



OFFICE OF SERVICE QUALITY

SBBC SCHOOL IMPROVEMENT QUARTER 3 2019 - 2020

YOU MAKE THE SIP TEAM

GREAT!



AGENDA

1.
SCHOOL
IMPROVEMENT
UPDATES

2.
ACCREDITATION
& ePROVE
SURVEYS

3.
CUSTOMER
SURVEY
PROCESS

4.
NOMINATING
COMMITTEE
& SAC
COMPOSITION

5.
REQUIRED SIP
DOCUMENTATION
FOR WEBSITES

6.
SIP
3RD QUARTER
FEEDBACK



1. SCHOOL IMPROVEMENT UPDATES



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 (now called School Improvement) Schools and SIG 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 and upload all documentation to on OSPA Central, in the SCPS SIP SAC Upload Center.
February 6, 2020 ✓	New Waiver Applications Completed in the Waiver Database and signed copies 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: Customer Survey 2020 Procedures, Monitoring SIP, Review of SAC Upload Documents, Continuation Waiver Requirements, and SIP Planning for 2020-2021.
March 2, 2020 - April 30, 2020	BCPS Customer Survey: Cognia 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



NEW 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 in November. 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.

➤ Approval of New Waiver Applications

Must be approved by the Board in May.

➤ New Waiver Begins

Must begin in August.



NEW WAIVER PROCESS

1. SCHOOL IDENTIFIES BARRIER TO SCHOOL IMPROVEMENT

2. SCHOOL SUBMITS AN INTENT TO APPLY FOR A WAIVER FORM (NOVEMBER)

3. SCHOOL DISCUSSES WAIVER AT A COMMUNITY MEETING

4. INPUT FROM COMMUNITY PRESENTED AT SAC MEETING FOR REVISIONS

5. WAIVER GOES TO FACULTY FOR VOTE (66/23% MUST SAY YES)

6. WAIVER IS PRESENTED TO SCHOOL BOARD FOR APPROVAL IN MAY

CONTINUATION WAIVERS

Updated yearly waiver documentation must be completed by April 23, 2020

Remember: The faculty (51%) must vote to continue the waiver each year.

PROFESSIONAL STUDY DAY DATES 2020-2021

- Thursday, September 3, 2020
- Thursday, October 1, 2020
- Thursday, December 3, 2020
- Thursday, January 14, 2021
- Thursday, February 4, 2021
- Thursday, March 4, 2021
- Thursday, April 1, 2021
- Thursday, April 29, 2021



CONTINUATION WAIVER PROCESS

1. SCHOOL BOARD APPROVES WAIVER FOR UP TO 5 YEARS

2. SCHOOL COLLECTS DATA ON WAIVER EFFECTIVENESS EACH YEAR

3. WAIVER DATA IS PRESENTED TO SAC

4. FACULTY VOTES ANNUALLY TO CONTINUE OR DISCONTINUE WAIVER

5. SCHOOL UPDATES WAIVER APPLICATION

6. CONTINUATION WAIVER IS PLACED IN SAC UPLOAD CENTER ON SBBC SIP

2020 Session Update

February 12, 2020

Entire Power Point presentation can be found at:
<https://www.browardschools.com/Page/35314>





S

B.E.S.T. STANDARDS & ASSESSMENTS

Strategic Goals: Achievement, Growth, Close Achievement Gaps, Graduation, School Improvement, High Quality Teachers, Early Literacy, Postsecondary Success, Student Engagement, Maximum Access to High Quality Outcomes/Options, Workforce and Economic Development

Bills

HB 7079 Education by PreK-12 Innovation Subcommittee & Representative Aloupis

SB 1498 School Turnaround by Senator Baxley

Highlights

Reducing the time students and teachers spend on state tests and getting results, increasing time for actual learning.

Replacing state tests with SAT or ACT – tests that are valued by parents and students.

Elevating civics and our nation's Constitution to provide needed foundation of knowledge that better prepares students as responsible citizens.



FLORIDA'S
B.E.S.T.
BENCHMARKS FOR EXCELLENT STUDENT THINKING
STANDARDS

STATE BOARD OF EDUCATION RULE 6A-1.09401, F.A.C.
& IMPLEMENTATION TIMELINE

Entire Power Point presentation can be found at:
<https://www.browardschools.com/Page/35314>





KEY DIFFERENCES

BETWEEN CURRENT FLORIDA STANDARDS AND PROPOSED B.E.S.T. STANDARDS

- Eliminated Common Core
- Content-Rich
- Back-to-basics building a foundation at early grades
- Understandable for teachers, parents and students
- Created by Florida experts including 80+ FL-based teacher & stakeholder groups
- Flexibility for teachers with a focus on great content
- Improves rigor across all grades
- Developmentally appropriate course content
- Actionable solutions for the reduction of testing
- Concise standards to set clear expectations for students, teachers and parents
- Clear expectations for progression year to year through great course alignment
- First in nation with civics booklist in ELA standards



Key Milestones

for Assessment Alignment to B.E.S.T. Standards

- Item development aligned to the B.E.S.T. Standards is expected to begin later this year
- Assessments aligned to the B.E.S.T. Standards are expected to first be administered in Spring 2023
- To emphasize the necessary focus on reading mastery, the Grade 3 statewide, standardized ELA assessment will become 100% focused on reading in Spring 2023



STOP & JOT



2. ACCREDITATION & eProve SURVEYS



ADVANC-ED HAS CHANGED

AdvancedED and
Measured Progress
are now

cogniaTM

You will be redirected to [Cognia.org](https://www.cognia.org).

Cognia.org



Administrative Staff

Director

Veda Hudge

Assistant Directors

Dr. Al Alexis

Chris Bolden

Scott Jarvis

Farrah Wilson

School Improvement Coordinator

Donna Boruch

Senior Programmer

Yaco Zaragoza



Quality means
doing it right
when no one is
looking.

- Henry Ford

Instructional Staff

Kelli Blackburn

Deshanna Brown

Tonya Burke

Candace Habersham

Natasha Jean

Armelle Johnson

Keisha Jones-Lewis

Sara Lott

Shelley Lunde

Kevin Peters

Leslyn Poitier

Wanda Ponder

Marie Rho

Sabine Seide

Jamillah Shakir

Kathleen Sylla

Malva Thomas

Raymond Thomas

Collett Wooley

Office of Service Quality

610 Northeast 13 Avenue
Pompano Beach, Florida 33060

Office of

Service Quality

School Improvement & Operations

CUSTOMER
FRIENDLY
SUPPORT
INNOVATIVE
COMMUNICATIVE
EFFECTIVE
CREATIVE



754-321-3636

browardschools.com/Page/34526

Accreditation

Cognia (formerly AdvancED) system accreditation incorporates a performance-based model that has a five-year cycle. OSQ facilitates the district accreditation process which includes a self-evaluation of each school, an organizational evaluation, and an independent external review.

Appeal Process

OSQ conducts appeal hearings based on SBBC Policies. OSQ conferences with involved parties to collect information for analytical review to ensure compliance with SBBC Policy, Standard Practices and due process requirements before rendering a decision.

Broward PIVOT

OSQ designed and implemented the PIVOT (Principal Information Vital to Operations and Teaching) Communication initiative to streamline communication from district divisions to schools.

Customer Survey



Each year, OSQ coordinates the BCPS Stakeholder Surveys for parents, students, and staff to gather information regarding school climate, perceptions concerning school improvement, and student achievement.

School Improvement

School Improvement (SI) schools are D or F graded public schools identified for support and intervention by the FLDOE. OSQ works collaboratively with principals to develop goals based on school needs and implement strategies to reduce or eliminate barriers to the goals.

Field Trips

OSQ conducts comprehensive reviews of all non-local school or district sponsored field trips to ensure compliance with SBBC Policy, Standard Practices and Business Practice requirements. OSQ approves out of county, all water-related, overnight, and international field trips.



Grants

OSQ provides technical assistance, editing, budget development, and implementation support for the School Improvement Grant (SIG), Principal Autonomy Grant, UniSIG, and Wallace Grant.

Leases

OSQ reviews all school-based facility leases to ensure compliance with SBBC Policy, Standard Practices and Business Practice requirements.

OSPA Central

OSQ has designed a comprehensive on-line system to organize information for efficient dissemination and processing.

Operational Meetings

In collaboration with Central Office Departments, OSQ coordinates all aspects of quarterly principals' operational meetings.

Parent Advisories

OSQ is the liaison to School Advisory Forums, School Advisory Councils, Area Advisory Councils, District Advisory Council, the Superintendent and School Board.

Parent Concerns

OSQ is tasked with providing direct responses to parents and community members regarding school concerns. OSQ works with schools and involved stakeholders to resolve complaints.

Principal Supervisor Summit

OSQ annually hosts the National Summit for Principal Supervisors which is designed to provide innovative, critical training and networking aligned with current trends for educational leaders from across the nation.

Reassignment/Hardship

OSQ facilitates the Superintendent's Hardship Committee hearings to determine if a parent/guardian's application for a hardship transfer to another school will be granted in accordance with SBBC Policy.

Rescissions

OSQ governs the process for reassignment rescissions that are reported by schools for repeated violations of the Code of Student Conduct.

School Improvement

OSQ facilitates the completion, implementation and monitoring of School Improvement Plans through quarterly, face-to-face, interactive professional learning for School Advisory Council chairpersons and administrators.

ALL SCHOOL IMPROVEMENT INFO

Located on the Office of School Performance and Accountability (OSPA) website, under the Office of Service Quality (OSQ)

<https://www.browardschools.com/site/Default.aspx?PageID=34522>

- 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 to access SIP template
- Customer Survey Reports Available



BCPS STRATEGIC PLAN



2024 Strategic Plan

OUR VISION: *Educating today's students to succeed in tomorrow's world.*

OUR MISSION: *Educating all students to reach their highest potential.*

OUR CORE VALUES:

Student Focus

Teaching Excellence

Accountability

Respect

Safety



OUR GOALS:

High-Quality Instruction | Safe & Supportive Environment | Effective Communication



EFFECTIVE COMMUNICATION GOAL



We strive to increase the effectiveness of both our internal and external communications with stakeholders, to convey and accomplish our District's Vision, Mission, Core Values, and Goals, as well as to leverage feedback to continually improve our services.



STRATEGIC PLAN & SURVEY ALIGNMENT



CUSTOMER SURVEY COMMITTEE

COMMITTEE COMPOSITION

Parents
Teachers
District Staff
Administrators
Teacher's Union

PURPOSE:

Review and revise the surveys to ensure the information gleaned from these surveys provides feedback aligned to the District's goals



PROCESS:

- Set survey questions
- Share draft surveys with stakeholders
- Revise surveys based on feedback
- Publish surveys



SURVEY DATA IMPACT

Office of Academics

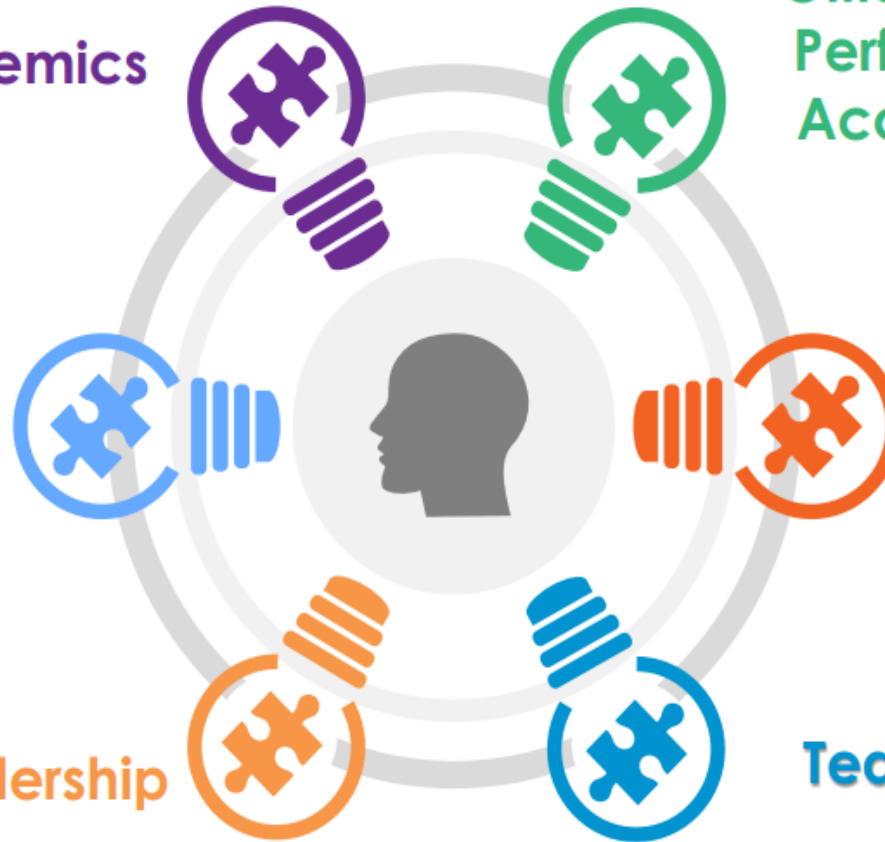
Office of School
Performance &
Accountability

Student Support
Initiatives &
Recovery

Portfolio Services

School Leadership

Teachers & Students



SURVEY RESULTS ARE PART OF SIP

School Improvement Plan (SIP)



School improvement planning provides a mechanism for identifying needs and establishing a common approach to meeting those needs at the school level. School Improvement is based on a continuous improvement model using research-based accepted best practices. The job of the school improvement team is to lead the development of a school improvement plan that addresses student achievement needs, to monitor the implementation of the plan, and to revise it when appropriate.











[View School Improvement Plans \(SIP\) \(Current Year\)](#)

[View School Improvement Plans \(SIP\) \(Past Years\)](#)

Cognia eProve Survey Results

[eProve Survey](#)

[eProve Survey Results](#)

File Name	File Uploaded By	Upload Date	Locked/Reviewed By	Locked/Reviewed Date	
Beachside-Bilingual-Parent-Survey-2019.pdf	Shelley Lunde	9/10/2019			 
Beachside-Elementary-Student-Survey-2019.pdf	Shelley Lunde	9/10/2019			 
Beachside-Middle-School-Student-Survey-2019.pdf	Shelley Lunde	9/10/2019			 
Beachside-Parent-Survey-2019.pdf	Shelley Lunde	9/10/2019			 
Beachside-Staff-Survey-2019.pdf	Shelley Lunde	9/10/2019			 



SHARING SURVEY DATA



Student Assessment & Research Department

eProve Survey Results 18-19

This memo and the attached appendix summarize students', parents', teachers', and noninstructional staff participation in the end-of-year AdvancED surveys. Four surveys are available: elementary (grades 3-5) school students, middle-high (grades 6-12) school students, parents, and staff (teachers and non-instructional staff respond to the same staff survey)

<https://www.browardschools.com/Domain/13537>

Office of Service Quality

EPROVE RESULTS

BCPS Parent Bilingual Survey 2019

BCPS Parent Survey 2019

BCPS Staff Survey 2019

BCPS Student Survey (Elementary Schools 3-5) 2019

BCPS Student Survey (Middle and High Schools Grades 6-12) 2019

<https://www.browardschools.com/Page/37659>

Customer Survey

Each year, OSQ coordinates the BCPS Stakeholder Surveys for parents, students, and staff to gather information regarding school climate, perceptions concerning school improvement, and student achievement.



STOP & JOT



3. CUSTOMER SURVEY PROCESS



Cognia eProve CUSTOMER SURVEYS

Administration

Window:

March 2

through

April 30

Parent Survey

This survey asks parents their opinions about their child's school, including questions about teachers, administrators, and other aspects of their child's and their own experiences with the school.

Completion Targets:

Parents 20%
Students 40%
Staff 60%

Student Survey

(Elementary: 3-5, Middle & High: 6-12)

This survey asks middle and high school students their opinions about their school, including their teachers, administrators, their peers, and other aspects of their experiences at school.

Staff Surveys

This survey asks staff their opinions about their school, including teachers, administrators, students, and other aspects of their experiences at their school



SURVEY LANGUAGES

- **English**
- **Spanish**
- **Portuguese**
- **Haitian Creole**
- **Mandarin Chinese**
- **Arabic**
- **Russian**
- **German**



SURVEY CODES

❖ Parent Survey

<https://eprovesurveys.advanc-ed.org/surveys/#/action/130076/p568>

❖ School Staff Survey

<https://eprovesurveys.advanc-ed.org/surveys/#/action/130081/p568>

❖ Student (6-12) Survey Link

<https://eprovesurveys.advanc-ed.org/surveys/#/action/130082/p568>

❖ Student (3-5) Survey Link

<https://eprovesurveys.advanc-ed.org/surveys/#/action/130084/p568>



COMMUNICATION

- **PARENT Survey Invitation** - use for any communication to distribute the link information:

In an effort to improve System Practices, Broward County School District is conducting a Parent Survey. We value your opinion and ask that you please take time to complete this survey. In order to complete the survey, go to: <https://eprovesurveys.advanc-ed.org/surveys/#/action/130076/p568> Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for taking your time to complete the survey.

- **SCHOOL STAFF Survey Invitation** - use for any communication to distribute the link information:

In an effort to improve System Practices, the Broward County School District is conducting a Staff Survey. We value your opinion and ask that you please take time to complete this survey. In order to complete the survey, go to: <https://eprovesurveys.advanc-ed.org/surveys/#/action/130081/p568> Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for taking your time to complete the survey.

- **STUDENT Survey Invitation** - use for any communication to distribute the link information:

In an effort to improve System Practices, the Broward County School District is conducting a Student Survey. We value your opinion and ask that you please take time to complete this survey. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for taking your time to complete the survey.

Elementary (Grades 3-5): <https://eprovesurveys.advanc-ed.org/surveys/#/action/130084/p568>

Middle/High (Grades 6-12): <https://eprovesurveys.advanc-ed.org/surveys/#/action/130082/p568>



SURVEY PROCESS

BCPS will be using the Cognia eProve Surveys as the 2020 Customer Survey. The surveys will be available online only and will be available in multiple languages.

- **Parent Survey Code:** <https://eprovesurveys.advanc-ed.org/surveys/#!/action/130076/p568>

Send the survey message with the codes to parents and post on the school website. Since the survey is only online, please make computers available for parents who may not have access to the internet.

- **Staff Survey Code:** <https://eprovesurveys.advanc-ed.org/surveys/#!/action/130081/p568> Send survey message to staff via email. Surveys taken in a group setting generally have a positive effect on the completion rate.

- **Student Survey Code for Elementary (grades 3-5):**

<https://eprovesurveys.advanc-ed.org/surveys/#!/action/130084/p568> Only grades 3-5 will be asked to take the survey and this is best done in a lab or class setting.

- **Student Survey Code for Middle and High (grades 6-12):**

<https://eprovesurveys.advanc-ed.org/surveys/#!/action/130082/p568> It is best to assign a specific subject area to be responsible for survey completion.

Check Survey Responses for Your School:

Log on to <http://www.advanc-ed.org/login> and click on eProve Surveys. Each school's survey target response quotas will be sent to the principals.



Check Survey Responses for Your School:

- Log on to <https://myjourney.cognia.org/login>
- Click on eProve Surveys



e|Prove™ surveys

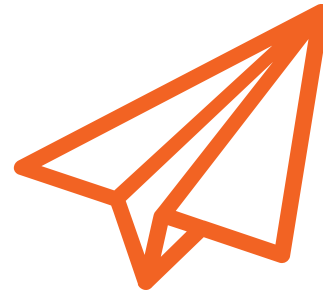
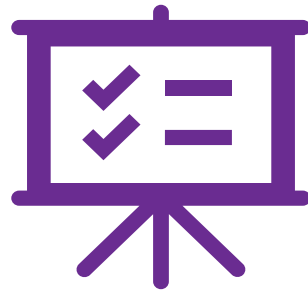


Go to surveys



SHARING BEST PRACTICES

HOW DOES YOUR SCHOOL EFFICIENTLY ADMINISTER THE CUSTOMER SURVEY?



STOP & JOT



4. NOMINATING COMMITTEE & SAC COMPOSITION



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>



REVIEW SAC BYLAWS NOW

- School Advisory Councils should review their SAC Bylaws the periodically and make necessary revisions.
- School Advisory Councils need to review their Bylaws and revise them using the SAC Bylaws Template.
- Once the SAC Bylaws have been revised and approved, they need to be submitted through the SAC Documentation Upload on the SBBC SIP.
- Schools are also expected to post SAC Bylaws on their website, maintain a hard copy of their annual SAC Bylaws in the main office and should ensure that they are available for anyone who may wish to see them.



SECTIONS FOR REVISION

- Article III - Section 3. Length of Term: Members of the School Advisory Council shall be elected for **(ONE, TWO, Or THREE)** year term(s)
- Article IV - Section 1. Officers of this committee will consist of **(A CHAIRPERSON, CO-CHAIRPERSONS)** and secretary.
- Article IV - Section 2. The officers shall be elected annually at the **(AUGUST, SEPTEMBER, OCTOBER, APRIL, MAY, JUNE)** meeting.
- Article IV - Section 3. Installation of new officers will be held at the **(FIRST, SECOND)** meeting of the school year



SAC MEMBERSHIP

SAC BYLAWS - ARTICLE III. MEMBERSHIP

The Sac shall be representative of the ethnic diversity of the school's student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

- Principal
- Teachers
- BTU Steward (or designee)
- Parents
- I-Zone Representative (must be a parent)
- SAF Chair (or designee)
- ESOL Parent of a student at the school
- ESE Parent of a student at the school
- Gifted Parent of a 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)

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



RECRUITING SAC MEMBERS

BEST PRACTICES:

- Advertise positions with full name: School Advisory Council.
- Make sure stakeholders are aware of the purpose of the School Advisory Council.
- Discuss recruiting new members at a SAC meeting.
- Consider changing meeting times to be most convenient for increased participation.
- Ask stakeholders what topics they would like to see addressed at future meetings.



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.



RULES FROM SAC BYLAWS

Section 5. Nominations of SAC Officers:

- A. There shall be a nominating committee composed of three members who shall be elected by the School Advisory Council at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.**
- B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.**
- C. Nominations for officers will be made from the floor at a School Advisory Council meeting.**



POST PARENT 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)



SAC OFFICERS AND ELECTIONS

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, etc.) Vacancies will be filled by special elections as needed in the same general manner. Changes in the SAC Composition during the school year must be approved by the Office of Service Quality and noted in SAC meeting minutes.

Section 4. Announcement of an election must be made to the various peer groups at least one week in advance. Announcements will be distributed in a manner that ensures the widest dissemination possible within the peer group.

Section 5. Election of the faculty representatives will take place at a scheduled general faculty meeting.

Section 6. Election of the parent representatives will take place at a scheduled general meeting of parents



MEMBERSHIP RULES

- Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (S 1001.452) a majority of the SAC members cannot be employees of the Broward County Public Schools.
- SAC members must be elected by their peer groups (teachers by teachers, parents by parents, etc.). The business and community representatives are selected by the principal and approved by the SAC.
- Once the SAC is established, its members elect their officers. Each SAC must have a SAC Chair and a parent member designated as I-Zone representative. Other officers are elected according to each SAC's bylaws.
- The membership of each School Advisory shall be submitted online to the District Accountability Department by no later than October 31st of each year.
- SAC membership is entered online in the SAC Membership/Attendance system.
- Changes in SAC membership during the year must be reflected in the SAC meeting minutes and must be entered into the Online SAC Membership/Attendance System.



STOP & JOT



5. REQUIRED SIP DOCUMENTATION FOR SCHOOL WEBSITES



WHAT DOES YOUR WEBSITE TELL CUSTOMERS ABOUT YOUR SCHOOL?



On the OSPA website
click on Service Quality

SCHOOL PERFORMANCE AND ACCOUNTABILITY (OSPA)

Overview

Schools by Cadre

Service Quality

Coaching and Induction

Leadership Development

Staff Directory

OFFICE OF SERVICE QUALITY INITIATIVES

About Us

A+ Recognition Funds

Accreditation

Department of Education Information

School Improvement (SI)

Field Trips

Innovation Zones

+ School Advisory Council (SAC)

School Advisory Forum (SAF)

School Improvement Grant (SIG)

School Improvement Plan (SIP)

Student Success Opportunity Schools (SSOS)

Waivers



Office of Service Quality's (OSQ) Vision:

To serve all internal and external stakeholders. OSQ staff is committed to excellence, while providing guidance and support on the implementation of policy, procedures, law, and school improvement.



- [A+ Recognition Funds](#)
- [Accreditation](#)
- [Department of Information](#)
- [School Improvement \(SI\)](#)
- [Field Trips](#)
- [Innovation Zones](#)
- [School Advisory Council \(SAC\)](#)
- [School Advisory Forum \(SAF\)](#)
- [School Improvement Grant \(SIG\)](#)
- [School Improvement Plan \(SIP\)](#)
- [Student Success Opportunity Schools \(SSOS\)](#)
- [Waivers](#)



SCHOOL IMPROVEMENT INFORMATION FOR SCHOOL WEBSITES

SOME OF THE BASIC SCHOOL IMPROVEMENT INFORMATION THAT 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: <https://www.browardschools.com/Page/35378>
- Dates and Times of all School Advisory Forum (SAF) Meetings
- School Advisory Forum (SAF) Bylaws
- 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.



HOW MUCH SCHOOL IMPROVEMENT INFORMATION IS ON YOUR SCHOOL'S WEBSITE?

BCPS SCHOOL WEBSITE SCHOOL IMPROVEMENT INFORMATION CHECKLIST

School Name _____ Principal _____ Cadre # _____ OSPA Instructional Facilitator _____

Check your school website for School Improvement Information.

INFORMATION FOR SCHOOL WEBSITE (Must be current school year)	INFO ON WEBSITE	INFO NOT ON WEBSITE	INFO IS ON WEBSITE BUT IS NOT UPDATED
Description of School Advisory Council			
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)			
Name and Contact Info for School Advisory Council Chair			
School Advisory Council Composition			
Description of School Improvement Plan			
Link to SIP: https://www.browardschools.com/Page/35378			
Link to Edudata Portal: edudata.fl DOE.org			
Link to FLDOE Website			
FLDOE Reports/Information			
Accreditation Information			
Waiver Information			
Description of School Advisory Forum			
Dates and Times of all School Advisory Forum (SAF) Meetings			
School Advisory Forum (SAF) Bylaws			
Name and Contact Info for School Advisory Forum Chair			
Agendas & Minutes for School Advisory Forum Meetings			
Dates, Times and Locations of District Advisory Meetings			
Roberts Rules of Order			
Sunshine Law			
Customer Survey Results			
Innovation Zone Information (Name of Zone, Schools, Zone Facilitator)			
Innovation Zone Quarterly Meetings			
PTA/PTO Meetings			
PTA/PTO Chairperson Contact Info			



STOP & JOT



6. SIP 3RD QUARTER FEEDBACK





The SPBP is due...



The School-wide Positive Behavior Plan (SPBP) is your school's blueprint for implementing Tier 1 Positive Behavior Interventions and Supports for all students.





Use the Resources



SPBP Lab: Come create with us! Drop in any time, bring your draft SPBP, get individual support, and leave when you are finished!

March 17, April 1, or April 7, 2020 8:30am-3:00pm
OSPA, Small Conference Room

Principal Brainshark: How PBIS should look at your school

Team Brainshark: How to use the supports and resources

10 Critical Element Mini Brainsharks: How to complete the SPBP

SPBP Sharepoint:

<https://browardcountyschools.sharepoint.com/sites/DPI6Strands/strand6/SitePages/SPBP.aspx>



Send out a staff survey

OPTIONAL

To earn 3 bonus points:

1. Provide ALL full-time school employees with this SurveyMonkey link:
<https://www.surveymonkey.com/r/SPBP2021>
2. **Keep a sign-in log** so you know how many staff have completed the survey
3. Once you have **over 70%** of all full-time employees' surveys completed, Email tyne.hogan@browardschools.com to request an analysis report
Include:
 - ✓ a scan of your original **sign-in log**,
 - ✓ your full school name,
 - ✓ the total number of full-time employees at your school
4. Use the data from this report to help develop your new SPBP!



All steps must be completed before April 1





Questions?

For more information,

Call:

The School Climate & Discipline Department
Lauderdale Manors Resource Center
(754) 321-1655



Check out our PBIS Sharepoint Site:

<https://browardcountyschools.sharepoint.com/sites/DPI6Strands/strand6/SitePages/PBIS.aspx>



Contact:

Desiree.Montalvo@browardschools.com

Tyyne.Hogan@browardschools.com

SAFE & SUPPORTIVE ENVIRONMENT

District Plans Uploaded in PDF Format

- **Response to Intervention (MTSS/Rtl) Plan**
- **Social Emotional Learning (SEL) Plan**
- **School-wide Positive Behavior Plan (SPBP) Plan**
(Due April 30)
- **Attendance Plan**
- **School Counseling Plan**
- **Equity Plan**
- **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):** Yarlie 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



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).**



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 Demogs:	White 6%	Black 88%	Hispanic 6%	Asian 0%	Am Indian 0%	Multi Racial 0%
School Demog 5/1/ 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



MEETING MINUTES TEMPLATE

OFFICE OF SERVICE QUALITY INITIATIVES

About Us

A+ Recognition Funds

Accreditation

Department of Information

School Improvement (SI)

Field Trips

Innovation Zones

▼ [School Advisory Council \(SAC\)](#)

[Safety, Music/Arts, Athletics, Renovations and Technology \(SMART\)](#)

School Advisory Forum (SAF)

School Improvement Grant (SIG)

School Improvement Plan (SIP)

Student Success Opportunity Schools (SSOS)

Waivers

Wallace Grant

School Advisory Council (SAC)



School Advisory Councils (SAC) sets up priorities and student performance standards that serve as guiding principles for schools.

A School Advisory Council looks at aspects of their school as suggested by the priorities and develops a written School Improvement Plan as part of the school and District's continuous growth model.

(Download [Adobe Acrobat Reader](#) to view or print PDF)

SBBC POLICY 1403 SCHOOL ACCOUNTABILITY AND 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.

TEMPLATE CAN BE FOUND AT
<https://www.browardshools.com/Page/35320>

CONTACT INFORMATION

Office of Service Quality

610 Northeast 13th Avenue
Pompano Beach, Florida 33060

Phone: 754-321-3636

Donna R. Boruch

Coordinator, Office of Service Quality

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](#)

MANDATORY SAC DOCUMENTATION

SIP CHECKLIST Quarter 3 2020

School: _____ **IF:** _____

BCPS SIP	COMPLETE (Y/N/NA)	EDITS NEEDED	EDITS COMPLETE (DATE)
A+ School Recognition Fund Documentation			
1. SAC Meeting Agenda			
2. SAC Meeting Minutes			
3. SAC Meeting Sign-In Sheets			
4. Copy of Ballot Approved by SAC			
5. Staff Signature Sheet for Voting			
6. Voting Results			
SAC Upload Center			
1. Agenda, Minutes, Attendance – September			
2. Agenda, Minutes, Attendance – October			
3. Agenda, Minutes, Attendance – November			
4. Agenda, Minutes, Attendance – December			
5. Agenda, Minutes, Attendance – January			
BCPS Mid-Year Reflection			
FLDOE SIP Reflection* (Required for DA, SIG and Center Schools)			

*Log on to <https://www.floridacims.org> and complete the Reflection on the FLDOE SIP before submitting.



STOP & JOT



NEXT SIP TRAINING

April 21, 22 & 23 2020

**HAVE A GREAT
SPRING BREAK!**



Questions? Call Donna Boruch Coordinator of School Improvement 754-321-3636



The School Board of Broward County, Florida

Chair - Donna P. Korn
Vice Chair - Dr. Rosalind Osgood

Lori Alhadeff
Robin Bartleman
Heather P. Brinkworth
Patricia Good
Laurie Rich Levinson
Ann Murray
Nora Rupert

Robert W. Runcie
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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 Teletype Machine (TTY) 754-321-2158.

browardschools.com

