



OFFICE OF SERVICE QUALITY

SBBC SCHOOL IMPROVEMENT QUARTER 2 2019 - 2020

OSQ SINCERELY THANKS

School
Improvement
ALL-STARS!



SCHOOL IMPROVEMENT INFO

<https://www.browardschools.com/Page/34526>

Here you will find:

- **All Training Power Point Presentations Posted**
- **View any school's School Improvement Plan**
- **Access SAC & SIP Information**
- **A+ Recognition Fund Process Guidelines**
- **Waiver Application and Intent to Apply Form**
- **Log on to OSPA Central 2.0 for SIP template**



SCHOOL IMPROVEMENT DATES/DEADLINES FOR THE 2019-2020 SCHOOL YEAR

Event Date/Deadline	Event/Document
September 10, 11 & 12, 2019 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training - Quarter 1 Topics: School Improvement Plan Information, SAC Composition, SAC Bylaws, eProve Survey Results, SIP Closeout, New Waivers, District Plans within the BCPS SIP, Title I Addendum, SAC Policy Compliance
September 13, 2019	Input Results of 2018-2019 SIP Enter results of goals and strategies in OSPA Central V2.0
October 3, 2019	SIP Completed in OSPA Central 2.0 Upload SAC, RtI, PLC Meeting Dates, and complete entire SIP Template on OSPA Central: FLDOE SIP, Title I Addendum, BPIE, Attendance, Behavior, MTSS/RtI, Equity Plan, School Counseling, SEL and FACE Plans.
October 17, 2019	SAC Composition Report & SAC Bylaws Completed and Uploaded in OSPA Central V2.0
November 15, 2019	Intent to Apply Waiver Form Must be submitted by schools applying for a new waiver or schools that have a waiver ending in 2019-2020 that stakeholders wish to continue
November 19, 20 & 21, 2019 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training - Quarter 2 Topics: Monitoring SIP, SAC Meeting Structure utilizing Roberts Rules of Order & Sunshine Law, A+ Process, Continuation Waivers and Mid-Year Reflection
January 23, 2020	Mid-Year Reflection Completed with the Leadership Team, reviewed with SAC, and uploaded in the SAC Upload section on the BCPS SIP. DA Schools must enter information in the FLDOE SIP located of Florida CIMS.
February 1, 2020	A+ Fund Plans (This is a mandatory FLDOE deadline) Qualifying schools must complete upload all documentation to OSPA Central
February 6, 2020	New Waiver Applications Completed, signed, and submitted to Office of Service Quality for approval
February 25, 26 & 27, 2020 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training - Quarter 3 Topics: Monitoring SIP, SIP Planning for 2019-2020, & Attendance Plan, Behavior Plan, FACE Plan, RtI Plan for 2019-2020
March 2, 2020 - April 30, 2020	BCPS Stakeholder Survey: Advanced eProve Survey Online survey for all stakeholders with completion rate targets of 20% for parents, 40% for students and 60% for teachers
April 23, 2020	Continuation Waivers Updated Applications All documentation required for continuation of a waiver completed & uploaded
April 21, 22 & 23, 2020 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training Topics: School Improvement Planning for 2020-2021, Writing SIP Goals, Organization and Elections of SAC & SAF for next school year

REVISED 10/23/19



AGENDA

**1.
SCHOOL
IMPROVEMENT
UPDATES**

**2.
A+ SCHOOL
RECOGNITION
FUNDS**

**3.
PLANNING &
CONDUCTING
SAC MEETINGS**

**4.
ORGANIZING
TWO MANDATORY
SAC/SAF
MEETINGS**

**5. SHARING BEST
PRACTICES FOR
SUCESSFUL SCHOOL
IMPROVEMENT
PROCESSES**

**6.
SIP FEEDBACK**



1. SCHOOL IMPROVEMENT UPDATES



COMING SOON

Customer Service Initiative

OUR CAMPAIGNS & INITIATIVES:

Support Services for All

- Student, Employee, & Supplier Diversity
- Prevention, Intervention, & Assistance
- Social-Emotional Learning



Student Experience

- Achievement & Equity
- College, Career, & Life Readiness (PreK-Adult)
- Personalized Pathways
- Enrollment Optimization



Retain, Develop, & Recruit

- Employee Retention & Recruitment
- Professional Learning for All
- Organizational Structure & Aligned Funding



Let's Connect

- Public Relations, Partnerships, & Legislation
- Internal Communication
- Marketing
- Customer Service



Our Data, Our Tools

- Data Governance & Use
- Tool Development, Implementation, & Use



Refresh, Redesign, & Reduce Risk

- Operational & Process Improvement
- Facilities & Asset Management
- Safety, Security, & Risk Mitigation



WHY DEVELOP A BCPS CUSTOMER SERVICE ORIENTED CULTURE?

- **Customer service has a significant effect on the perception students, the community and our employees have of Broward County Public Schools.**
- **Broward County Public Schools is committed to improving customer service of both internal and external customers.**



BCPS SCHOOLS OF EXCELLENCE

Elementary

BAYVIEW ELEMENTARY SCHOOL
CENTRAL PARK ELEMENTARY SCHOOL
CHAPEL TRAIL ELEMENTARY SCHOOL
COOPER CITY ELEMENTARY SCHOOL
COUNTRY HILLS ELEMENTARY SCHOOL
COUNTRY ISLES ELEMENTARY SCHOOL
DISCOVERY ELEMENTARY SCHOOL
DOLPHIN BAY ELEMENTARY SCHOOL
EAGLE POINT ELEMENTARY SCHOOL
EAGLE RIDGE ELEMENTARY SCHOOL
EMBASSY CREEK ELEMENTARY SCHOOL
EVERGLADES ELEMENTARY SCHOOL
GATOR RUN ELEMENTARY SCHOOL
HARBORDALE ELEMENTARY SCHOOL
HERON HEIGHTS ELEMENTARY SCHOOL
INDIAN TRACE ELEMENTARY SCHOOL
MANATEE BAY ELEMENTARY SCHOOL
MCNAB ELEMENTARY SCHOOL
PARK TRAILS ELEMENTARY SCHOOL
PEMBROKE LAKES ELEMENTARY SCHOOL
PINWOOD ELEMENTARY SCHOOL
RIVERGLADES ELEMENTARY SCHOOL
SAWGRASS ELEMENTARY SCHOOL
SILVER PALMS ELEMENTARY SCHOOL
VIRGINIA SHUMAN YOUNG ELEMENTARY SCHOOL

Combination

BEACHSIDE MONTESSORI VILLAGE
BROWARD VIRTUAL FRANCHISE

Middle

FALCON COVE MIDDLE SCHOOL
GLADES MIDDLE SCHOOL
INDIAN RIDGE MIDDLE SCHOOL
PIONEER MIDDLE SCHOOL
SILVER TRAIL MIDDLE SCHOOL
TEQUESTA TRACE MIDDLE SCHOOL
WESTGLADES MIDDLE SCHOOL

High

ATLANTIC TECHNICAL COLLEGE
COLLEGE ACADEMY AT BROWARD COLLEGE
COOPER CITY HIGH SCHOOL
CYPRESS BAY HIGH SCHOOL
FORT LAUDERDALE HIGH SCHOOL
MARJORY STONEMAN DOUGLAS HIGH SCHOOL
NOVA HIGH SCHOOL
POMPANO BEACH INSTITUTE OF INTERNATIONAL STUDIES
SHERIDAN TECHNICAL COLLEGE
WEST BROWARD HIGH SCHOOL
WESTERN HIGH SCHOOL
WILLIAM T. MCFATTER TECHNICAL COLLEGE



SCHOOLS OF EXCELLENCE RULES

Section 1003.631, Florida Statutes (F.S.), requires the State Board of Education to designate a school as a School of Excellence if the school's percentage of possible points earned in its school grade calculation is in the 80th percentile or higher for at least two of the last three school years.

To be eligible for an initial designation as a School of Excellence, a school had to receive a grade of A or B in each of the most recent three school years (2016-17, 2017-18, and 2018-19) and had to rank at the 80th percentile or higher for their school type for at least two of the last three years.

A School of Excellence will have the following administrative flexibilities outlined in the law:

- exemption from any law or rule that requires a minimum period of daily or weekly instruction in reading;
- principal autonomy as provided under s. 1012.28(8), F.S.;
- instructional personnel may substitute one year of employment at the school for 20 inservice points, up to 60 points total in a five-year cycle, toward the renewal of a professional certificate;
- exemption from compliance with school district policies establishing times for the start and end of the school day; and
- calculation of class size compliance based on the average number of students at the school level.



NEW & CONTINUATION WAIVERS

ALL WAIVER INFORMATION CAN BE FOUND AT:

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

Intent to Apply for New Waiver Forms

Must be filed with OSQ by November 15, 2019. Only schools that have completed an *Intent to Apply* form will be allowed to submit a new waiver application.

New Waiver Applications

Must be completed on Waiver Database by February 6, 2020

Continuation Waivers:

All documentation must be completed by April 23, 2020. Remember: The faculty must vote to continue the waiver each year.

Special Note: Schedule Changes do not require a waiver. However, you must follow Article 15, Section K of the BTU Contract. Contact the Office Employee and Labor Relations for assistance.



SCHOOL IMPROVEMENT WEBSITE INFORMATION

THIS INFORMATION NEEDS TO BE POSTED ON ALL SCHOOL WEBSITES:

- Dates, Times and Locations of all School Advisory Council (SAC) Meetings
- School Advisory Council (SAC) By Laws
- Agendas & Minutes for School Advisory Council Meetings (SAC)
- Link to SIP: http://www.broward.k12.fl.us/ospa/select_school.asp
- Dates and Times of all School Advisory Forum (SAF) Meetings
- School Advisory Forum (SAF) By Laws
- Agendas & Minutes for School Advisory Forum Meetings
- Dates, Times and Locations of Area Advisory Meetings:
<https://www.browardschools.com/Page/35325>

HELPFUL HINTS:

- Do not list as SAC/SAF
- Use the complete title of each entity and list separately
- Descriptions of SAC and SAF should be from board policies 1403 & 1.3



SCHOOL IMPROVEMENT WEBSITE INFORMATION

School Advisory Council (SAC):

The School Advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of ss.1001.42(18) and 1008.345.U The SAC is composed of parents, teachers, community members, school administrators, non-instructional support staff, and other stakeholders who meet regularly to establish priorities, set annual objectives, and monitor action steps for school improvement.

School Advisory Forum (SAF):

School Board policy requires that each school have a School Advisory Forum (SAF) composed of parents, teachers, community members, school administrators, non-instructional support staff, and other stakeholders. The SAF provides an opportunity for stakeholders to discuss and recommend actions on a variety of school issues. The School Advisory Forum (SAF) shall foster and promote communication between its stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council.

School Improvement Plan (SIP):

A School Improvement Plan containing specific objectives and action steps for achieving Florida's educational goals is required by Florida. The SAC has the primary responsibility for monitoring the implementation of the annual SIP. The SIP must be approved by the School Board.



STOP & JOT



2. A+ SCHOOL RECOGNITION FUNDS



A+ PROGRAM INFORMATION

<https://www.browardschools.com/Page/34526>



Broward PIVOT

Principal's Information Vital to Operations and Teaching

Thursday, October 31, 2019



A+ School Recognition Fund Process & Payments

ES, MS, HS, Center | Memo Attached | Fyi

By: Service Quality Office (9853)

Attachments: A+-Payment-Schedule-19-20---Payroll-Department.pdf FY20-Fringe-Calculation-Explanation---Budget-Office.pdf FY20-Fringe-Calculation-Example---Budget-Office.pdf 2019-20-Florida-School-Recognition-Funding.pdf A+-Payment-schedule---Payroll-Dept..xlsx A+-Fringe-Calculation-FY19-20-with-BT.xlsx A_plus_Payment_for_Active_Employees_03212012.pdf A_plus_Payment_Check_Request_Instructions_03212012.pdf A+-Fund-Checklist-for-Schools.docx 2019-20-Florida-School-Recognition-Awards-by-School.pdf Florida-School-Recognition-Program-Awards-for-2019-20.pdf 2019-20-Florida-School-Recognition-Awards-by-District.pdf

This is an important reminder from the Office of Service Quality: All A+ School Recognition Fund documentation must be completed by February 1, 2020 as required by Florida Statute 1008.36



A+ PROGRAM RULES

The 1008.36 Florida School Recognition Program was created to provide financial awards to public schools.

1. All public schools, including charter schools, that receive a school grade pursuant to s. 1008.34 are eligible to participate in the program.
2. The Florida School Recognition Program is created to provide financial awards to public schools that: (a) Sustain high performance by receiving a school grade of “A,” making excellent progress; or (b) Demonstrate exemplary improvement due to innovation and effort by improving a letter grade.
3. School recognition awards must be used for the following:
 - Nonrecurring bonuses to the faculty and staff;
 - Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - Temporary personnel for the school to assist in maintaining and improving student performance. Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.”
4. 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. Additional Information Please be advised that this program is not governed by any collective bargaining agreement but is governed by Florida Statute 1008.36.



A+ PROGRAM PROCEDURES

1. The School Advisory Council (SAC) creates written proposals in the form of a ballot for the expenditure of the funds:
 - a. The ballot lists the options for dispensing the A+ Funds.
 - b. Use percentages when creating your award distribution proposals through SAC. (For example, 80% of the award to be distributed equally among all staff members employed at the school during prior school year and 20% goes back to the school).
2. One of the options on the ballot must be “none of the above.” It is recommended that the ballot consist of 1 or 2 options and “none of the above” such that there is a greater chance of one of the options receiving a majority vote (51%) on the first round of voting. a. The ballot must be presented to the faculty and staff a minimum of three workdays prior to the vote.
3. Funds may be used for:
 - a. One-time bonuses to faculty and staff,
 - b. Purchase of educational equipment or materials, or
 - c. To hire temporary personnel to assist in maintaining and improving student performance.
4. Faculty and staff must vote by secret ballot on the proposals.
5. The proposal with the majority of votes (51%) is implemented.
6. If no proposal or “none of the above” receives the majority of votes, then the SAC reconvenes again and creates different proposals to be presented and voted on at another meeting. (Same as number 1.) 8. Equipment and supplies shall be ordered by the site via District purchasing procedures.



MANDATORY DOCUMENTATION

ALL A+ SCHOOL RECOGNITION FUND REQUIRED DOCUMENTS (IN PDF FORMAT) MUST BE PLACED IN THE SAC UPLOAD CENTER NO LATER THAN FEBRUARY 1ST OF EACH YEAR.

- 1. SAC Agenda and Minutes (include a copy of the ballot approved by SAC)**
- 2. Attendance and meeting sign-in sheets (must meet quorum)**
- 3. Voting results and staff signature sheet for each A+ Recognition Fund Meeting held prior to February 1st.**

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. Additional Information Please be advised that this program is not governed by any collective bargaining agreement but is governed by Florida Statute 1008.36.



SAC UPLOAD CENTER

**A+ SCHOOL RECOGNITION FUND DOCUMENTS,
IN PDF FORMAT, MUST BE PLACED IN THE
SAC UPLOADCENTER NO LATER THAN FEBRUARY 1ST.**

PLEASE OPEN DOCUMENTS TO MAKE SURE THEY CAN BE VIEWED.



**SAC MINUTES
(INCLUDE COPY OF
APPROVED BALLOT)**



**SAC MEETING
SIGN-IN SHEETS**



**VOTING RESULTS &
STAFF SIGNATURE
SHEET**



STOP & JOT



3. PLANNING & CONDUCTING SAC MEETINGS



SCHOOL ADVISORY COUNCIL

BEST PRACTICES:

- Make sure stakeholders are aware of the purpose of the School Advisory Council.
- Survey stakeholders to see what meeting times are most convenient.
- Also ask stakeholder what topics they would like to see addressed at meetings.
- Post dates, times and locations of meetings as many places as possible: website, front office, newsletters, parent handbook, etc.
- Advertise meetings with full name: School Advisory Council
- Have one main topic and guest speaker for each meeting to spark stakeholder interest.
- Attach agenda with all notices for meeting.



MAKE SAC PURPOSE CLEAR

The role of the SAC is to facilitate the development & monitor progress of the SIP:

- Each SAC shall actively participate in the preparation of the school's annual budget and plan (*F.S.C. 1001.452*).
- The SAC chairperson shall sign the school budget when it is submitted for district budget preparation as an indication of SAC participation.
- A portion of fund provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.
- SACs will operate using established administrative guidelines, as determined by the Superintendent.



POST SAC POSITIONS

SAC positions for parents can be listed on all forms of communication utilized by the school, especially the school website:

MANDATORY SAC POSITIONS FOR PARENTS

- Parents representatives
- Innovation Zone representative (must be a parent elected after SAC is formed)
- SAF Chairperson (or designee – must be a parent)
- ESOL representative (must be a parent of a student an ELL student)
- ESE representative (must be a parent of an ESE student)
- Gifted representative (must be a parent of a Gifted student at the school)
- Pre-K (if applicable - parent or certified teacher)



TOOLS FOR CONDUCTING MEETINGS

<https://www.browardschools.com/Page/42835>



Policy 1.7

Read and review Policy 1.7 titled Policy 1.7 (SCHOOL BOARD-ESTABLISHED ADVISORY COMMITTEES AND APPOINTMENT OF A SCHOOL BOARD MEMBER REPRESENTATIVE(S) TO SUCH COMMITTEES(S)) (Document)



Parliamentary Procedures & Roberts Rules of Order

Explanation and review of parliamentary procedures. (Video)



Sunshine Law

The intent of this presentation is to give you (as an advisory body member) an overview in the area of the Sunshine Law. There are several general questions asked regarding this area of the law. (Video)



Public Records Law

The state of Florida has a policy that "all state, county, and municipal records are open for personal inspection and copying by any person." The purpose of this policy is to promote transparency in government. This policy imposes the obligations of storing, maintaining and providing records when requested, subject to statutory exemptions (Video)



Full Training for Committee Members

First time participants and or participants retaking the training in its entirety may go directly to the training session and view the entire presentation. Please allocate 45 minutes to complete the session.. (Video)



Code of Ethics for Public Officers and Employees

Deputy General Counsel Robert Vignola explains code of ethics for public officers and employees (Video)



ROBERTS RULES OF ORDER

Simplified Roberts Rules of Order

- **Main ideas:**
 - Everyone has the right to speak once if they wish, before anyone may speak a second time.
 - Everyone has the right to know what is going on at all times.
 - Only urgent matters may interrupt a speaker.
 - The [members] discuss only one thing at a time.
- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business - **point of information**
 - to get information about rules - **parliamentary inquiry**
 - if you can't hear, safety reasons, comfort, etc. - **question of privilege**
 - if you see a breach of the rules - **point of order**
 - if you disagree with the [president]'s ruling - **appeal**
- **You may influence WHAT the [members] discuss:**
 - if you would like to discuss something - **motion**
 - if you would like to change a motion under discussion - **amend**
- **You may influence HOW and WHEN the [members] discuss a motion:**
 - if you want to limit debate on something - **limit debate**
 - if you want a committee to evaluate the topic and report back - **commit**
 - if you want to discuss the topic at another time - **postpone or lay it on the table**
 - if you think people are ready to vote - **previous question**

Complete version located at: <https://www.browardschools.com/Page/35320>



FLORIDA SUNSHINE LAW

The Sunshine law requires:

- School Advisory council (SAC) meetings are public meetings and subject to the Government in the Sunshine Law
- Meetings of boards or commissions must be open to the public;
- All meetings must be held in a facility or location accessible to the public reasonable notice of such meetings must be given, and
- Minutes of the meeting must be taken and open to public inspection
- Formal actions are considered binding only when made at meetings held in accordance with the Sunshine Law
- SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor

Links & Resources for Information Regarding Sunshine Law:
Government in the Sunshine Manual - <http://myfloridalegal.com/>



SAC MEETING REQUIREMENTS

ALL SCHOOLS' SAC BYLAWS STATE:

Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions made.

Section 4. Special meetings may be called by the or by notice of any three (3) members in writing to the .

Section 5. All scheduled meetings, meeting times, and places will be announced at least three days in advance. Any matter that is scheduled to come before the council for a vote requires at least 3 days advance written notice to all SAC members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.

Section 6. SAC meetings will be scheduled at times and locations convenient for all stakeholders (parents, students, teachers, business persons, and members of the community).

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, to the School Advisory Forum, the PTA/PTO, or the principal.

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.



FLDOE RESOURCS FOR SAC

<http://www.florida-family.net/SAC/>

- SAC Basics and Tools
- FL Department of Education and SAC
- FL State Statutes and SAC
- Contact and SAC Organizations



BCPS RESOURCES FOR SAC

<https://www.browardschools.com/Page/35320>



QUICK LINKS
Meeting Minutes Template
Policy 1403
Policy 1403 - A
DOE SAC FAQ
Agenda & Minutes Guidelines
SAC Composition Guide
Roberts Rules of Order
Online SAC Composition Program
ByLaws Template
SAC ByLaws Directions



FLDOE SAC MEETING MINUTES TEMPLATE

Located on the OSPA website:

<https://www.browardschools.com/Page/35320>

Also located on the FLDOE CIMS website:

<https://www.floridacims.org/downloads>

“Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term “minutes” in Section 286.011, Florida Statutes., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting.”



SAC MEETING DOCUMENTATION

ONLY use the forms from this site for attendance report and sign in sheets for ALL SAC meetings

Online SAC Composition Program



Committee Membership Maintenance						
ANNABEL C. PERRY PK-8 Committee Summary						
Total SAC membership	# Members:16	# Females:10	# Males:6	# Non SBBC Employees:10	# Parents:11	
SAC %		Females: 62%	Males: 38%	Non SBBC Employee: 62%	Parents: 69%	
SAC Demogr:	White 6%	Black 88%	Hispanic 6%	Asian 0%	Am Indian 0%	Multi Racial 0%
School Demog SVI 2018	White 3%	Black 85%	Hispanic 15%	Asian 0%	Am Indian 0%	Multi Racial 2%
		Female 46%	Male 54%			

ATTENDANCE & SIGN-IN SHEETS MUST BE UPLOADED TO THE SAC UPLOAD CENTER



SBBC POLICY 1403-A

SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL MEETINGS

- **Once members are entered into the system, the online SAC Composition System generates sign in sheets for use at SAC meetings. These are the sign-in sheets that must be used. The system will also generate a guest sign-in sheet that must be used to document attendance by guests at all SAC meetings.**
- **Per State Statute, SAC members who have two unexcused absences shall be replaced.**
- **In order to conduct business at a SAC meeting, a quorum must be present. To establish a quorum, a majority of SAC members must be present. A quorum must be present to conduct a vote.**
- **All schools are required to enter SAC attendance into the online SAC Attendance System after each SAC meeting.**
- **All School Advisory Council meetings must be open, advertised (at least three days in advance), and are subject to the Sunshine Law. Each month, School Advisory Council meeting agendas, sign-in sheets, and meeting minutes must be posted via the SAC Upload Center.**



SBBC POLICY 1403-A

SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL IMPROVEMENT PLAN

- Each School Advisory Council shall assist in the preparation and evaluation of the school improvement plan.
- Each School Advisory Council is responsible for monitoring the implementation of the school improvement plan.
- The school's leadership is responsible for providing quarterly student performance data reports to facilitate formative evaluation of the school improvement plan and revision of the action plan.
- Each School Advisory Council is responsible for allocating Accountability Funds to support the school improvement plan goals and objectives. These allocations shall be documented in the school improvement plan and revisions to these allocations must be approved by the School Advisory Council and documented in the Council meeting minutes.



STOP & JOT



4. ORGANIZING TWO MANDATORY SAC/SAF MEETINGS



SAC & SAF POLICY

SAC/SIP: SBBC POLICY 1403 SCHOOL ACCOUNTABILITY & IMPROVEMENT:

Each school has a School Advisory Council (SAC) to facilitate the development and monitor progress of the annual School Improvement Plan. Agendas and minutes reflect annual needs assessment, SIP monitoring and allocation of Accountability Funds.

SAF: SBBC POLICY 1.3 SCHOOL ADVISORY FORUM:

Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council.

Both policies can be viewed at: <http://www.broward.k12.fl.us/sbbcpolicies/index.asp>



SAC & SAF COMPARISON

School Advisory Council (SAC)

Mandated by School Board Policy

Main purpose is increasing student achievement through school improvement

SAC Chair(s) can be Employee(s) and/or parent



School Advisory Forum (SAF)

Mandated by School Board Policy

Main purpose is communication between stakeholders, the school and the Area Advisory Chair

MUST be a parent

SAF Chair is a SAC voting member

SBBC Policy 1403: In addition to regularly scheduled SAC meetings, joint meetings shall be held semi-annually with the School Advisory Forum (SAF)



SAC & SAF WORK TOGETHER

School Advisory Forum actively participates with the School Advisory Council in identifying the educational needs and priorities of the school.

Both SAC and SAF must record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws.

In addition to individual School Advisory Forum meetings, SAC and SAF are required by Board Policy to hold semi-annual joint meetings.

Both must use district developed guidelines, adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws & Robert's Rules of Order.

SAF chairperson or designee shall represent SAF as a voting member at School Advisory Council meetings.

SAC and SAF indicate awareness plans for the school by the signatures of both chairpersons on the budget when it is submitted for district budget preparation.



SAC & SAF MEETING SCHEDULE

Schedule the meeting at a time that is convenient for the majority of stakeholders. Survey all stakeholders to see what times would be the convenient to a large number of them.

Suggested Times to Schedule SAC/SAF Meetings:

- Before a scheduled parent night
- Prior to a sporting event
- Before a student performance
- Before student awards presentation
- In the morning before school starts
- Right after dismissal



SAC & SAF AGENDA TOPICS

The best way to get agenda topics for the two annual joint SAC/SAF meeting is to survey the parents. A simple survey or questionnaire can be an effective way to generate parent interest and give them a voice.

Suggested Topics For SAC/SAF Meetings:

- School Safety
- School Counseling Program
- The Schoolwide Positive Behavior Plan
- Social-Emotional Learning
- MTSS/Rtl
- Getting Ready for College (Naviance)
- The Broward Technical Colleges
- Presentation on any special projects or programs at your school



STOP & JOT



5. SHARING BEST PRACTICES



SHARE MEETING STRATEGIES

How has your school been successful in planning SAC and/or SAF meetings?



How has your school been successful in conducting SAC and/or SAF meetings?



What does your school do to:

- Advertise Meetings
- Invite Stakeholders
- Increase Attendance
- Promote Involvement



BEST PRACTICES FOR SUCCESSFUL SAC & SAF MEETINGS

CADRE _____ DIRECTOR _____ IF(s) _____

SCHOOL	STRATEGY	OUTCOME



STOP & JOT



6. SIP FEEDBACK



SAFE & SUPPORTIVE ENVIRONMENT

District Plans Uploaded in PDF Format

- **Response to Intervention (MTSS/RtI) Plan**
- **Social Emotional Learning (SEL) Plan**
- **School-wide Positive Behavior Plan (SPBP) Plan**
(Due April 30)
- **Attendance Plan**
- **School Counseling Plan**
- **Equity Plan (NEW)**
- **Best Practices in Inclusive Education (BPIE)**
- **Title 1 Addendum (Appears for only Title 1 Schools)**



DISTRICT PLANS CONTACTS

- **K-12 READING PLAN:** Mildred Grimaldo 754-321-1866
- **MTSS/RtI PLAN:** Adrienne Dixson 754-321-1655
- **SOCIAL EMOTIONAL LEARNING PLAN (SEL):** Yarlle Nicolas 745-321-1675
- **SCHOOL-WIDE POSITIVE BEHAVIOR PLAN:** Tyyne Hogan 754-321-1655
- **ATTENDANCE PLAN:** Phil Shaver 754-321-1623
- **SCHOOL COUNSELING PLAN:** Daniel Shapiro 754-321-1678
- **EQUITY PLAN:** Kimberly Williams 754-321-1627 & Kesha Stark 954 621 7458
- **BPIE:** Barbara Krakower 754-321-3400
- **FAMILY AND COMMUNITY ENGAGEMENT PLAN (FACE):** Tonya Brown 754-321-1599
- **TITLE I:** Adriana Karam 754-321-1417





School-wide Positive Behavior Plan

for School Year: 2020 - 2021

Save
The
Date

Inform the
Principal
& PBIS Team

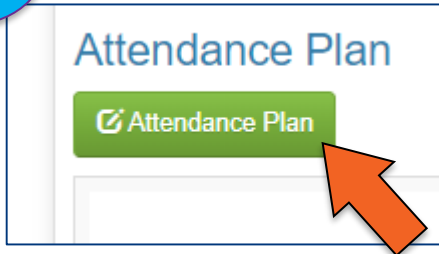
January 15, 2020

- ✧ SPBP Principal Memo
- ✧ Directions
- ✧ Resources
- ✧ Support

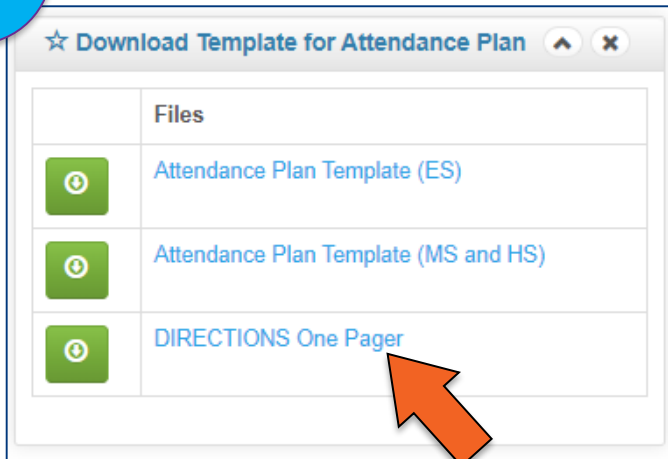


ATTENDANCE PLAN: DIRECTIONS

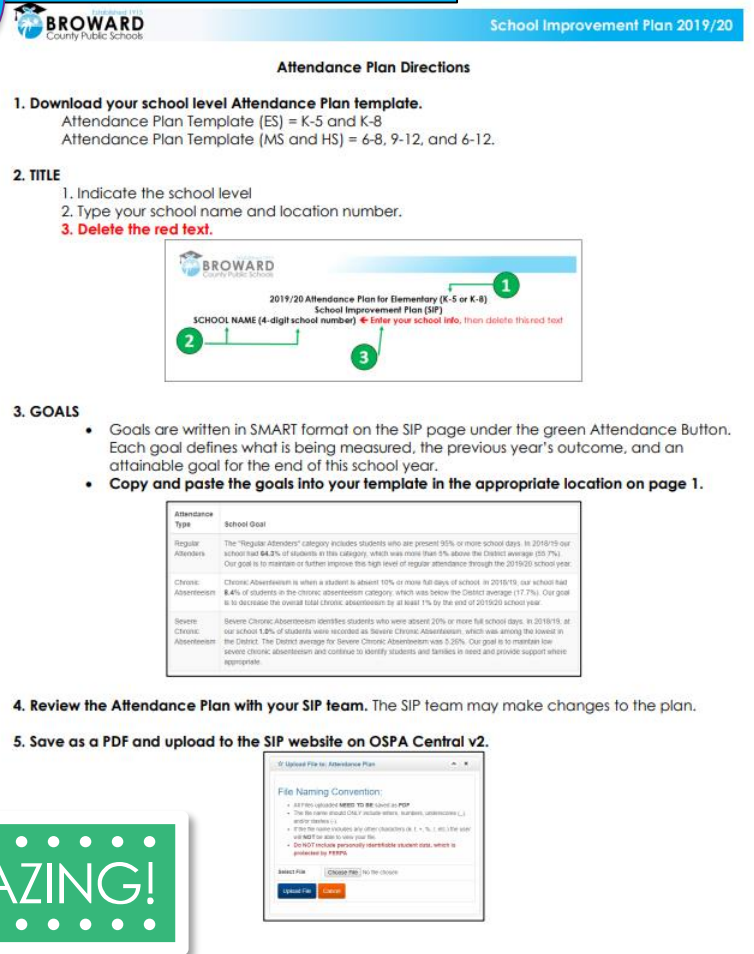
1 Click on the green button



2 Download the directions



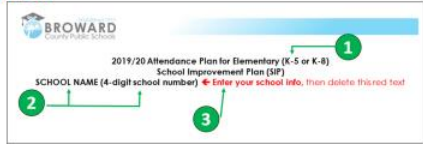
3 Follow the directions




BROWARD
County Public Schools

School Improvement Plan 2019/20

Attendance Plan Directions

- Download your school level Attendance Plan template.**
Attendance Plan Template (ES) = K-5 and K-8
Attendance Plan Template (MS and HS) = 6-8, 9-12, and 6-12.
- TITLE**
 - Indicate the school level
 - Type your school name and location number.
 - Delete the red text.**
- GOALS**
 - Goals are written in SMART format on the SIP page under the green Attendance Button. Each goal defines what is being measured, the previous year's outcome, and an attainable goal for the end of this school year.
 - Copy and paste the goals into your template in the appropriate location on page 1.

Attendance Type	School Goal
Regular Attendees	The "Regular Attendees" category includes students who are present 95% or more school days. In 2018/19 our school had 64.3% of students in this category, which was more than 5% above the District average (59.7%). Our goal is to maintain or further improve this high level of regular attendance through the 2019/20 school year.
Chronic Absenteeism	Chronic Absenteeism is when a student is absent 10% or more full days of school. In 2018/19, our school had 8.4% of students in the chronic absenteeism category, which was below the District average (17.7%). Our goal is to decrease the overall chronic absenteeism by at least 1% by the end of 2019/20 school year.
Severe Chronic Absenteeism	Severe Chronic Absenteeism identifies students who were absent 20% or more full school days. In 2018/19, at our school 8.4% of students were included as Severe Chronic Absenteeism, which was among the lowest in the District. The District average for Severe Chronic Absenteeism was 5.25%. Our goal is to maintain low severe chronic absenteeism and continue to identify students and families in need and provide support where appropriate.
- Review the Attendance Plan with your SIP team.** The SIP team may make changes to the plan.
- Save as a PDF and upload to the SIP website on OSPF Central v2.**

AMAZING!



ATTENDANCE PLAN: GOALS

TOTAL SCHOOL AVG

YEAR	REGULAR ATTENDERS (95.1% or more days attended)	AT-RISK (90.1 – 95% of days attended)	CHRONIC ABSENTEEISM (10-19.9% absent)	SEVERE CHRONIC ABSENTEEISM (20% or more days absent)
2018-2019	64.30%	27.26%	7.47%	0.97%

Attendance Type	School Goal
Regular Attenders	The "Regular Attenders" category includes students who are present 95% or more school days. In 2018/19 our school had 64.3% of students in this category, which was more than 5% above the District average (55.7%). Our goal is to maintain or further improve this high level of regular attendance through the 2019/20 school year.
Chronic Absenteeism	Chronic Absenteeism is when a student is absent 10% or more full days of school. In 2018/19, our school had 8.4% of students in the chronic absenteeism category, which was below the District average (17.7%). Our goal is to decrease the overall total chronic absenteeism by at least 1% by the end of 2019/20 school year.
Severe Chronic Absenteeism	Severe Chronic Absenteeism identifies students who were absent 20% or more full school days. In 2018/19, at our school 1.0% of students were recorded as Severe Chronic Absenteeism, which was among the lowest in the District. The District average for Severe Chronic Absenteeism was 5.26%. Our goal is to maintain low severe chronic absenteeism and continue to identify students and families in need and provide support where appropriate.



SIP QUARTERLY REVIEW

- **The SIP is a document that is subject to revision and changes.**
- **All documentation within the plan will be reviewed quarterly by your cadre's IF.**
- **Noted deficiencies will be directed to the Principal and the SAC chair(s).**



MANDATORY SAC DOCUMENTATION

SIP CHECKLIST 2019

School:

IF:

BCPS SIP	COMPLETE (Y/N)	EDITS NEEDED	EDITS COMPLETE (DATE)
Executive Summary			
Early Warning Indicators Response			
Goals, Strategies, & Budget or FLDOE SIP-See Below			
Comprehensive Reading Plan			
PLC Meeting Schedule			
RTI Meeting Schedule			
MTSS/RTI Plan			
Social Emotional Learning (SEL) Plan			
School-Wide Positive Behavior Plan			
Attendance Plan			
School Counseling Plan			
Equity Plan			
BPIE			
SAC UPLOAD: Composition, Bylaws, Agendas, Minutes, Attendance			
eProve Survey Results			
FACE Plan			

FLDOE SIP	COMPLETE (Y/N)	EDITS NEEDED	EDITS COMPLETE (DATE)
Mission and Vision			
School Leadership Team			
Demographic Information			
Early Warning Systems			
Analysis			
Areas of Focus			
Title I Requirements			
Budget (Accountability Funds)			

Log on to <https://www.floridacims.org> and make the required edits to the FLDOE SIP before submitting plan.



MANDATORY SAC DOCUMENTATION

SAC COMPOSITION CHECKLIST 2019

School: _____ Instructional Facilitator: _____

Cadre Director: _____ SAC Chair(s): _____

Part 1: SAC Membership:

POSITION	YES	NO
Principal		
Teachers		
BTU steward (or designee)		
Parents		
Innovation Zone representatives (must be a parent)		
SAF Chairperson (or designee – must be a parent)		
ESOL representative (must be a parent of an ELL student at the school)		
ESE representative (must be a parent of an ESE student at the school)		
Gifted representative (must be a parent of a Gifted student at the school)		
Pre-K (if applicable- parent or certified teacher)		
Non-Instructional Support Employees		
Community/Business Representatives		
Students (required on high school & adult/technical centers---optional at the middle school)		
Community School representative (if applicable)		

Part II: Race/Ethnicity Percentages Versus School Demographics:

_____ SAC Race/Ethnicity (Each group's SAC percentage to be +/- 20 points of school's demographic percentage) _____



MANDATORY SAC DOCUMENTATION

SAC UPLOAD CHECKLIST

School: _____ Cadre: _____ Principal: _____

SAC Chair(s): _____ IF Reviewer: _____

DOCUMENTS	DATE UPLOADED/ REVIEWED	DATE UPLOADED/ REVIEWED	DATE UPLOADED/ REVIEWED	DATE UPLOADED/ REVIEWED	Comments
SAC Composition					
SAC Bylaws					
SAC Agendas					
SAC Sign-In Sheets					
SAC Minutes					
A+ Documentation – Ballot, Voting Results, Staff Signature Sheet,					
Waiver Documentation (New and Continuing Applications)					



STOP & JOT



NEXT SIP TRAINING

February 25, 26 & 27, 2019

*Have wonderful
holiday season!*

Questions? Call Donna Boruch

Coordinator of School Improvement 754-321-3636

