



SIP Bites - Mid-Year Reflection Revised

Kelli S. Blackburn, School Improvement Coordinator

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Due Date Extended to Friday, February 7, 2025

PLEASE NOTE:

- **District School Improvement Plan (SIP) in BCPS Central: Pages 1 - 2**
- **FLDOE School Improvement Plan (SIP) in CIMS2: Pages 3 – 9 (Revised 1/27/25)**

The purpose of the Mid-Year Reflection is to facilitate discussions with school leadership to monitor and assess the progress being made in the Areas of Focus targeted within the School Improvement Plan (SIP).

Steps to Complete the Mid-Year Reflection in BCPS Central

Complete each step below for each Area of Focus in your SIP.

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



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

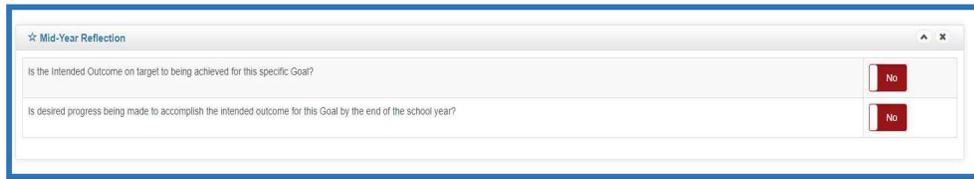


Step 3: Complete steps 3 - 5 for each Area of Focus by clicking on the *Edit Mid-Year Reflection* button.

Area of Focus: Math					
Measurable Outcome (SMART Goal)	Professional Development	Budget	Monitoring	Results (End of Year)	
By June 2025, all 8th grade students will increase achievement from 38% to 48% as measured by the Algebra 1 End of Course exam.	Algebra PLCs for effective planning and analysis of assessments	\$6000 for stipends	This focus will be monitored through monthly assessment data collection, analysis and discussions with math teams		<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">✎ Edit Area of Focus</div> <div style="background-color: #f4a460; color: white; padding: 5px; text-align: center;">✎ Edit Mid-Year Reflection</div> <div style="background-color: #c00000; color: white; padding: 5px; text-align: center;">🗑 Delete Area of Focus</div> </div>

Step 4: For each Area of Focus, choose the best option below to complete the Mid-Year Reflection questions.

Option 1:



The screenshot shows a window titled "Mid-Year Reflection" with two questions. The first question is "Is the Intended Outcome on target to being achieved for this specific Goal?" and the second is "Is desired progress being made to accomplish the intended outcome for this Goal by the end of the school year?". Both questions have a red "No" button selected.

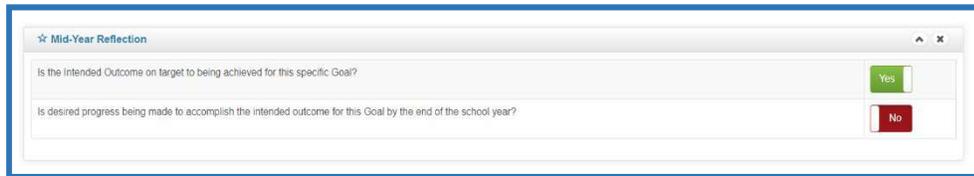


If the answer is “No” to the first question and “No” to the second question, you are saying:

- You are not on target for meeting your goal and
- You are not making progress towards your goal.

Respond to the subsequent questions. The reflection for this Area of Focus is complete. Continue to step 5.

Option 2:



The screenshot shows a window titled "Mid-Year Reflection" with two questions. The first question is "Is the Intended Outcome on target to being achieved for this specific Goal?" and the second is "Is desired progress being made to accomplish the intended outcome for this Goal by the end of the school year?". The first question has a green "Yes" button selected, and the second has a red "No" button selected.

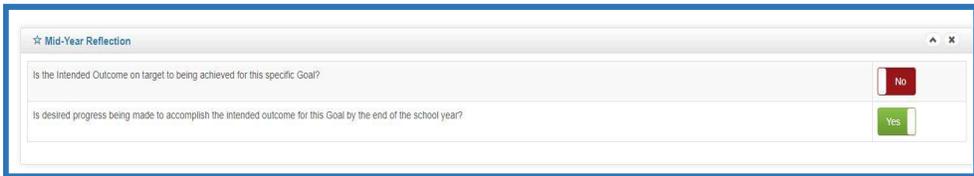


If the answer is “Yes” to the first question, the second question defaults to “No” and there is no need to change the toggle. You are saying:

- Your data shows an upward trend and
- You are on target to meet your goal.

Respond to the subsequent questions. The reflection for this Area of Focus is complete. Continue to step 5.

Option 3:



The screenshot shows a window titled "Mid-Year Reflection" with two questions. The first question is "Is the Intended Outcome on target to being achieved for this specific Goal?" and the second is "Is desired progress being made to accomplish the intended outcome for this Goal by the end of the school year?". The first question has a red "No" button selected, and the second has a green "Yes" button selected.

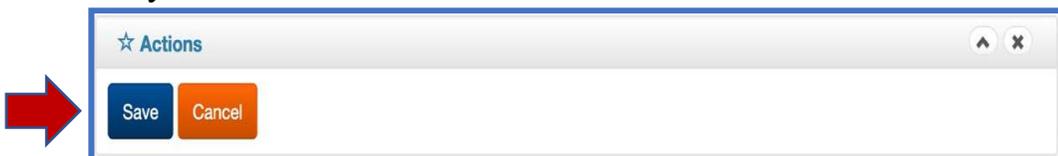


If the answer is “No” to the first question and “Yes” to the second question, you are saying:

- You are not on target for meeting your goal, however
- You are making some progress towards your goal.

Respond to the subsequent questions. The reflection for this Area of Focus is complete. Continue to step 5.

Step 5: Make sure to click the *Save* button at the bottom of the screen. Repeat steps 3 - 5 for each Area of Focus in your BCPS SIP.



The screenshot shows a window titled "Actions" with two buttons: a blue "Save" button and an orange "Cancel" button. A red arrow points to the "Save" button.



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FLDOE School Improvement Plan (SIP) in CIMS2: Pages 3 – 9 (Revised Instructions - The updated process begins with Step #8 below.)

Purpose:

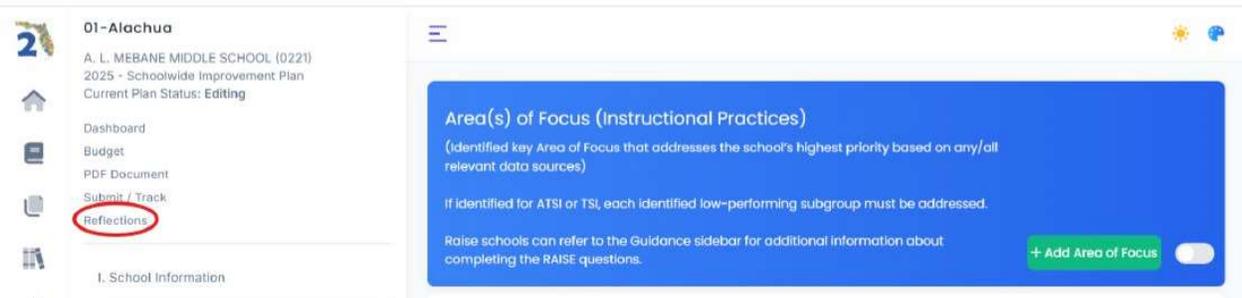
The **Mid-Year Reflection** helps school leadership monitor and assess progress on the Area(s) of Focus identified in the School Improvement Plan (SIP). Collaboration with Bureau of School Improvement (BSI) Regional Teams is strongly encouraged.

The **Mid-Year Reflection** is performed on the most recently edited version of your plan and addresses each Area of Focus described in the SIP.

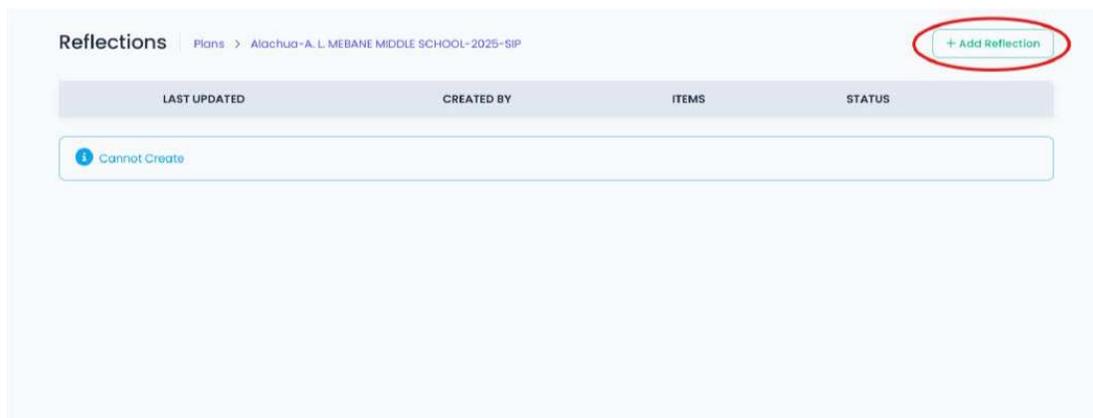
STEPS FOR COMPLETING THE MID-YEAR REFLECTION

1. Navigate to **REFLECTIONS** tab

- Access the SIP Dashboard
- Select the **REFLECTIONS** tab from the editor side menu.



2. In the **REFLECTIONS INDEX**, click **Add REFLECTION** to begin.





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3. Create and Edit a Reflection

- A new Reflection will be created. Only one Reflection can be in **EDITING** status at a time.
- Click the **EDIT** button to begin working on the Reflection.

Reflections | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP

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

4. Answer Reflection Questions. Items from the SIP's **Area of Focus** and **Positive Culture & Environment** sections will appear. Click **EDIT** next to an item to answer the corresponding questions.

Reflection Items | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Reflections

REFLECTION AREA	REFLECTION ITEM	UNISIG FUNDING	PROGRESS?	
Area(s) of Focus (Instructional Practices)	ESSA Subgroups - Students With Disabilities (SWD)	No	No	Edit
Positive Culture and Environment	Teacher Retention and Recruitment	No	No	Edit

5. The Reflection will be displayed. Answer the questions as instructed.



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6. Save Your Progress. After completing each item, click **SAVE** at the bottom of the form. Repeat for all items in the SIP.

Positions:
All positions paid for through UNISIG funding should be filled. Please indicate if positions have been filled. If not, please describe the alternative items used to address the intended outcomes for this position.
Please note that a budget amendment must be submitted prior to implementing the activity.

Additional Reflection (optional)
Please add any additional reflection for this activity.

Save Reflection

7. After completing ALL responses, click the link at the top of the screen to return to the REFLECTIONS INDEX.

Reflection Items | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SI > **Reflections**

REFLECTION AREA	REFLECTION ITEM	UNISIG FUNDING	PROGRESS?	
Area(s) of Focus (Instructional Practices)	ESSA Subgroups - Students With Disabilities (SWD)	No	No	Edit
Positive Culture and Environment	Teacher Retention and Recruitment	No	No	Edit



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FINALIZING REFLECTIONS

8. **Submit for Review.** Click **REVIEW** to change the Reflection's status to **REVIEWING**.

Reflections | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/22/25 3:25pm	Cayce Balara	3	Editing	Edit Review

9. A confirmation page will appear. If you are ready to finalize, click **REVIEW REFLECTION**. **Note: Check with your district to confirm whether they will review and provide feedback.**

Close Reflection | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Reflections

Ready to review this Reflection?

Reviewing the Reflection logs a **Review Reflection** tracking event.
District personnel will be notified.
The reflection **can be reopened** if edits are needed.

[Cancel](#) [Review Reflection](#)



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10. The Reflection is now in **REVIEWING** status. A **REVIEW REFLECTION** tracking event is logged and visible in the Tracking Events listing. **Note: The Reviewing step has been made available for districts that choose to review schools' Reflections before they are recorded and published. If your district does not have this policy, you can proceed immediately to the CLOSE REFLECTION section below.**

Reflections Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP + Add Reflection

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/22/25 3:32pm	Cayce Balara	3	Reviewing	Reopen Close

11. **Address District Feedback** (if applicable). A Reflection in **REVIEWING** status cannot be edited. To make changes, click the **REOPEN** button to return the Reflection to **EDITING** status.

Reflections Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP + Add Reflection

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/22/25 3:32pm	Cayce Balara	3	Reviewing	Reopen Close

12. Reopening a Reflection and putting it back into **EDITING** status is immediate.

Reflections Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/22/25 3:36pm	Cayce Balara	3	Editing	Edit Review



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13. **Close the Reflection.** When all reviews are complete and you are satisfied with the content, click the **CLOSE** button to close and record your Reflection.

NOTE: Do not close the Reflection until asked to do by the School Improvement office.

Reflections | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP | + Add Reflection

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/22/25 3:37pm	Cayce Balara	3	Reviewing	Reopen Close

14. A confirmation page will be displayed. **Important: Closed Reflections cannot be reopened or edited.** If you are ready to proceed, click the **CLOSE REFLECTION** button.

Close Reflection | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Reflections

Ready to close this Reflection?

Closing the Reflection logs a **Recorded Reflection** tracking event. This locks the Reflection and **prevents any further editing**. A closed reflection **cannot be reopened**. A reflection document will be generated and attached to the tracking event.

Cancel **Close Reflection**

15. **Access the Finalized Reflection.** The Reflection's status will show as **CLOSED** in the **REFLECTIONS INDEX**.

Reflections | Plans > Lake Wales-BOK ACADEMY-2025-SIP | + Add Reflection

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/10/25 1:23am	Cayce Balara	1	Closed	Download PDF



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16. A **PUBLISH REFLECTION** tracking event will be added to the **Submit and Track** page, with a PDF of the Reflection Report attached. Additional Reflections can be created at any time as needed..

Tracking Events Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Editing + Add Tracking Event

#	DATE	ACTION	USER	ADDITIONAL INFO
41	01/10/25 1:18am	Publish Reflection	Bureau of School Improvement	 Attachment: reflection-alachua-a-l-mebane-middle-school-2024-25-sip.pdf

1 of 1 entries