



OFFICE OF SERVICE QUALITY

SCHOOL IMPROVEMENT INFORMATION GUIDE Quarter 3 ~ 2021 – 2022

This guide was created to provide schools with all the SIP information needed for the third quarter of the school year. We are available to provide as much support as needed to support schools 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
QUARTER 3 DATES
& DEADLINES**

**2.
BCPS CUSTOMER
SURVEY 2021-22**

**3.
SIP MID-YEAR
REFLECTION**

**4.
SCHOOL ADVISORY
COUNCIL &
ACCOUNTABILITY
FUNDS**

**5.
COGNIA
ACCREDITATION 5
MORE YEARS!**

**6.
DISTRICT
DEPARTMENT
UPDATES & SCHOOL
IMPROVEMENT
SUPPORT**



1. SCHOOL IMPROVEMENT QUARTER 3 DATES & DEADLINES



SCHOOL IMPROVEMENT DATES/DEADLINES

SCHOOL IMPROVEMENT DATES/DEADLINES FOR QUARTER 3 OF THE 2021-2022 SCHOOL YEAR

November 13, 2021 Extended to December 10, 2021	Intent to Apply Waiver Form Forms must be submitted by schools applying for a new waiver or schools that have a waiver ending in 2021-2022 that stakeholders wish to continue.
November 29 – December 3, 2021	District Accreditation Review – The Cognia Review Team will conduct a virtual Accreditation review meeting with District Departments, Schools, and Stakeholders.
December 6 - 17, 2021	SAC Upload Center Requirements Ensure ALL 1 st and 2 nd Quarter (Aug. thru Dec.) SAC Meeting Agendas, Minutes (in draft form if not yet approved by SAC), and Attendance Forms have been uploaded as PDFs in the SAC Upload section of the BCPS SIP prior to the winter break.
January 11, 2022	SIP Information for Quarter 3 - Power Point posted on https://www.browardschools.com/Page/35378
January 13, 2022	Topics: School Improvement Updates, 21-22 BCPS Customer Survey, SIP Mid-Year Reflection, SAC Composition, Accountability Funds, Cognia Accreditation Review Results, District Department Updates, and SIP Support
January 21, 2022 Extended to January 26, 2022	Mid-Year Reflection Complete with the Leadership Team, review with SAC, and upload in the SAC Upload section of the BCPS SIP. CSI and SIG 4 Schools must enter information in the FLDOE SIP located in Florida CIMS.
February 1, 2022	A+ Fund Plans NOTE: Per the FLDOE, no money has been allocated for A+ Funds for the 2021-2022 school year.
February 4, 2022	New Waiver Applications Complete in the Waiver Database and submit signed copies to Office of Service Quality for approval.
March 1, 2022 - April 29, 2022	21-22 BCPS Customer Survey: Cognia eProve Survey This is an online survey for all school stakeholders with completion rate targets of 20% for parents, 40% for students, and 60% for teachers.
March 29, 2022	SIP Information for Quarter 4 - Power Point posted on https://www.browardschools.com/Page/35378 Topics: School Improvement Planning for 2022-2023, Writing SIP Goals, Organization, and Elections of SAC & SAF for next school year
April 22, 2022	Continuation Waivers Updated Applications All documentation required for continuation of a waiver should be completed & uploaded.

This timeline is subject change as the need arises. Revised January 2022.



2. BCPS CUSTOMER SURVEY 2021-22



Cognia eProve CUSTOMER SURVEYS

**Administration
Window:
March 1
through
April 29**

**The survey process &
access info. will be
posted in PIVOT
before March 1.**

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.

Student Survey

(Elementary: 3-5, Middle & High: 6-12)
This survey asks elementary, middle and high school students their opinions about their school, including their teachers, administrators, peers, and other aspects of their experiences at school.

Completion Targets:

**Parents 20%
Students 40%
Staff 60%**

Staff Survey

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



3. MID-YEAR REFLECTION



MID-YEAR REFLECTION for STATE and DISTRICT SIP SCHOOLS

The Mid-Year SIP Reflection is due on or before Wednesday, January 26, 2022.

STATE SIPS	DISTRICT SIPS
<p>Complete the Mid-Year Reflection in CIMS: https://www.floridacims.org/</p>	<p>Complete the Mid-Year Reflection using the <u>new online process</u> in the SIP within OSPA Central: https://web01.browardschools.com/ospa/ospa-central2/login.asp</p>
<p>Use the following link to access the State Mid-Year Reflection User Guide: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/Mid-Year%20Reflection%20Central%20Guide%20for%20District%20SIPs%20in%20CIMS.pdf or https://www.browardschools.com/Page/35378</p>	<p>Use the following link to access the District Online Mid-Year Reflection User Guide: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/Mid-Year%20Reflection%20Central%20Guide%20for%20District%20SIPs.pdf or https://www.browardschools.com/Page/35378</p>
<p>Make revisions in the “Monitoring, Evidence-based Strategies, and/or Action Steps” sections of the SIP to reflect the mid-year progress monitoring results if needed.</p>	<p>Make revisions in the “Strategies, Monitoring, and/or Professional Development” areas of the SIP to reflect the mid-year progress monitoring results if needed.</p>



4. SCHOOL ADVISORY COUNCIL (SAC) & ACCOUNTABILITY FUNDS



SAC MEETING REMINDERS

1. Meetings are held at school sites at a convenient time and location that will encourage participation of all stakeholders.

Agendas must be established prior to advertising the meeting.

2. All meetings must be advertised at least three days in advance and are subject to the Sunshine Law.

The meeting notice must plainly state the agenda, time, and location of the meeting.

3. Schools may choose to utilize Teams along with the live meeting. However, a quorum, 51% of SAC, must be met in person.

The meeting link must be included in the meeting notice.

4. Attendance and minutes must be taken at all meetings.

Upload PDF copies of the agenda, draft minutes, and attendance in the BCPS SIP SAC Upload Center monthly.

6. For meetings use the:

- [SAC Agendas Template @ https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC-Agenda-and-Minutes-Guidelines-12-5-2016.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC-Agenda-and-Minutes-Guidelines-12-5-2016.pdf)
- [SAC Sign-in Sheets from the online SAC Composition Program @ https://www.browardschools.com/Page/37642 \(See slide 20\)](https://www.browardschools.com/Page/37642)
- [SAC Minutes Template @ https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC Meeting Minutes Template.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC%20Meeting%20Minutes%20Template.pdf)



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 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 members in attendance at the in-person meeting.
- Making motions, discussion of motions, and voting on motions will be done 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. Reminder, Quorum must be met in person.
- 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.
- Questions and comments not addressed at the meeting will be noted by the secretary and may be addressed at a future meeting.



REQUIRED SAC DOCUMENTATION

The documents below must be uploaded into the SAC Upload Center in the BCPS SIP. If changes are made to any documents, the revised copies should be uploaded upon completion.

- **SAC Composition** (by Oct. 8, 2021, and if changes are made during the school year)
- **SAC Bylaws** (by Oct. 8, 2021)
- **SAC Agendas** (Monthly)
- **SAC Sign-in Sheets** (Monthly)
- **SAC Minutes** (Monthly in draft form if not yet approved by SAC)
- **Waiver documentation for New Waivers** (by Dec. 10, 2021, for the New Waiver Intent to Apply Form and Feb. 4, 2022, for New Waiver Applications only if the Intent was submitted)
- **Continuation Waivers** (by April 22, 2022, upload all required documentation)

***PDF all documents before uploading**



SAC MEETING ATTENDANCE

ONLY use the attendance forms on the Online SAC Composition Program site for ALL SAC meetings @ <https://www.browardschools.com/Page/37642>

Three forms are available for SAC meeting attendance:

- [Online Sign In Sheet for SAC Committee Members](#) (under the Attendance tab, see pic). Attendance can be taken, saved, and turned into an Excel Spreadsheet or PDF for archiving and uploading.
- [Printable Sign In Sheet for SAC Committee](#) (under the Sign-in Sheets tab, see pic)
- [Printable Sign-In Sheet for Guests](#) (under the Sign-In Sheets tab, see pic)

*SAC Committee & Guest Sign In Sheets must be uploaded as PDFs to the SAC Upload Center in the BCPS SIP monthly.

The screenshot shows the interface for the Broward Schools Virtual Counselor. At the top, there is a logo for Broward Schools and the text 'VIRTUAL COUNSELOR'. Below this, it says 'POWERED BY THE Broward County Public Schools DATA WAREHOUSE'. A navigation bar contains several tabs: Attendance, Membership, Sign In Sheets, Report, Help, and Logout. A blue arrow points to the Attendance tab, and an orange arrow points to the Sign In Sheets tab. Below the navigation bar is a black box with the text 'Committee Membership Maintenance'.



SAC MEMBERSHIP ABSENCES

Replacing SAC Members

- Per SBBC Policy 1403, School Advisory Councils can replace any member who has two consecutive unexcused absences from a SAC meeting that is noticed according to the procedures in the bylaws. (F.S.C.1001.452)
- The SAC Composition must always remain balanced. Any members that are removed must be replaced per the guidelines for election and appointment of SAC members.
 - The school is responsible for setting up the election and appointment process, which is reflected in the school's SAC bylaws.
 - The school should give reasonable written notice (at least three days) for the election of SAC members.
 - Information about any identified vacancies should be shared with all parents, school employees, and community members. Any candidates interested in serving on SAC should notify the principal or SAC Chair.
 - Once elections have taken place, schools should make updates to the SAC Composition as appropriate and upload a revised PDF copy to the SAC Upload Center in the District SIP.



ACCOUNTABILITY FUNDS

- SAC approves the spending of all accountability funds to support the goals and implementation of the school improvement plan.
- Outstanding fund balances must be listed on SAC meeting agendas each month until all funds are expended.

Spending Accountability Funds

- The SAC agenda must be detailed and include:
 - The total amount requested
 - A description of the items or services requested
 - The total cost of each item or service
- A quorum, 51% of SAC members, must be met and voting must be conducted early in the meeting.
- The SAC minutes must include:
 - A description of the items or services requested
 - The total amount requested and the cost of each item or service
 - All motions, including maker of the motion, the person seconding, the results of the vote, and any decisions made about spending the accountability funds



5. COGNIA ACCREDITATION 5 MORE YEARS!



COGNIA ACCREDITATION

 Established 1915
BROWARD
County Public Schools

Awarded
Districtwide
Accreditation For
Five More Years!

cognia

Thank
You!



MAKE SURE YOUR SCHOOL WEBSITE CONTINUES TO REFLECT ALL SCHOOL IMPROVEMENT PROCESSES



SCHOOL WEBSITES & SCHOOL IMPROVEMENT

SOME OF THE BASIC SCHOOL IMPROVEMENT INFORMATION THAT SHOULD BE POSTED ON ALL SCHOOL WEBSITES:

- Dates, Times and Locations of all School Advisory Council (SAC) Meetings
- SAC Bylaws
- Agendas & Minutes for SAC Meetings
- Link to SIP: <https://www.browardschools.com/Page/35378>
- Dates and Times of all School Advisory Forum (SAF) Meetings
- SAF Bylaws
- Agendas & Minutes for SAF Meetings
- Dates, Times and Locations of Area Advisory Meetings:
<https://www.browardschools.com/Page/35325>

HELPFUL HINTS WHEN REFERENCING SAC OR SAF WRITTEN OR VERBALLY:

- Do not use or 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



6. DISTRICT PLANS & SCHOOL IMPROVEMENT 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:** Marisa Kinney, 754-321-1623
- **SCHOOL COUNSELING PLAN:** Danny Tritto, 754-321-1677
- **EQUITY PLAN:** Tom Albano, 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)

There are over 250 schools that must complete the School BPIE assessment this school year. The list of schools was shared at the beginning of the school year. Synchronous sessions are offered the 2nd & 4th Monday of each month from 3:30 – 4:30 PM starting 9/13/2021 thru 5/9/2022 (except when the District is closed).
 Questions: Contact Bari Aronson or Barbara Krakower

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 in 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: barbarakrakower@browardschools.com or 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?

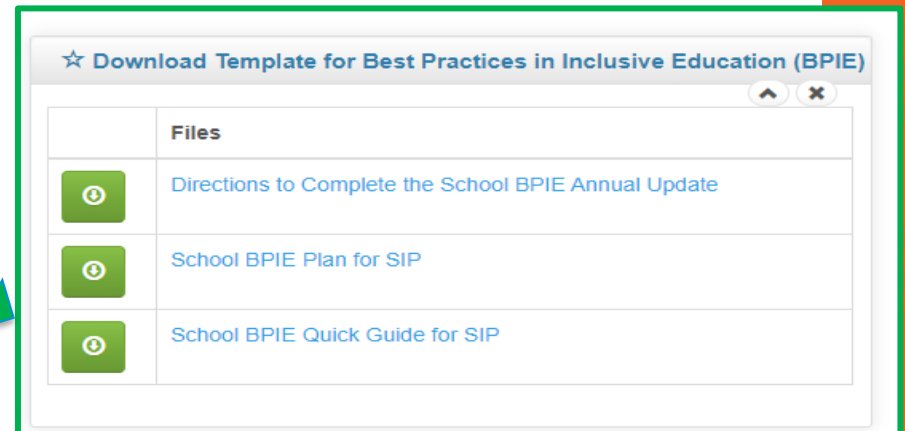
then UPLOAD TWO DOCUMENTS.....

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
bari.aronson@browardschools.com



SCHOOL IMPROVEMENT SUPPORT

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

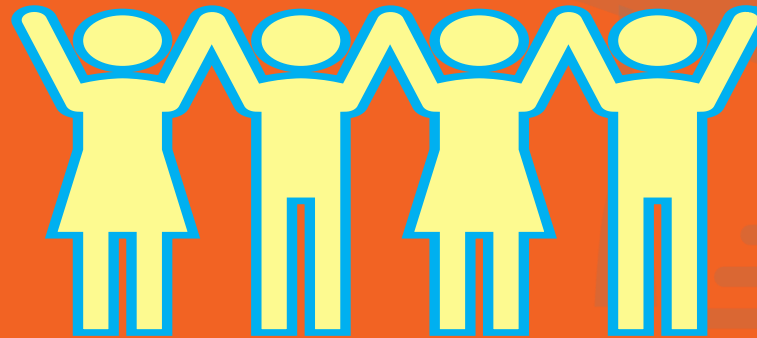
<https://www.browardschools.com/Page/35378>

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
- And Much More



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



Questions?

Call or email Kelli Blackburn, School Improvement Coordinator,
in the Office of Service Quality @ 754-321-3636

