



OFFICE OF SERVICE QUALITY

SCHOOL IMPROVEMENT TRAINING – QUARTER 2 2018 - 2019

Based on survey results we will provide help sessions today for:

- Attendance Plan
- Behavior Plan
- FACE Plan
- SEL Plan
- School Counseling Plan
- Goals Strategies & Activities

Please sign up for a 5-minute time slot at stations in the Small Training Room

RtI & SAC Documentation will be covered in your cadre's table group



Thanks for doing a
FANTASTIC JOB
with the SIP!



School Improvement TRAINING AGENDA

1. SCHOOL
IMPROVEMENT
UPDATES

2. STRATEGIES
FOR RECRUITING
SAC
MEMBERS

3. PLANNING
AND
CONDUCTING
SAC
MEETINGS

4. ORGANIZING
MANDATORY
JOINT
SAC/SAF
MEETINGS

5. SHARING BEST
PRACTICES FOR
SUCCESSFUL SCHOOL
IMPROVEMENT
PROCESSES

6. SIP FEEDBACK

- ATTENDANCE PLAN
- FACE PLAN
- MTSS/RtI PLAN
- BEHAVIOR PLAN
- SEL PLAN
- SCHOOL COUNSELING PLAN
- GOALS, STRATEGIES & ACTIVITIES



1. SCHOOL IMPROVEMENT UPDATES





Florida PBIS Model Schools 2017-2018



Atlantic West ES



Coconut Creek HS



Falcon Cove MS



Fort Lauderdale HS



Lake Forest ES



Liberty ES



Margate ES



Margate MS



McNicol MS



New River MS



Pinewood ES



Watkins ES



William Dandy MS

Pick up your banner at the PBIS / SPBP booth!!



QUARTER 2 SCHOOL IMPROVEMENT DATES/DEADLINES

<p>February 1, 2019</p>	<p><u>Mid-Year Reflection</u> 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.</p>
<p>February 1, 2019</p>	<p><u>A+ Fund Plans</u> (This is a mandatory FLDOE deadline) Qualifying schools must complete upload all documentation to OSPA Central</p>
<p>February 8, 2019</p>	<p><u>New Waiver Applications</u> Completed, signed, and submitted to Office of Service Quality for approval</p>
<p>February 26, 27 & March 1, 2019 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30</p>	<p><u>SIP Training</u> Topics: Monitoring SIP, SIP Planning for 2019-2020, & Attendance Plan, Behavior Plan, FACE Plan, Rtl Plan for 2019-2020</p>



OSPA/OSQ WEBSITE

**For all School Improvement
information, log on to:**

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



SIP ACCESS FOR STAKEHOLDERS

The SBBC SIP public view site can be found by logging on to:

http://www.broward.k12.fl.us/ospa/sw_select_school.asp

**STAKEHOLDERS CAN VIEW ALL
COMPONENTS OF
THE SCHOOL IMPROVEMENT PLANS
FOR EVERY SCHOOL**



SCHOOL IMPROVEMENT 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, Times and Locations 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



DESCRIPTIONS FOR WEBSITES

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.*



A+ RECOGNITION FUND

All schools that qualify for A+ Funds *Must complete the process by February 1st as required by Florida Statute 1008.36:*

- Schools that sustain high performance by receiving a school grade of "A;" or
- Schools that demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade; or
- Schools that improve more than one letter grade and sustain the improvement the following school year; or
- Schools designated as Alternative Schools that receive a school improvement rating of "Commendable" or improve at least one level.

Information about the A+ Fund Process may be found at:

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

Schools must place A+ documentation in the SAC Upload Center:

SAC Minutes, attendance and voting results for each A+ Recognition Funds Meetings

Information about Accountability Rules and School Grade Calculations

<http://www.fldoe.org/contact-us/search.stml?q=School+Recognition+Fund>

Important Note - Florida Statute 1008.36 states:

"If school staff and the School Advisory Council cannot reach agreement by February 1, the award must be equally distributed to all classroom teachers currently teaching in the school."



MANDATORY DOCUMENTATION

**A+ SCHOOL RECOGNITION FUND DOCUMENTS
MUST BE PLACED IN THE SAC UPLOAD
CENTER 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**



NEW WAIVERS for 2019-2020

ALL WAIVER INFORMATION CAN BE FOUND AT:
<https://www.browardschools.com/Page/35407>

Intent to Apply Form: Have been approved for 10 schools.

New Waiver Applications: Must be completed by February 8, 2018
Only schools that have completed an **Intent to Apply Form** and have been given permission to proceed may submit an application.

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.



GOALS, STRATEGIES & ACTIVITIES

☆ School Improvement Plan: Goals, Strategies, and Activities.

For each Best Practice, describe the improvement goal with specific targets and create an action plan based on the elements below.

Goal	<input type="text"/>
Strategies/Activities	<input type="text"/>
Persons Responsible	<input type="text"/>
Deadline	<input type="text" value="mm/dd/yyyy"/>
Professional Development	<input type="text"/> (if needed)
Budget	<input type="text"/> (Accountability Dollars)
Monitoring	<input type="text"/>
Results	<input type="text"/>

School Goals:

- Based on Pre-Populated Targets
- Must have Literacy Goal
- SMART Goals need to include Specific Strategies
- Accountability Money must be earmarked in BP #4

SMART Goal

- **Specific:** explicit about what will change and when
- **Measurable:** quantified and tracked with assessments and other data
- **Attainable:** challenging and realistic
- **Results-focused:** direct impact student learning
- **Time-bound:** Goal has a specific timeframe for completion.



SIP Checklist for Quarter 2

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.

Info	Executive Summary
BP #1	PLC Meeting Schedule
BP #2	Rtl Team Meeting Schedule MTSS-Rtl Plan Schoolwide Behavior Plan School Counseling Plan Attendance Plan SEL Plan
BP #3	FACE Plan eProve Survey Results SAC UPLOAD CENTER: <ul style="list-style-type: none"> • SAC Composition • SAC Meeting Schedule • SAC Bylaws • SAC Agendas • SAC Sign-In Sheets • SAF Agendas • SAF Sign-In Sheets • A+ Documentation • Waiver Documentation • Mid-Year Reflection
BP# 4	Goals, Strategies & Activities Title I School Plan (if required) FLDOE SIP (if required) BPIE



SAC COMPOSITION CHECKLIST

Per Florida Statute 1001.452, the SAC Membership must be kept updated.

Remember to Upload the revised SAC membership list to the SAC Upload Center.

It will be reviewed quarterly by your cadre's IF

Part I: 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)

	W	B	H	A	Ai	MR
SAC Percentages						
School Demographics						

Part III: Employment Status for SAC Members:

_____ % Employed by District (49% or less)
 _____ % Not employed by District (51% or more)



2. STRATEGIES FOR RECRUITING SAC MEMBERS



FLDOE RESOURCE 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**



ADVERTISE 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)**



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.



SAC MEMBERSHIP RULES

ALL SCHOOLS' SAC BYLAWS STATE:

A majority (more than half) of SAC members must not be employed by the Broward County School District. Required members include the school Principal, BTU Steward, School Advisory Forum (SAF) Chair (Co-Chair) or designee, Community School Representative, ESE, ESOL, and Gifted parent representatives, and students (if applicable). The ESE, ESOL, and Gifted representative must be a parent of a student at the school. One SAC parent member will be elected as an Innovation Zone (IZ) representative.

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.

All stakeholders are invited to attend SAC meetings as non-voting participants without regard to membership on the SAC.

Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken. All votes must be conducted orally. All members of the Council shall have one vote each. A voting member must be present (in person, by phone, or Skype/Facetime/Google Hangout, Etc.) to vote. (See Section Article VI, Section 9.)

Section 2. Term of Membership: Members of the SAC should attend SAC meetings on a regular basis. A SAC member will be removed from membership after two (2) unexcused consecutive absences from properly noticed SAC meetings. Vacancies will be filled as described above.

Section 3. Length of Term: Members of the School Advisory Council shall be elected for year term(s).

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.



SBBC POLICY 1403-A

SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL MEMBERSHIP

- Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (§ 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.



3. PLANNING AND CONDUCTING SAC MEETINGS



FLDOE SAC MEETING MINUTES TEMPLATE

Located on the OSPA website under Service Quality:

https://www.browardschools.com//cms/lib/FL01803656/Centricity/Domain/13618/SAC_Meeting_Minutes_Template.pdf

Also located on the FLDOE CIMS website:

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



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.



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 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



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 on the SAC.
- 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.



ROBERTS RULES OF ORDER

"The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion."
[Robert's Rules of Order Newly Revised [RONR (11th ed.), Introduction, p. liii]

Simplified Roberts Rules of Order:

http://www.intelec.org/public_docs/intSimplifiedRobertsRulesofOrder.pdf

Training Videos for Roberts Rules of Order and the Sunshine Law:

http://www.broward.k12.fl.us/talentdevelopment/html/committee_training-new.html



4. ORGANIZING MANDATORY JOINT SAC & SAF MEETINGS



SAC & SAF JOINT MEETINGS

MANDATORY PER SBBC POLICY 1403 & POLICY 1.3:

The School Advisory Council shall meet regularly and the schedule of meetings for the year will be determined and published in September for the current school year. The SAC and School Advisory Forum (SAF) will schedule a joint meeting semi-annually. Notification of all regular meeting places will be included in the minutes.

Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers / guests may not vote on School Advisory Council issues.

Section 2. Attendance of SAC members will be kept for all meetings. The Secretary or a designee will take attendance. Attendance records will be sent to the Area Superintendent.

Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be sent to the Area Superintendent, kept on file at the school and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted.



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/RtI
- Getting Ready for College (Naviance)
- The Broward Technical Colleges
- Presentation on any special projects or programs at your school



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



5. SHARING BEST PRACTICES FOR SUCCESSFUL SCHOOL IMPROVEMENT PROCESSES



BEST PRACTICES TEMPLATE

	How did you do it?	What were the results?
SIP COMPLETION		
RECRUITING SAC MEMBERS		
CONDUCTING SAC MEETINGS		



6. SCHOOL IMPROVEMENT PLAN FEEDBACK & ASSISTANCE



SIP STATIONS

- ATTENDANCE PLAN
- FACE PLAN
- MTSS/RtI PLAN
- BEHAVIOR PLAN
- SEL PLAN
- SCHOOL GUIDANCE PLAN
- BPIE



SIP TRAINING 2018-2019

Quarter 1: September 11, 12 & 14

Quarter 2: December 11, 12 & 14

Quarter 3: February 26, 27 & March 1

Quarter 4: April 23, 24, & 26 (New Dates)

