



## OFFICE OF SERVICE QUALITY

# SCHOOL IMPROVEMENT INFORMATION GUIDE Quarter 3 2020 – 2021

This guide was created to provide schools with all the SIP information needed for the second quarter of the 2020 -2021 school year. We are available to provide as much support as needed to support schools as they work through the school improvement process. Please do not hesitate to reach out to us for assistance.

Office of Service Quality 754-321-3636

# TOPICS

**1.  
SCHOOL  
IMPROVEMENT  
UPDATES**

**2.  
BCPS  
CUSTOMER  
SURVEY 2021**

**3.  
SIP  
MID-YEAR  
REFLECTION**

**4.  
REVISING  
SIP  
SMART GOALS**

**5.  
COGNIA & 2022  
ACCREDITATION**

**6.  
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PLAN  
UPDATES &  
SIP SUPPORT**



# 1. SCHOOL IMPROVEMENT UPDATES



# SCHOOL IMPROVEMENT DATES/DEADLINES

This timeline is subject to change as the need arises. Updated February 8, 2021.

## SCHOOL IMPROVEMENT DATES/DEADLINES FOR THE 2020-2021 SCHOOL YEAR

Event Date/Deadline	Event/Document
January 22, 2021	<b>Mid-Year Reflection</b> 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.
<b>February 25, 2021 (New Deadline)</b>	<b>New Waiver Applications</b> Completed in the Waiver Database and signed copies submitted to Office of Service Quality for approval.
March 1, 2021 - April 30, 2021	<b>BCPS Customer Survey: Cognia eProve Survey</b> Online survey for all stakeholders with completion rate targets of 20% for parents, 40% for students and 60% for teachers
March 29, 2021	<b>SIP Information for Quarter 4 - Power Point posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a></b> Topics: School Improvement Planning for 2021-2022, Writing SIP Goals, Organization and Elections of SAC & SAF for next school year
April 23, 2021	<b>Continuation Waivers Updated Applications</b> All documentation required for continuation of a waiver completed & uploaded
April 30, 2021	<b>Cognia Executive Summary</b> All Schools are required to update the <u>Cognia</u> Executive Summary and upload to the SAC Upload Center on the BCPS SIP



# SIP SUPPORT

Office of Service Quality (OSQ) is listed under Departments on the BCPS website

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

## On our website you will find:

- All Training PowerPoint Presentations Posted
- View School Improvement Plans
- 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



# MANDATORY SAC DOCUMENTATION

The following documents must be uploaded into the SAC Upload Center on the BCPS SIP:

- SAC COMPOSITION
- SAC BYLAWS
- SAC AGENDAS
- SAC SIGN-IN SHEETS
- SAC MINUTES (in draft form if not yet approved by vote)
- WAIVER DOCUMENTATION FOR NEW AND CONTINUING WAIVERS



# SAC MEETING DOCUMENTATION

**ONLY** use the forms from this site for attendance 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 Demog:	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**



# NEW WAIVERS DUE FEB 25th

## 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.





# CONTINUATION WAIVERS

Updated yearly waiver documentation must be completed by April 23, 2021

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

## PROFESSIONAL STUDY DAY DATES 2021- 2022

- September 2, 2021
- October 7, 2021
- November 4, 2021
- December 2, 2021
- January 6, 2022
- February 3, 2022
- March 3, 2022
- April 7, 2022



# WAIVER DIRECTIONS

**ALL WAIVER INFORMATION CAN BE FOUND AT:**

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

➤ **Intent to Apply for New Waiver Forms Due November 13, 2020**

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.



# SAC MEETING REMINDERS

1. MEETINGS MAY NOW BE HELD AT SCHOOL SITES, AFTER SCHOOL HOURS. SCHOOLS MAY CHOOSE TO UTILIZE TEAMS WITH THE LIVE MEETING

2. ALL MEETING MUST BE ADVERTISED AT LEAST THREE DAYS IN ADVANCE AND ARE SUBJECT TO THE SUNSHINE LAW

3. MEETING NOTICE MUST PLAINLY STATE THE TIME AND LOCATION OF THE MEETING AND IF TEAMS WILL ALSO BE USED

4. IF TEAMS WILL BE USED WITH A LIVE MEETING, THE TEAMS LINK MUST BE INCLUDED IN THE MEETING NOTICE

5. IF TEAMS WILL BE USED FOR THE SAC MEETING, DIRECTIONS ABOUT HOW TO ACCESS TEAMS MUST BE INCLUDED IN MEETING NOTICE

6. ATTENDANCE AND MINUTES SHOULD BE TAKEN AT ALL MEETINGS AND PLACED IN THE BCPS SIP SAC UPLOAD CENTER



# SAC MEETING GUIDE

- SAC meeting agendas will follow the FLDOE Agenda Format posted on the OSPA website. New business addressed and public speakers will limit their comments to the meeting agenda topics.
- SAC may now utilize school facilities to host meetings. The scheduled meeting times must be outside of the location's regular school hours.
- SAC Chairs are responsible for ensuring physical distancing, face coverings, and all other pertinent CDC guidelines are adhered to while on campus. Principals will work with their school facilities personnel to ensure scheduled meeting areas are properly cleaned prior to the start of the meetings and after the meetings adjourn.
- SAC meetings will follow Roberts Rules of Order and only SAC members recognized by the chair will be allowed to speak.
- Quorum will be met by 51% of SAC in attendance at the in-person meeting. Attendance will be taken at the in-person meeting only.
- Making motions, discussion of motions and voting on motions will be only by SAC members in attendance at the in-person meeting.
- TEAMS may be utilized in conjunction with an in-person SAC meeting. SAC members may not vote if they are not present at the in-person meeting.
- Participants identified by name will be admitted to the TEAMS meeting by school staff.
- Public comment and questions on TEAMS will be enabled by having questions and comments related to the meeting topic typed into the chat section on TEAMS.
- Questions and comments not addressed at the meeting will be noted by the secretary and may be addressed at a future meeting.



# 2. BCPS CUSTOMER SURVEY 2021



# Cognia eProve CUSTOMER SURVEYS

**Administration**

**Window:**

**March 1**

**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 PROCESS

- **BCPS will be using the Cognia eProve Surveys as the 2021 Customer Survey. The surveys will be available online only and will be available in English, Spanish, Haitian Creole and Portuguese**
- **Parent Survey:** <https://eprovesurveys.advanc-ed.org/surveys/#/action/158337/p568> Send the survey message 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:** <https://eprovesurveys.advanc-ed.org/surveys/#/action/154924/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 for Elementary (grades 3-5):**  
<https://eprovesurveys.advanc-ed.org/surveys/#/action/154926/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 for Middle and High (grades 6-12):**  
<https://eprovesurveys.advanc-ed.org/surveys/#/action/154927/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 <https://www.cognia.org/> and click on eProve Surveys. Each school's survey target response quotas will be sent to the principals.



# SURVEY ACCESS & QR CODES

Parent Survey (THIS IS A REVISED CODE)

<https://eprovesurveys.advanc-ed.org/surveys/#/action/158337/p568>



School Staff Survey

<https://eprovesurveys.advanc-ed.org/surveys/#/action/154924/p568>



Student (6-12) Survey

<https://eprovesurveys.advanc-ed.org/surveys/#/action/154927/p568>



Student (3-5) Survey

<https://eprovesurveys.advanc-ed.org/surveys/#/action/154926/p568>





# COMMUNICATION

## **PARENT Survey Invitation** - use for all communication to distribute the 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/158337/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 all communication to distribute the 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/154924/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 all communication to distribute the 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/154926/p568>

**Middle/High (Grades 6-12):** <https://eprovesurveys.advanc-ed.org/surveys/#/action/154927/p568>



## Check Survey Responses for Your School:

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



e|Prove™ surveys



Go to surveys



# 3. MID-YEAR REFLECTION



# MID-YEAR SIP REFLECTION DUE

- Mid-Year SIP Reflection is due January 22 or as soon as mid-year assessments are completed.
- Mid-Year Reflection forms can be found at:  
<https://www.browardschools.com/Page/35378>
- Completed forms need to be uploaded to the SAC Upload Center.
- The SIP needs to be revised to reflect mid-year progress monitoring results.
- Additionally, all documentation within the plan should be reviewed and may be revised based on mid-year progress monitoring results.



# SCHOOL IMPROVEMENT MID-YEAR REFLECTION

**Directions for School Leadership Team:** As part of the School Improvement Process, schools are asked to engage in collaborative conversation with all stakeholders to complete the Mid-Year School Improvement Reflection. After reviewing the document with SAC, the reflection needs to be uploaded to the SAC upload section of the SIP. **DA Schools must enter information in the FLDOE SIP located of Florida CIMS.**

## 1. Has your school made progress towards achieving the goal?

- A. *How do the structures and systems in place at your school ensure all facets of the school culture create predictable? environments and a school climate that supports your SIP goal?*
- B. *What are the gaps that exist between your current state and your desired state?*
- C. *How will you address them between now and the end of this school year?*

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## 2. Have alterable barriers been eliminated or reduced? (Alterable barriers are in-house infrastructure mechanisms such as scheduling, class structures, teacher attendance, student attendance, staff development plan, etc.)

- A. *What evidence do you see that a barrier has been reduced or eliminated?*
- B. *What evidence do you have that the barriers are wide-reaching and will help you achieve your goal?*
- C. *If progress towards eliminating the barrier is not sufficient, where or what is the breakdown?*
- D. *Did you identify other barriers that could serve as effective re- entry points into the plan?*

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## 3. Are your strategies being implemented with fidelity?

- A. *Were decisions to continue, intensify, modify, or terminate strategies or action steps based on specific evidence?*

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## 4. What are your benchmarks for success?

- A. *How will you progress towards your goal impact student achievement?*
- B. *What is your desired state?*
- C. *What gaps exist between your current state and your desired state?*

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# Utilize Mid-Year Data on SIP

- Review all progress monitoring data available for Mid-Year Reflection.
- Revisit the Early Warning Indicators. This data is to be used as part of your team's needs assessment to identify potential problem areas and inform your school's planning for school improvement.
- Access the FDLOE Edudata Portal to review all school data <https://edudata.fldoe.org/index.html>  
(For detailed information about School Grade calculations see the School Grades Overview and Guide to Calculating School Grades, District Grades, and the Federal Percent of Points Index.)
- Consider teacher assigned grading data for first and second quarters.



# 4. REVISING SIP SMART GOALS



# SAC NEEDS TO REVIEW SIP GOALS

## POLICY 1403-A: SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

- 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. Due to FLDOE budget cuts, new accountability funds will not be provided this year.





# REVISE SIP GOALS BASED ON DATA

## AREAS OF FOCUS FOR GOALS

An Area of Focus should target a system or process to be implemented or revised and monitored to improve student outcomes.

### **Leadership**

Building the capacity of the school leadership team and improving systems for teacher efficacy.

### **Instructional Practice**

Elements of effective teaching methods that come together to achieve student success.

### **Culture and Climate**

A supportive and fulfilling environment with conditions that are conducive to learning and meet the needs of all students.

### **ESSA Subgroups**

White, Black/African American, Hispanic, Asian, Native American, Multiracial, Pacific Islander, and Economically Disadvantaged students



# DATA DRIVEN SMART GOALS

## SMART Goals Should Be:

- **Specific:** Goal is explicit about what will change, and when.
- **Measurable:** Goal can be quantified and tracked with assessments and other data throughout the cycle.
- **Attainable:** Goal is both challenging and realistic.
- **Results-focused:** Goal will directly impact student learning.
- **Time-bound:** Goal has a specific timeframe for completion.

## When reviewing student-learning goals, ask:

- ✓ Does this feel like the right focus for the year?
- ✓ Will this rate of growth help your school hit student learning targets? Will it close performance gaps between subgroups?
- ✓ Is it an important step toward sustained academic achievement?
- ✓ Is it realistic, given students' current skills?
- ✓ Do you have reliable data to measure progress throughout the year?
- ✓ Are there groups of students for whom you might need to track using additional/alternate measures?



**5.**

# **COGNIA & 2022 ACCREDITATION**



# ACCREDITATION UPDATE

AdvancedED and  
Measured Progress  
are now

**cognia**<sup>™</sup>

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

**The District will participate in an Accreditation Certification Review in the 2021-22 school year. The exact date will be announced later this year.**



# PREPARATION FOR ACCREDITATION CERTIFICATION REVIEW

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

**Review the following Accreditation Documents  
with the School Leadership Team and SAC**

- **Cognia Executive Summary Template.**
- **Cognia Performance Standards**
- **Cognia Evidence Guide**



# UPDATE YOUR SCHOOL'S COGNIA EXECUTIVE SUMMARY NOW



Executive Summary for **(Type name of school here)**

All schools are required to update the Cognia Executive Summary in preparation for the Accreditation Certification Review.

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

- Download the Cognia Executive Summary
- The School Leadership Team needs to update the Executive Summary
- The Executive Summary should be presented to SAC for input
- Final Executive Summary need to be uploaded to the BCPS SIP no later than **April 30, 2021**





## Executive Summary for **(Type name of school here)**

The Executive Summary (ES) provides the school an opportunity to describe in narrative form its vision as well as strengths and challenges within the context of continuous improvement. Use this template to complete the responses to the various questions below. The responses should be brief, descriptive, and appropriate for the specific section.

### **Description**

Describe the school's size, community/communities, location, and changes it has experienced in the last three years. Include demographic information about the students, staff, and community at large. What unique features and challenges are associated with the community/communities the school serves?

(Type responses using complete sentences, spellcheck and grammar check. 6000-character limit)

### **Purpose**

Provide the school's purpose statement and ancillary content such as mission, vision, values, and/or beliefs. Describe how the school embodies its purpose through its program offerings and expectations for students.

(Type responses using complete sentences, spellcheck and grammar check. 6000-character limit)

### **Notable Achievements and Areas of Improvement**

Describe the school's notable achievements and areas of improvement in the last three years. Additionally, describe areas for improvement that the school is striving to achieve in the next three years.

(Type responses using complete sentences, spellcheck and grammar check. 6000-character limit)

### **Additional Information**

Provide any additional information you would like to share with the public and community that were not prompted in the previous sections.

(Type responses using complete sentences, spellcheck and grammar check. 6000-character limit)



# SCHOOL WEBSITES ARE IMPORTANT TO ACCREDITATION PROCESS

## 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





# MAKE SURE YOUR SCHOOL WEBSITE REFLECTS ALL SCHOOL IMPROVEMENT PROCESSES



# 6. DISTRICT PLAN UPDATES & SIP SUPPORT



# DISTRICT PLANS SUPPORT

The following contacts can assist with components of the SIP:

- **K-12 READING PLAN:** Mildred Grimaldo 754-321-1866
- **MTSS/RtI PLAN:** Adrienne Dixson 754-321-1655
- **SOCIAL EMOTIONAL LEARNING PLAN (SEL):** Daniel Shapiro 754-321-1678
- **SCHOOL-WIDE POSITIVE BEHAVIOR PLAN:** Shavonda Mitchum 754-321-1706
- **ATTENDANCE PLAN:** Phil Shaver 754-321-1623
- **SCHOOL COUNSELING PLAN:** Danny Tritto 754-321-1677
- **EQUITY PLAN:** Cassandre Davis 754-321-1600
- **BPIE:** Barbara Krakower 754-321-3400
- **FAMILY AND COMMUNITY ENGAGEMENT PLAN (FACE):** Aneatra King 754-321-1599
- **TITLE I:** Adriana Karam 754-321-1417



# BEST PRACTICES IN INCLUSIVE EDUCATION (BPIE)

1. Click on the BPIE Documents Tab

Best Practices in Inclusive Education (BPIE)

BPIE Documents & Upload

2. Download the 'School BPIE Plan for SIP'

☆ Download Template for Best Practices in Inclusive Education (BPIE)

Files	
	Directions to Complete the School BPIE Annual Update
	School BPIE Plan for SIP
	School BPIE Quick Guide for SIP



School Best Practices for Inclusive Education (BPIE) Annual Update for School Improvement Plan

To be implemented in SY 2020/2021

School:	BPIE Contact Person:
Principal:	Direct Phone Number:

**Purpose of the BPIE:** The Best Practices for Inclusive Education (BPIE) is a structured assessment process designed to help schools identify priority needs, develop short-term and long-term improvement strategies and organize resources to support the implementation of inclusive practices school wide. This complies with Florida Statute 1003.57(1)(f) which mandates that every school and school district complete the process every three years.

**Directions to Complete the School BPIE Annual Update for School Improvement Plan**

1. Upload the current School BPIE Assessment conducted by your school team (the BPIE assessment is conducted EVERY THREE YEARS).
2. Download the BPIE Annual Update for School Improvement Plan Template.
3. Complete the contact information for your school.
4. Refer to the School BPIE Assessment to view the Prioritized indicators selected at the end of the document.
5. Determine which of those prioritized indicators the school will focus on for the current school year.
6. Complete the table: the indicator #, activities/efforts planned and method to monitor progress towards improvement.
7. If needed, please refer to the Examples of Evidence of Practice for a selected indicator (in the School BPIE Assessment document) to assist you completing planned activities.

# Selected Prioritized Indicator	Planned Activities for Improvement in the Prioritized indicator	Method of progress monitoring improvement in the selected Prioritized School BPIE Indicator

*If you have questions about completing this document, please contact your Florida Inclusion Network facilitator: [barbarakraker@browardschools.com](mailto:barbarakraker@browardschools.com) or [bari.aronson@browardschools.com](mailto:bari.aronson@browardschools.com)*

Updated 3.5.2020 Revised



# BEST PRACTICES IN INCLUSIVE EDUCATION (BPIE)

3. Complete the *School BPIE Plan for SIP* – which prioritized indicators are the focus for actions THIS School year?

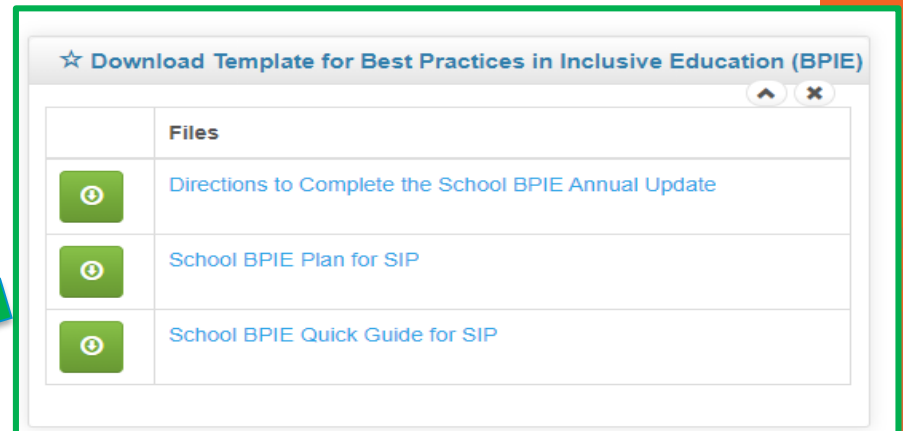
then UPLOAD TWO DOCUMENTS.....

4. Upload the *School BPIE Plan for SIP*

5. Upload the *School BPIE Self-Assessment* (most current assessment conducted every THREE years)

Not sure how to locate this document?  
Refer to the *School BPIE Quick Guide for SIP*

Questions?? Contact FIN Facilitators:  
[barbarakraker@browardschools.com](mailto:barbarakraker@browardschools.com)  
[bari.aronson@browardschools.com](mailto:bari.aronson@browardschools.com)



Reminder



## TITLE I COMPLIANCE SCHOOL LEADERSHIP TEAM AND TITLE I LIAISON

**\*\*\*TITLE I eBINDER DEADLINE WAS DECEMBER 18, 2020\*\*\***

**BE SURE YOUR SCHOOL HAS FULFILLED THIS COMPLIANCE ITEM BY  
FOLLOWING UP WITH YOUR SCHOOL'S TITLE I LIAISON.**

Contact the person tasked with completing your school SIP  
and Title I Addendum.

The Title I Liaison, will be required to upload 3 items to the Title I  
eBinder (compliance item B1):

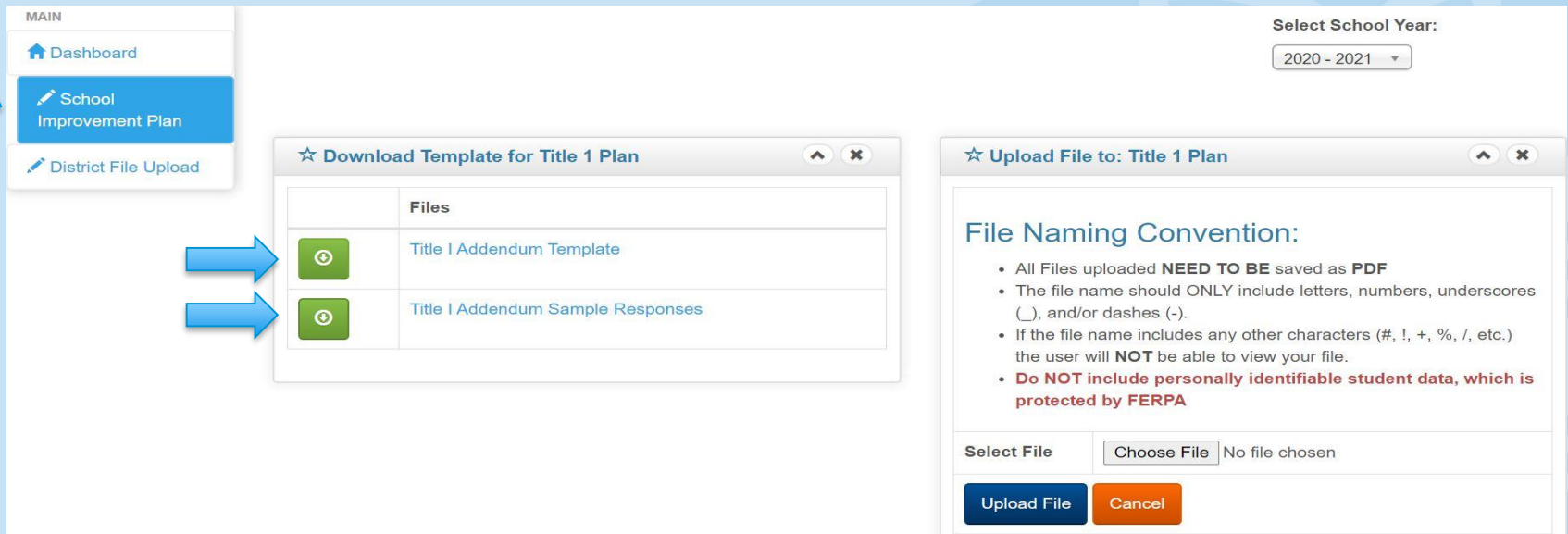
- 1- Completed SIP
- 2- Approved Title I Addendum Feedback Form
- 3 – Approved Title I Addendum Plan





# 2020-2021 TITLE I SIP/ADDENDUM REQUIREMENT

## ALL TITLE I SCHOOLS:

**ESSA category schools (CS&I and TS&I)** and **Non-ESSA schools** must complete the Title I Addendum Plan in OSPA Central for the 2020-2021 school year.



The screenshot displays the OSPA Central interface. On the left, a 'MAIN' sidebar contains three menu items: 'Dashboard', 'School Improvement Plan' (highlighted with a blue arrow), and 'District File Upload'. The main content area shows two windows. The first window, 'Download Template for Title 1 Plan', contains a table with two rows of files: 'Title I Addendum Template' and 'Title I Addendum Sample Responses', both with green download icons. Two blue arrows point to these rows. The second window, 'Upload File to: Title 1 Plan', displays a 'File Naming Convention' section with a bulleted list of rules. Below this is a 'Select File' section with a 'Choose File' button and 'No file chosen' text, and 'Upload File' and 'Cancel' buttons. In the top right corner, there is a 'Select School Year:' dropdown menu set to '2020 - 2021'.

Files	
	Title I Addendum Template
	Title I Addendum Sample Responses

**File Naming Convention:**

- All Files uploaded **NEED TO BE** saved as **PDF**
- The file name should **ONLY** include letters, numbers, underscores ( \_ ), and/or dashes ( - ).
- If the file name includes any other characters ( # , ! , + , % , / , etc. ) the user will **NOT** be able to view your file.
- **Do NOT** include **personally identifiable student data, which is protected by FERPA**

Select File  No file chosen

*(\*see sample responses in OSPA Central – School Improvement Plan - Title I Addendum Plan)*



## TITLE I ADDENDUM – 18 AREAS

1. School Needs Assessment	7. Title II (ESOL)	13. Head Start
2. Strategies to attract qualified teachers	8. Title IX (Homeless)	14. Adult Education
3. Title I Part A fund use	9. Supplemental Academic Instruction (SAI)	15. Career and Technical Education
4. Title I Part C (Migrant)	10. Violence Prevention	16. Job Training
5. Title I Part D (Neglected and Delinquent)	11. Nutrition Program	17. Pre-School Transition/Middle School Orientation
6. Title II (Professional Development)	12. Housing Program	18. Professional Development Plan (Chart of specifics)





# TITLE I FEEDBACK- Uploaded in OSPA CENTRAL

- **Title I Feedback Form** should already be uploaded in OSPA Central by your assigned Title I Program Specialist. Reviews will continue until you receive an approved feedback form.



Broward County Public Schools  
Title I, Migrant and Special Programs Department  
2020 - 2021 Title I Addendum Review

School Name: Location #: Review Date:	Complete	Incomplete/ Needs Revision	Supervisor Comments
1. Comprehensive Needs Assessment			
2. Strategies to attract high-quality, highly qualified teachers			
3. Title I, Part A fund use			
4. Title I, Part C (Migrant)			
5. Title I, Part D (Neglected, Delinquent)			
6. Title II, (Professional Development)			
7. Title III, (ESOL)			
8. Title IX (Homeless)			
9. Supplemental Academic Instruction (SAI)			
10. Violence Prevention			
11. Nutritional Program			
12. Housing Program			
13. Head Start			
14. Adult Education			
15. Career and Technical Education			
16. Job Training			
17. Pre-School Transition/ Middle School Orientation			
18. Professional Development Plan (Only Title I Schools with Professional Development allocation in their budget)			
Approved!			Revision(s) needed!

## Title I Addendum

Title I Addendum

File Name	File Uploaded By	Upload Date	Locked/Reviewed By	Locked/Reviewed Date	
Mirror-Lake-Elem.-Title-I-Addendum.pdf	<input type="text"/>	9/22/2019	Adriana Karam	10/23/2019	
Mirror-Lake-ES---Title-I-Addendum-Review-19-20-(2).pdf	Adriana Karam	10/23/2019	Adriana Karam	10/23/2019	

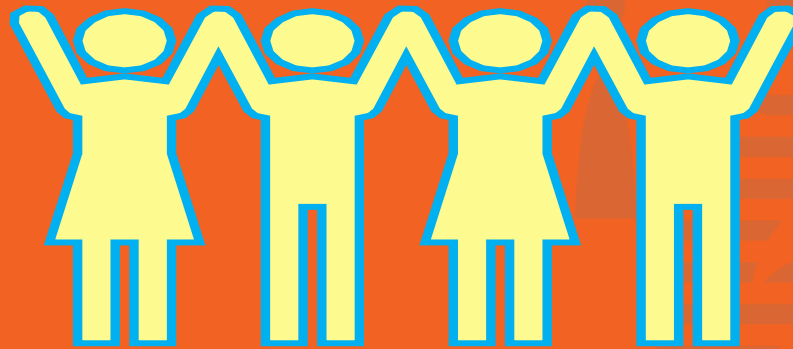


## Title I Addendum Best Practice

- Title I Addendum sample responses are within your OSPA Central site OR within the Title I eBinder tab: **"TITLE I FORMS/ School Improvement."**
- Be sure that you include your administrative or SIP Team for guidance in completing the Title I Addendum.
- Complete ALL 18 areas in a detailed, narrative format; no blank answers or N/A responses. Indicate if the program/service is applicable or not to your school in a complete statement. *EX: "For the 20-21 school year, this program is not offered at..."*
- Refer to other in-house school plans for consistency (i.e. Title I Budgets, PFEP, FACE, SPBP).
- The Professional Development Plan should include funding source and amounts (\$\$\$). Title I PD budget plan is included in your 20-21 Title I eBinder.



# WE ARE HERE TO HELP YOU HAVE A SUCCESSFUL THIRD QUARTER!



Questions? Call Kelli Blackburn Coordinator of School Improvement 754-321-3636

