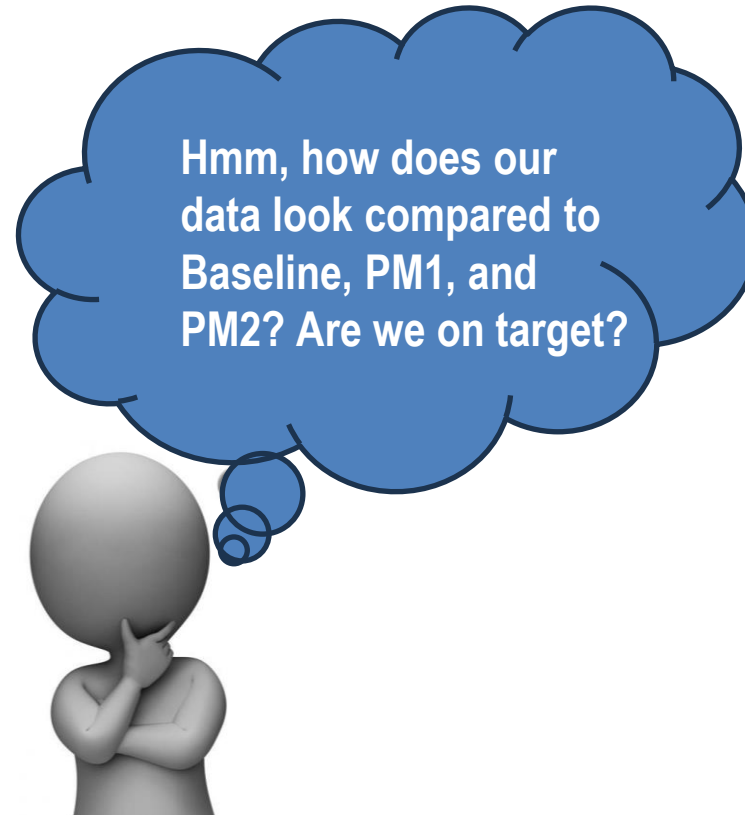
- ✓ What are we trying to accomplish?
- ✓ What changes can be made toward improvement?
- ✓ How will we know that the changes are effective?
- ✓ How should we plan for the upcoming school year?
- ✓ How is stakeholder input gathered and recorded?

Monitoring Process (discussions/feedback should be recorded in the minutes):

- Review the SIP Areas of Focus (SMART Goals)
 - Areas of Increase
 - Areas of Concern
- Review the Action Steps, Interventions/Strategies
 - What's Working
 - What's Not Working
- Adjustments/Shifts
 - Interventions/Strategies
 - Next Action Steps
- 2025-2026 SIP Planning (Staple Agenda Item)
 - Regularly Discuss/Assess Progress
 - Identify Ongoing Key Needs for Improvement/Success
 - Prioritize Areas of Focus
 - Record feedback to inform the upcoming SIP



4. Preparing for the Mid-Year Reflection



Purpose of Mid-Year Reflection

- To facilitate discussion with school leadership
- To monitor and assess the progress being made toward your School Improvement goals

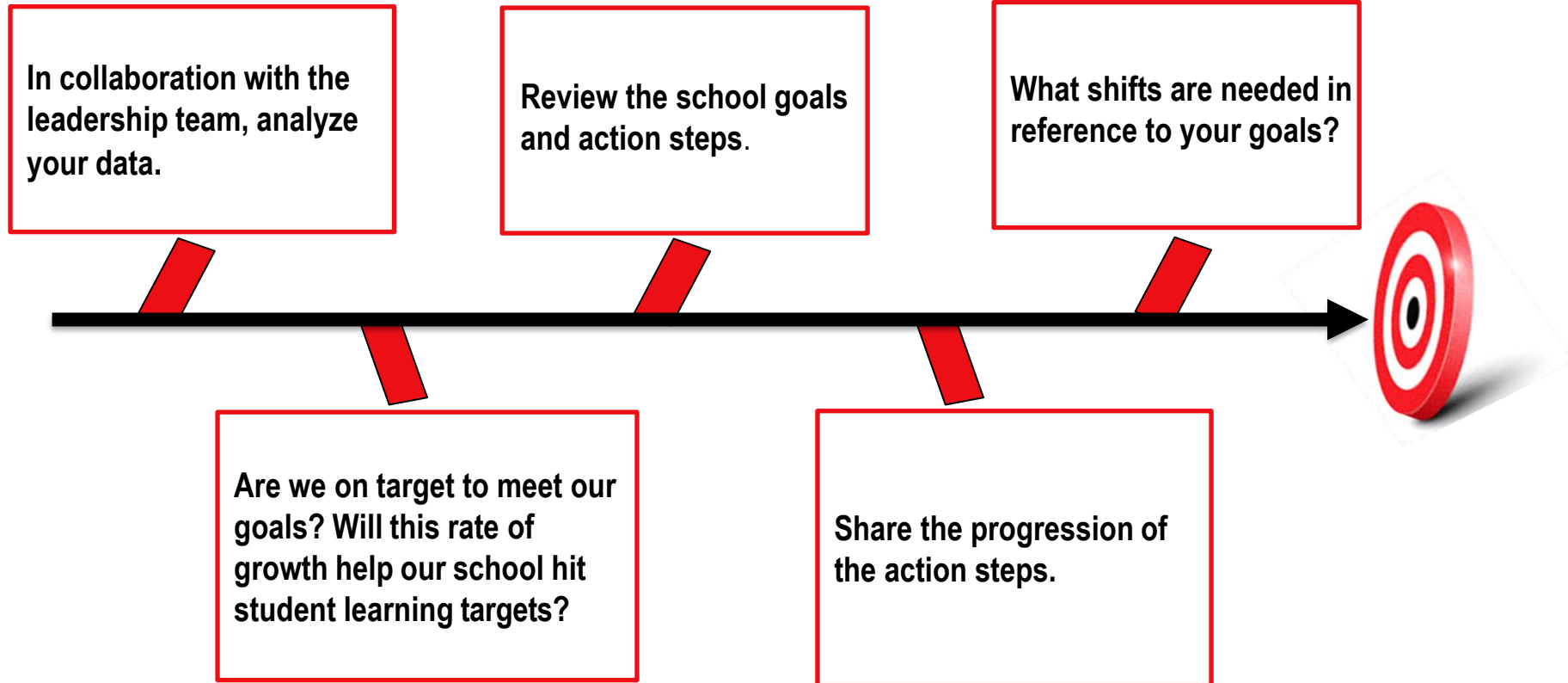


Due Date Friday January 31, 2025



Preparing for the Mid-Year Reflection

Due Friday, January 31, 2025



5. Motions and Voting Process



Why Use Robert's Rules Of Order?

Structure

Democratic Processes

Organizational Rights

Only one subject may be before a group at one time.

"Negative" motions are generally not permitted.

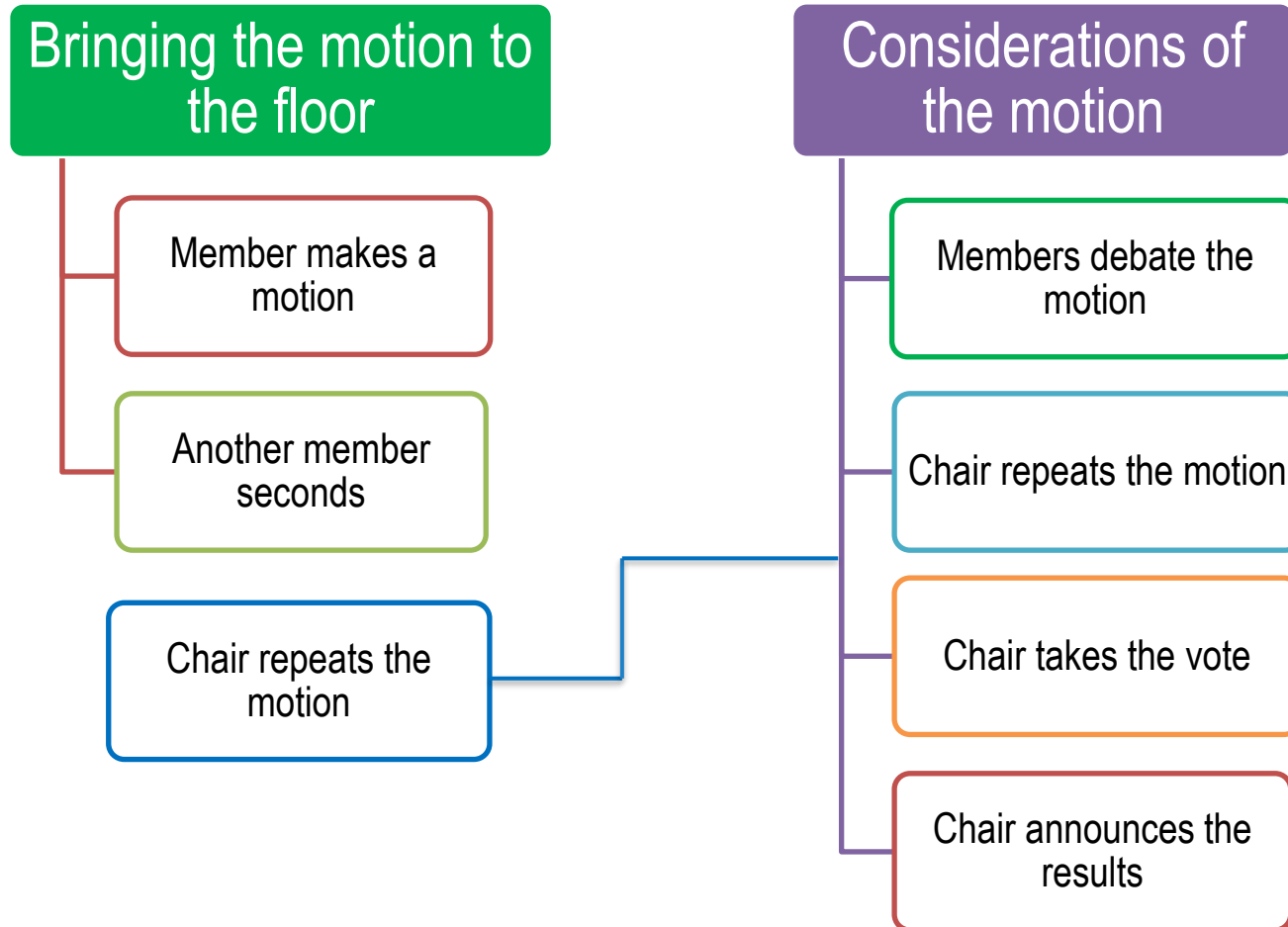
All members have equal rights.

Each item presented for consideration is entitled to a full and free debate."

The rights of the minority must be protected, but the will of the majority must prevail.



Robert's Rules - Motion Process



Voting Process



Oral/Voice Vote

SAC members verbally say "yea" or "nay" and the responses are recorded in the minutes.

Roll Call Vote

SAC members are called by name to give their individual "yea" or "nay" votes. Responses are recorded by name in the minutes.

SAC Bylaws, Article VI. Section 9

- Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken.
- Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call.
- All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).
- All votes will be scheduled early in the beginning of the agenda.



***To vote, SAC must have a quorum, 50% plus 1 of the total SAC members, regardless of employee or non-employee status.**



6. SAC Meeting Minutes




SAC Minutes

School Advisory Councils are required to operate under the Sunshine law, (public meetings per Chapter 286, Florida Statutes and public records per Chapter 119, Florida Statutes) which states that meeting minutes must be taken and open to public inspection. **Minutes must be recorded, maintained and posted for public review. SBBC Policy 1403**

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 of the meeting.
- Impartial and concise reporting of what took place.
- Actions taken, specific motions, roll call, voting outcomes, etc.
- **School Improvement Plan monitoring.**
- **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.



SIP Bites - SAC Minutes

Kelli S. Blackburn, School Improvement Coordinator

Minutes are a written summary of the meeting and posted for public review. The School Advisory Council (SAC) Minutes. (Law)

The SAC secretary or designee is responsible for your Bylaws Article IV, Section 5)

Minutes should be aligned to the agenda and include:

- Name of the school, School location of the meeting
- Whether a quorum was met
- Concise reporting of what took place
- Actions taken, specific motions, roll call, voting outcomes, etc.
- The Accountability Funds Balance
- School Environmental Safety Incident Reporting (SESIR)
- Any additional topics (Report on other items and topics)
- Next meeting date and time
- Adjournment

All School Improvement Plan Monitoring Reports are available at <https://www.browardschools.org/Portals/0/Files/2022-2023/SIP/2022-2023%20SIP%20Monitoring%20Reports.pdf>

Contact the School Improvement Coordinator for more information.

Preparing for the Meeting

- Obtain a copy of the agenda as a guide for structuring the minutes.
- Access the FDOE minutes template here under Resources/SAC Meeting at <https://www.browardschools.org/Portals/0/Files/2022-2023/SIP/2022-2023%20SIP%20Monitoring%20Reports.pdf>
- Obtain a copy of the previous meeting minutes.

Recording Minutes

- Focus on the key items
- Record information, including questions during the meeting
- Summarize decisions that were made
- Reflect all motions (including the vote) and any decisions
- Record oral voting by indicating as to whether there is a consensus or a majority vote

Uploading Minutes

- Review and label the minutes
- Upload the agenda, draft minutes, and the SAC Upload Center
- Once the minutes are approved, upload them 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 Resources in the SAC Meetings section: <https://www.browardschools.org/Portals/0/Files/2022-2023/SIP/2022-2023%20SIP%20Monitoring%20Reports.pdf>

RESOURCES

- 2022-2023 Law Manual
- 2022-2023 SIP Technical Assistance Guide
- SAC Meetings
- Agenda & Minutes Guidelines
- Meeting Minutes Template
- Planning & Conducting SAC Meeting PowerPoint
- Policy Review Public Engagement Log

Attendance

- Record attendees (SAC Members and Guests) and whether a quorum was met amongst SAC members.

Call to Order

- Record who calls the meeting to order and who seconds the call.

Reading and Approval of Minutes

- Make and record corrections to the previous meeting minutes as per discussion during the meeting.
- Record approval of minutes, including motions (first and second).

Old Business

- Record old business.

New Business

- Record items of new business, if any, that propose an issue(s) new to the meeting. It may be something not discussed before or something that was defeated at a past meeting (or even at the last meeting).
- School Improvement Plan monitoring (review goals and current data).

Principal's Report

- Record Accountability Funds Balance including any request for funds, voting for the 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 motion.

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10/17/2024



SAC Minutes Activity

➤ Read the Minutes

➤ Scavenger Hunt:


- Name of the School
- SAC or School Advisory Council?
- Date, Time and Location
- Attendance & Quorum?
- Motions/Seconds
- Voting Results
- Accountability Funds Balance
- SIP Monitoring
- 2024-2025 SIP Planning
- School Environmental and Safety Incident Reporting (SESIR)
- Next Meeting Date and Time
- Meeting Adjournment



➤ Participants Share Findings



- ✓ Name of the School
- ✓ SAC or School Advisory Council?
- ✓ Date, Time and Location
- ✓ Attendance & Quorum?
- ✓ Motions/Seconds
- ✓ Results of the Vote
- ✓ Accountability Funds Balance and Request (if applicable)
- ✓ SIP Monitoring
- ✓ 2025 -2026 SIP Planning
- ✓ School Environmental Safety Incident Reporting (SESIR)
- ✓ 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) Minutes
General Meeting - Tuesday, October 22, 2024 – 5:00 P.M.

1. **Call to order:** A meeting of the Lemon Lane High School SAC was held on Tuesday, October 22, 2024. SAC Chair- Ms. Sugar called the meeting to order at 5:01 p.m. Mr. Lime recorded the minutes of the meeting.
2. **Introductions and Attendance:** All the members were present.
3. **Approval or correction of September 24, 2024 meeting minutes:** A motion was made by Ms. Sour to approve the September minutes. The minutes were approved unanimously.
4. **Reports:**
 - **Principal Report:** Dr. Ice welcomed all members and guests. He shared the upcoming school events calendar with parents and discussed the School Advisory Forum's concerns with the morning arrival traffic. Dr. Ice informed the attendees that a new arrival map would be shared with parents to help improve the flow of traffic in the morning.
 - **Accountability Funds (Current Balance: \$25,000)** Ms. Sugar shared the current accountability funds balance. A request from the 9th grade team was presented for the purchase of novels to help with their literacy goal. If approved, each student in 9th grade will receive a set of 3 novels at \$10 each (\$30 per student) aligned to a novel study for 150 students. The purchase will be made from Scholastic in the total amount of \$4,500 including shipping. A motion was made by Mr. Popsicle and seconded, to approve the purchase of the novels for the 9th grade students. A discussion took place regarding the time frame for receiving the novels before the state assessment. The motion passed 13 to 2.
 - **School Improvement Plan (SIP) Monitoring:** Ms. Yellow presented a data PowerPoint (data below) to share the PM1 Data aligned to the literacy and math goals in the SIP. Mr. Chill, our SAF Chair, recommended starting ELO camps in December instead of January to keep the progress moving upward. SAC agreed to discuss this at the November meeting.
 - Literacy Goal – Students in grades 9-10 increased 12% from baseline (34%) to PM1(46%).
 - Math - Students in Algebra 1 increased 9% from baseline (39%) to PM1 (48%)
5. **Old Business**
 - **Basketball:** Mr. Facilities shared the progress of the new nets that were put on the 6 basketball goals in the gymnasium (2) and the outside courts (4). He mentioned that the project was complete.
6. **New Business**
 - **New School Marquee:** Ms. Marketing told attendees that the new marquee is up and ready to be used. She shared the process for staff to submit requests to her to be posted on the marquee.
7. **Announcements:** Fall Family Night on November 6, 2024, from 4:00 pm to 8:00 pm.
8. **Adjourn:** Mrs. Leaf made a motion to adjourn the meeting. It was seconded. All were in favor and the meeting was adjourned at 6:10 p.m.



SAC Reminders

✓ Meeting Advertisements

Advertise 3 full workdays in advance to **ALL** stakeholders.
Must include the agenda per Bylaws Article VI, Section 5.

✓ Membership

Changes to your SAC Composition **must** be reflected in the SAC minutes. Fill vacancies per Bylaws Articles III & IV.

✓ Meeting Agendas, Minutes and Attendance

Make sure agendas are followed, minutes reflect all discussions, motions and votes and attendance is taken per Bylaws Articles III & VI, Section 3.

✓ Meeting Quorum

A quorum **must** be met (**50% plus 1 of the total SAC membership**) before a vote may be taken by SAC (approval of minutes, changes in membership, accountability funds, waivers, etc.) per Bylaws Article VI, Section 7.



7. School Website



Communicating Through Your Website

The screenshot shows the Broward County Public Schools website home page. The navigation bar at the top includes links for HOME, OUR SCHOOL, STUDENTS & PARENTS (circled in blue), ACADEMICS, ACTIVITIES, SCHOOL COUNSELING, and CONTACT. Below the navigation bar is a large banner for BCPS MENTAL HEALTH SUPPORT AND RESOURCES. To the right of the banner is a 'School News' section with links to the Dolphin Doings Weekly Newsletter, Veteran's Day Pennant, and a link to read a home plan posted. Below the banner and news section is a 'FIND IT FAST' section with icons for School Info, Calendars, Contact Us, Single Sign On (SSO), Volunteer, Online Payments, See Something, Say Something, and Code of Student Conduct. A red arrow points from the 'School Info' icon to a callout box that says 'School Improvement Plan (SIP) is here.' Below the 'FIND IT FAST' section is an 'UPCOMING EVENTS' section with a calendar view showing events for October 31, November 07, 10, and 14. A yellow arrow points from the 'UPCOMING EVENTS' section to a 'VIEW CALENDAR' button at the bottom.

The screenshot shows the Broward County Public Schools website district news page. The header includes the district news title and the Broward County Public Schools logo. The main content area features several news items, including 'Special Presentation: National Red Ribbon Week', 'Special Presentation: Breast Cancer Awareness Month', 'BCPS Gets a Jumpstart on the Annual Jumpstart Read for the Record!', and 'BCPS Shines: BCPS Students and Teacher Recognized as Governor and First Lady's Hispanic Heritage Month Winners'. Below the news items is a 'MORE' button. At the bottom of the page is a 'SCHOOL QUICK LINKS' section with links to Principal's Message, Report An Absence, School Calendar, Harborale School Association, School's Improvement Plan (SIP), Exceptional Student Education (ESE), SMART Futures, Code of Student Conduct Handbook, and Online Payments. A red arrow points from the 'SCHOOL QUICK LINKS' section to a callout box that says 'School Improvement Plan (SIP) is here.' To the right of the callout box is an 'ADDITIONAL QUICK LINKS' section with links to LSW STUDENT SURVEY WITH RETHINK ED, See Something, Say Something, and SMART PROGRAM UPDATES. A red arrow points from the 'ADDITIONAL QUICK LINKS' section to the same callout box.



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School Improvement Plan (SIP)

SCHOOL QUICK LINKS

- Principal's Message
- Report An Absence
- School Calendar
- Harbordale School Association
- School's Improvement Plan (SIP)**
- Exceptional Student Education (ESE)
- SMART Futures
- Code of Student Conduct Handbook
- Online Payments

ADDITIONAL QUICK LINKS

- LSW STUDENT SURVEY WITH RETHINK ED
- See Something, Say Something
- SMART PROGRAM UPDATES
- Academic Programs
- Safety, Security & Emergency Preparedness
- Programs
- Need Help Now
- Get Involved With Your Child
- School Improvement Plan (SIP)**
- School Resource Locator
- FL Department of Education School Report Card
- Registration, Boundary, and Transportation

★ Stakeholders can access your School Improvement Plan in BCPS Central from your “Home Page.”

SCHOOL IMPROVEMENT

School Info

School Improvement Plan For School Year	2023 - 2024	School Grade (2022 - 2023)	
School Name		School Improvement (SI)	
Title 1 School	Yes	ESSA School	Yes
School of Excellence	Yes		
Executive Summary	Executive Summary		

High Quality Instruction

Early Warning Indicators

Data for: 2022-2023

Indicator	KG	01	02	03	04	05	Total
Student Enrollment	87	89	67	103	89	90	525
Absent 10% or more days	29	20	14	10	19	14	106



REQUIRED

2024-2025 Meetings and Agendas

SCHOOL ADVISORY COUNCIL (SAC)

2024-2025 Meetings and Agendas

Date	Location	Agenda	Minutes
September 6, 2023, 4:15 p.m.	Media Center	Agenda PDF	Minutes PDF
October 4, 2023, 4:15 p.m.	Media Center	Agenda PDF	Minutes PDF
November 1, 2023, 4:15 p.m.	Media Center		
December 6, 2023, 4:15 p.m.	Media Center		
January 10, 2024, 4:15 p.m.	Media Center		
February 7, 2024, 4:15 p.m.	Media Center		
March 6, 2024, 4:15 p.m.	Media Center		
April 3, 2024, 4:15 p.m.	Media Center		

Directions from School Website:

- Go to “Students and Parents” Tab
- Choose “Advisories and Committees”
- Choose “School Advisory Council”
- Scroll to “2024/25 Agendas and Minutes”

Speak with your administrators to find out who’s responsible for maintaining your school’s website and which features are being used.



OPTIONAL

Website Reminders



Customizable Calendar Link – Slides 27-28

- Post SAC & SAF meeting dates, times and location



School Improvement Plan (In BCPS Central) - Slide 29

- Post SAC meeting dates, composition, SAC & SAF bylaws, agendas, minutes and attendance



School Advisory Council (SAC) Link – Slide 30

- Post SAC meeting dates, time, location, agendas and minutes



- Ensure documents list the titles School Advisory Council and School Advisory Forum, not SAC & SAF
- List the title of each entity separately



8. Waivers



2024 – 2025 Waivers and Professional Study Days (PSD) Dates

Schools	Target Area	Start Date	End Date	Status	9/5/2024	11/7/2024	2/6/2025	4/3/2025
Professional Study Days - New								
Cooper City HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Coral Glades HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Hollywood Hills HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
J.P. Taravella HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Marjory Stoneman Douglas HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
McArthur HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
South Broward HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
South Plantation HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
West Broward HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Whiddon Rogers EC	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Professional Study Days								
Blanche Ely HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Boyd Anderson HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Coral Springs HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Dave Thomas EC	PSD - 4 days	22-23 SY	26-27 SY	Continuation	X	X	X	X
Deerfield Beach HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Dillard 6-12	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Everglades HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Flanagan, Charles HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Fort Lauderdale HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Hallandale HS	PSD - 4 days	21-22 SY	25-26 SY	Continuation	X	X	X	X
HD Perry EC	PSD - 4 days	21-22 SY	25-26 SY	Continuation	X	X	X	X
Lauderhill 6-12	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Millennium 6-12	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Miramar HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Monarch HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Northeast HS	PSD - 4 days	22-23 SY	26-27 SY	Continuation	X	X	X	X
Nova HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Piper HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Plantation HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Pompano Beach HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Sunshine HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Western HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Early Release Days								
Pompano Beach HS	Early Release Days	20-21 SY	24-25 SY	Continuation				
4-Day School Week								
Pompano Beach HS	4-day School Week	20-21 SY	24-25 SY	Continuation				
Exam Exemption - New								
Cooper City HS	Exam Exemption	24-25 SY	28-29 SY	New				
Everglades HS	Exam Exemption	24-25 SY	28-29 SY	New				
South Broward HS	Exam Exemption	24-25 SY	28-29 SY	New				
Exam Exemption								
Marjory Stoneman Douglas HS	Exam Exemption	23-24 SY	27-28 SY	Continuation				
Miramar HS	Exam Exemption	20-21 SY	24-25 SY	Continuation				
Piper HS	Exam Exemption	21-22 SY	25-26 SY	Continuation				



Continuation Waiver Process and Procedures



Continuation Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

SBBC Policy 1403. 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/Bits 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 your School Improvement Instructional Facilitator, 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	1. Continuation Waiver Data Collection <ul style="list-style-type: none"> The school must collect appropriate data to evaluate the effectiveness of the waiver. Present this data to the School Advisory Council (SAC) and faculty.
January - February	2. School Advisory Council Evaluation of Data and Review of Continuation Waiver Faculty Ballot (Agenda must include "Continuation Waiver" as a topic) <ul style="list-style-type: none"> Any matter scheduled to come before SAC for a vote requires at least three (3) full business/workdays advanced written notice to all SAC members, and all stakeholders must be notified of the meeting. <ul style="list-style-type: none"> Items requiring a vote must be included on the agenda with voting scheduled early during the meeting. A quorum (50% plus 1 of the total SAC members) must be physically present at the meeting for voting to take place. SAC must review the evaluation data and review the continuation waiver ballot for the upcoming faculty vote. The minutes must reflect the discussion of the data and the review of the continuation waiver ballot. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office. <p>Note: SAC does not vote for the continuation of the waiver. It has already been approved by the Board for 5 years.</p>
February - March	3. Faculty Vote <ul style="list-style-type: none"> 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 Article 15 of the Broward Teachers Union (BTU) EP Contract. The continuation waiver with evaluation data and the ballot must be presented to the faculty in writing at least three (3) full business/workdays before the secret ballot vote is conducted. The faculty vote should be conducted through secret ballot by a bargaining unit representative, who shall be chosen by the faculty. A current faculty roster for the school year should be used to identify eligible voters. All faculty members affected by the continuation waiver must be physically present to vote and sign the faculty roster (sign-in sheet) next to their names. Absent employees, who return to work no later than one (1) business/workday after the election, may procure an absentee ballot at the school, fill it out and turn it in to the BTU Steward. ★ 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.
February - March	4. Faculty Vote Results <ul style="list-style-type: none"> 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. ★ Once the results are tabulated, complete the Faculty Waiver Vote Summary Sheet. The number of faculty votes and signatures must match.

Policy 1403: School Accountability and Improvement (defines the requirements for developing a waiver)
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Revised: 11/5/2024



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 your School Improvement Instructional Facilitator, 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/Page/35407>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone scanned documents or photos of documents will not be accepted)	Completed	*Emailed (no later than 1 week after action)
August - January	1. Continuation Waiver Data Collection 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	2. School Advisory Council (SAC) Evaluation of Waiver Data and Ballot Review SAC evaluates the effectiveness of the waiver per the data and reviews the continuation waiver ballot for the faculty vote. Note: SAC does not vote for the continuation of the waiver. It has already been approved by the Board for 5 years. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting.	Meeting Advertisement w/Agenda <ul style="list-style-type: none"> At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) Must include agenda, date, time and location of meeting Agenda <ul style="list-style-type: none"> "Continuation Waiver Ballot" is shown as a topic Minutes <ul style="list-style-type: none"> Must reflect discussion of continuation waiver, supporting evaluation data and a review of the continuation waiver ballot Sign-in Sheets <ul style="list-style-type: none"> For SAC members and guests 		
February - March	3. Faculty Vote The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract. **Advertise faculty vote in written form to all faculty members at least three (3) full business/workdays prior to voting. Note: If the faculty votes to discontinue the waiver, this process must be followed to this end.	Written Advertisement to Faculty (via email, posted notice, etc.) <ul style="list-style-type: none"> Must include purpose of vote (e.g., voting to continue waiver), copy of Continuation Waiver Ballot, date, time, and location of the vote 2023-2024 Faculty Roster of Eligible Voters <ul style="list-style-type: none"> All faculty members that vote must sign next to their names on the faculty roster (only signatures will be accepted). Continuation Waiver Faculty Ballot <ul style="list-style-type: none"> A copy of the Continuation Waiver ballot 		
February - March	4. Faculty Vote Results 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.	Faculty Waiver Vote Summary Sheet <ul style="list-style-type: none"> Each section of the form (posted on our website) must be completed and must have all the required signatures. 		
April	5. Continuation Waiver Application - Update in BCPS Central Follow the directions in the Continuation Waiver SIP Bits resource to update your original waiver application (do not initiate a new waiver application).	Continuation Waiver Application <ul style="list-style-type: none"> Complete the application, download it and email a copy by Friday, April 11, 2025. If the faculty voted to discontinue the waiver, complete that additional section of the application (PSD - section XIV and Other Waivers - section X). 		
January - April	6. Waiver Feedback	No Documents Required - Schools will receive feedback related to the continuation application and supporting documentation as it is submitted via email following each action.		

Policy 1403: School Accountability and Improvement (defines the requirements for developing a waiver)
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10/25/2024



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 11th

Continuation Waiver Application

- Update information in the waiver database for 2024-2025;
Submit supporting documents to School Improvement Office

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



SAC Reminders for the Waiver Process

✓ Meeting Advertisements

Advertise 3 full business/work days in advance to **ALL** stakeholders
Must include the agenda per Bylaws Article VI, Section 5.

✓ Membership

Changes to your SAC Composition **must** be reflected in the SAC minutes. Fill vacancies per Bylaws Articles III & IV.

✓ Meeting Agendas, Attendance and Minutes

Make sure agendas are followed (include SESIR and Accountability Funds balance), attendance is taken and minutes reflect all discussions, motions, and votes per Bylaws Articles III & VI, Section 3.

✓ Meeting Quorum

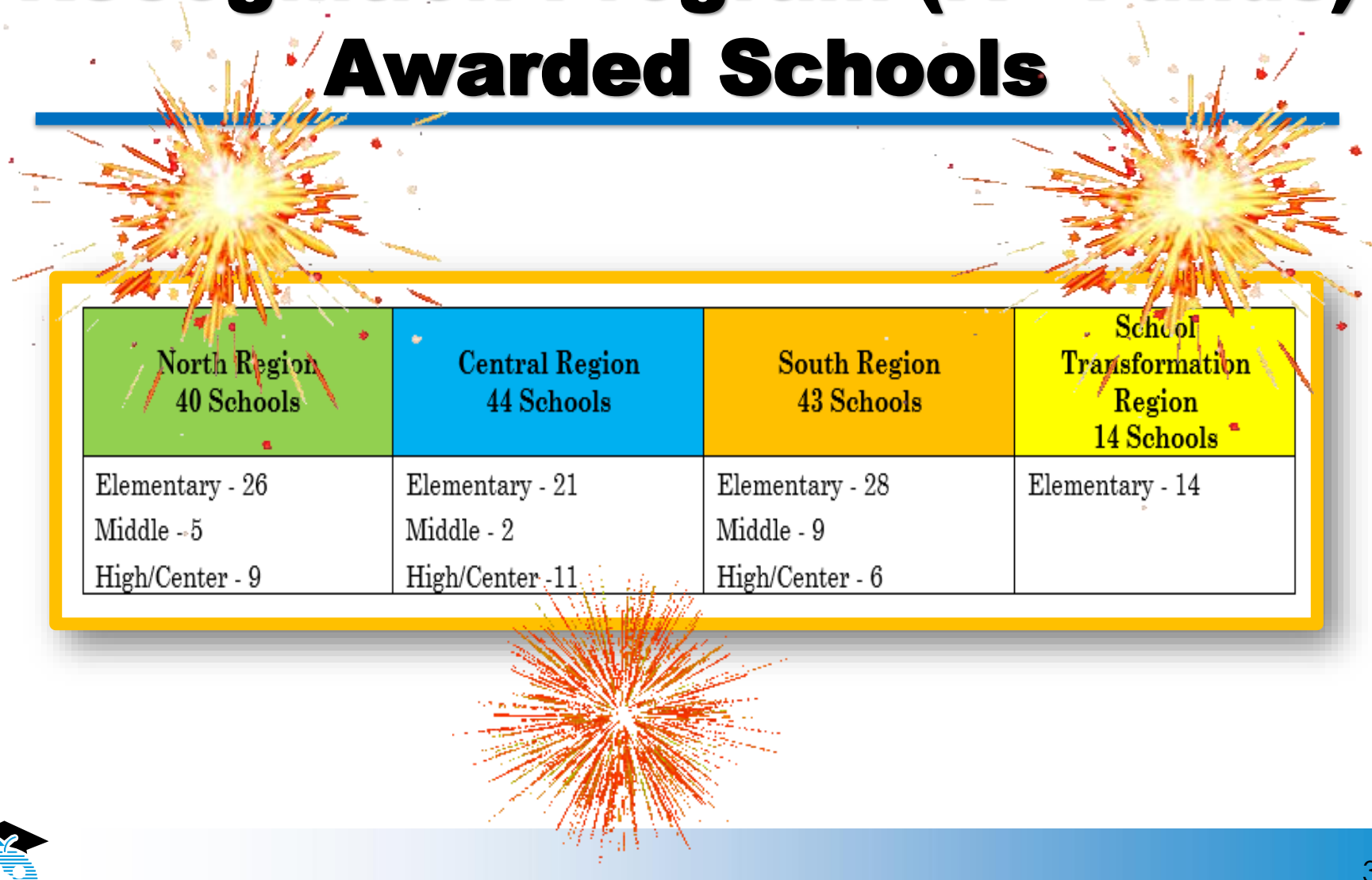
A quorum **must** be met (**50% plus 1 of the total SAC membership**) before a vote may be taken by SAC (approval of minutes, changes in membership, accountability funds, waivers, etc.) per Bylaws Article VI, Section 7.



9. Florida School Recognition Program (A+ Funds)



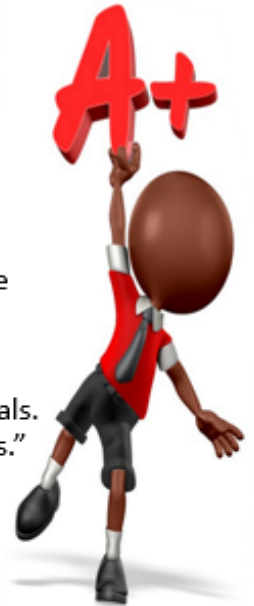
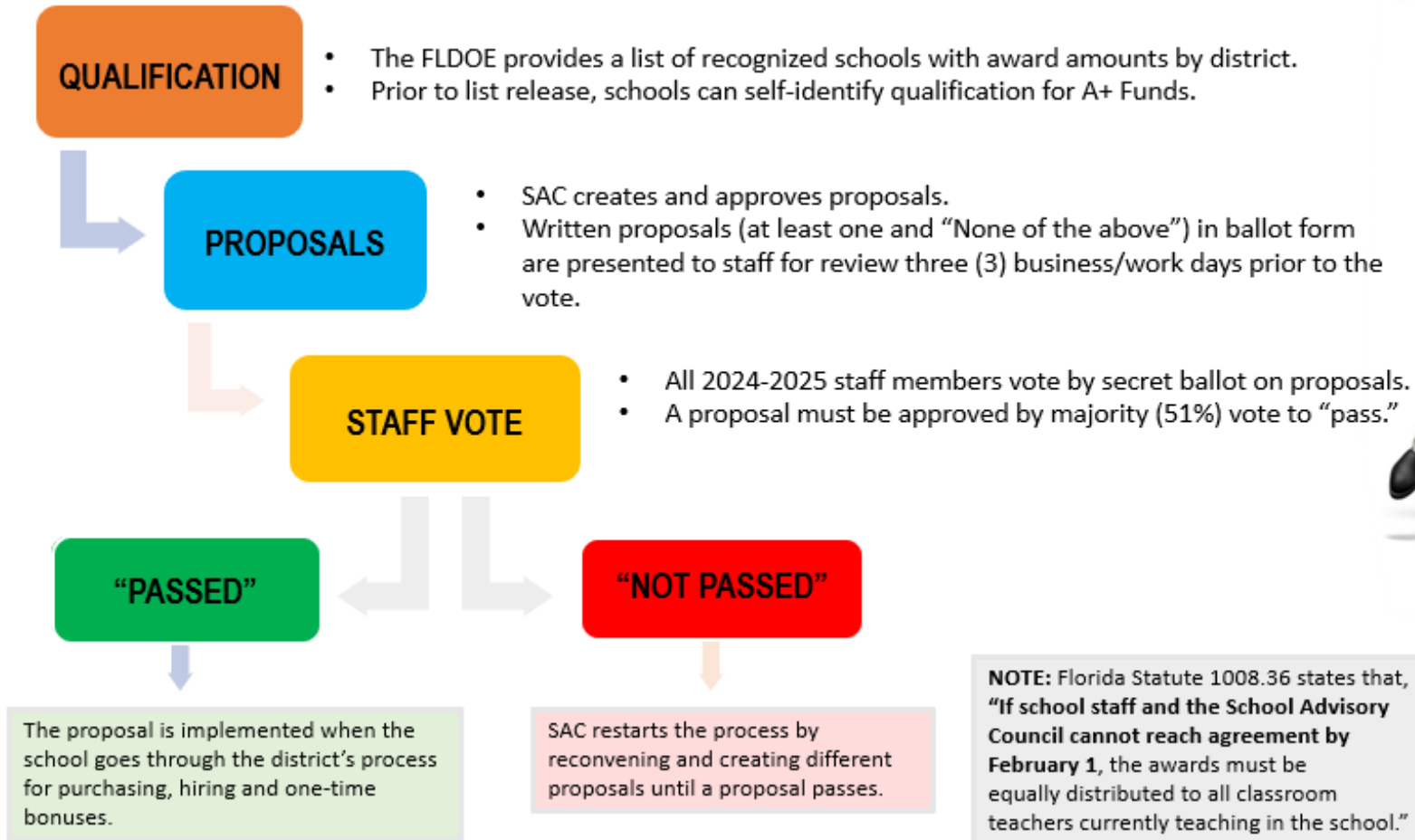
2024-2025 Florida School Recognition Program (A+ Funds) Awarded Schools

The slide features three large, stylized firework graphics. One is positioned on the left side, another on the right side, and a third is centered below the table. These fireworks are rendered in shades of orange, yellow, and red, with numerous small dots representing sparks.

North Region 40 Schools	Central Region 44 Schools	South Region 43 Schools	School Transformation Region 14 Schools
Elementary - 26 Middle - 5 High/Center - 9	Elementary - 21 Middle - 2 High/Center - 11	Elementary - 28 Middle - 9 High/Center - 6	Elementary - 14




A+ Funds Process Flow Chart



Required Documentation

All Florida School Recognition Program required documents must be placed in the SAC Upload Center (in PDF format).

SAC Meeting (for each meeting held):	Staff Vote (for each vote held):
<ul style="list-style-type: none"> Agenda(s) Minutes Sign-in Sheets (SAC and guests) Copy of the Ballot - Approved by SAC SAC Meeting Advertisement w/Agenda 	<ul style="list-style-type: none"> Written Advertisement to Staff 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 <small>(Must happen in the order presented)</small>	Required Documents <small>SAC Upload Center Documentation (provide for each meeting and staff vote) <i>*All documents must be uploaded as PDFs.</i></small>	1st Meeting <small>(if applicable)</small>	2nd Meeting <small>(if applicable)</small>	3rd Meeting <small>(if applicable)</small>
School Advisory Council (SAC) Meeting				
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	Date:	Date:	Date:
SAC meets to discuss and create a ballot from stakeholders' proposals.	<ul style="list-style-type: none"> 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.). 			
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. <i>See note at the bottom of the checklist.</i>	SAC Meeting Agenda <ul style="list-style-type: none"> "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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> For SAC members and guests 			
General Staff Vote				
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.)	Date:	Date:	Date:
Staff votes by secret ballot on the proposals	<ul style="list-style-type: none"> 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. 			
<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> All staff members that vote must sign next to their names on the staff roster (only signatures will be accepted). 			
	Approved Ballot <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 8.57% 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.



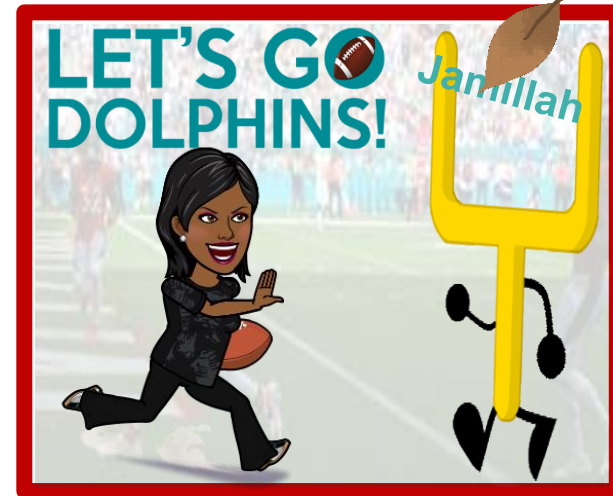
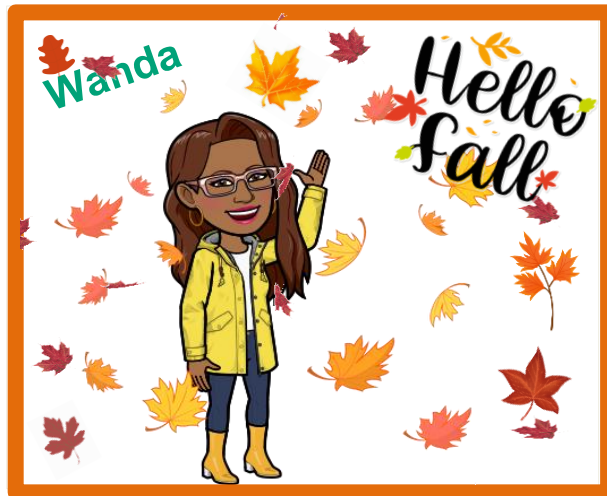
Due Date: February 1, 2025



The School Improvement Team Is Here To Support YOU!



**THE SCHOOL
IMPROVEMENT
TEAM WISHES YOU
A PHENOMENAL
FALL SEASON AND
A SUCCESSFUL
2ND QUARTER!**





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Superintendent of Schools

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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.

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