

School Improvement Mini Lab

Wednesday, February 5, 2025



Contact the School Improvement Office for assistance at 754-321-3800

Agenda

SAC and SAF Upload Requirements

SIP Monitoring and 25-26 SIP Planning

BCPS Customer Survey

SAC and SAF Upload Center Requirements



SAC Upload Center Requirements to Date

All 1st and 2nd quarter School Advisory Council (SAC) and School Advisory Forum (SAF) PDF meeting documents should have been uploaded in the SAC Upload Center on January 10, 2025.

**If changes are made to any documents, upload the revised copies immediately.*

SAC & SAF Documents	Uploaded
SAC and SAF Meeting Dates	Yes
SAC Composition	Yes
SAC Bylaws	Yes
SAF Bylaws	Yes
August (Agenda, Minutes and Sign-In Sheets)	Yes
September (Agenda, Minutes and Sign-In Sheets)	Yes
October (Agenda, Minutes and Sign-In Sheets)	Yes
November (Minutes, Agenda and Sign-In Sheets)	Yes
December (Minutes, Agenda and Sign-In Sheets)	Yes
January (Minutes, Agenda and Sign-In Sheets)	Yes
Florida School Recognition Program (A+ Funds) required documents (if applicable)	Yes
New Waiver Process required documents (if applicable)	Yes

SIP Monitoring and 25-26 SIP Planning

T

Track Regularly

Track your data, your progress and action steps aligned to your goals.



Ensure minutes reflect discussions & feedback about SIP Monitoring and 25-26 SIP Planning.

I

Identify and Monitor Needs

Continue to monitor academic needs based on your areas of focus/goals. Use data to determine if there is a need to make shifts.

P


Progress

Communicate your progress with stakeholders.

S

Staples


Discussions **and** stakeholder feedback about your current School Improvement Plan (SIP) **and** 25-26 SIP Planning should be staples on your agenda and in minutes every meeting.



Lemon Lane High School

School Advisory Council Meeting
1000 Lemon Lane, Fort Lauderdale, FL 33301
(754) 321-0000
www.lemonlanehigh.com

Happy Holidays!



✕ School Improvement Plan (SIP) Monitoring: During the November 6th SAC meeting, the council discussed pushing up the start of ELO Camps to December for ELA, Math, Science, History and Course Recovery. Dr. Ice shared the ELO schedules for December – January as follows:

December 9-12 and 16-19, 2024 Media Center 3-5 pm	January 6-9, 13-16, 21-23 and 27-30, 2025 Media Center 3-5 pm
• Monday, Dec. 9 & 16 - ELA	• Monday, Jan. 6, 13, & 27 - ELA
• Tuesday, Dec. 10 & 17 - Math	• Tuesday, Jan. 7, 14, 21, & 28 - Math
• Wednesday, Dec. 11 & 18 - Science	• Wednesday, Jan. 8, 15, 22, & 29 - Science
• Thursday, Dec. 12 & 19 - History & Course Recovery	• Thursday, Jan. 9, 16, 23, & 30 - History & <u>Course Recovery</u>

□ Ms. Yellow presented an updated PowerPoint to share the data (see below) from the Common Formative Assessments (CFA) in ELA and Math on November 14 and 15, 2024 aligned to our SIP goals. Students in need (per the data) have been identified and targeted for small group instruction and ELA ELO Camp if they aren't currently registered.

- CFA Data:
 - Literacy Goal - Students in grades 9-10 decreased from PM1 from 46% to 40%.
 - Math - Students in Algebra 1 increased an additional 2% from PM1 48% to 50%.
 - Science - Achievement increased an additional 3% from PM1 64% to 67%.
 - Social Studies - Achievement decreased 1% from PM1 69% to 68%.

➤ **Mid-Year Reflection:** Due on January 31, 2025. At our January meeting we will be looking at all of our data (Baseline, PM1, CFAs, PM2, etc.) collectively to assess our progress toward our SIP goals, identify areas of strength and need, and make necessary adjustments to improve learning outcomes. At this time the department heads and academic coaches are analyzing and preparing the data for a thorough review amongst the leadership team.

✕ 2025-2026 SIP Planning: Per the new CFA data and the decrease, Ms. Sugar expressed that ELA may be a continued area of focus for the 25-26 SIP. She asked for feedback from the group. Mr. Parent commented that historically, achievement in ELA has fluctuated, and the school and SAC should follow the data very closely. He is confident the scores will improve. Mr. Sour agreed and so did the council and guests.



Lemon Lane High School

School Advisory Council Meeting

Agenda and Minutes, February 3, 2025



What's on the agenda?	What's in the minutes?
Introductions and Attendance (Determine if you have a Quorum)	All members were present. We have a quorum.
SIP Monitoring and 2025-2026 SIP Pre-Planning	<p>Ms. Yellow, the Literacy Coach, presented the mid-year CFA 4 data.</p> <p>Mid-Year (Dec./Jan.) to February CFA 4 Data Comparisons:</p> <ul style="list-style-type: none">• Literacy shows an increase from PM2 (40%) to 47%.• Algebra 1 increased from PM2 (50%) to 53%.• Science increased from 67% to 68%.• Social Studies remained the same at 68%. <p>SIP Pre-planning</p> <p>The ELO Camps are effective, and student attendance is very high. Starting in December was a great idea. Per the CFA 4 data, additional students have been identified for small group instruction and ELO camp if they aren't currently registered. For the upcoming school year, we may consider starting ELO camp for our lowest academic area in October through December, prior to the mid-year (PM2) assessment. The strategy should be included the SIP</p>
School Environmental Safety Incident Reporting (SESIR)	The SESIR Data as of February 1: No incidents reported.
Accountability Funds – Balance \$13,500	During the January meeting, we approved \$7,000 for ELO Camp teacher stipends for December -April.
Next Meeting/Adjournment	The next meeting will be held March 5, 2025, in the Lemon Bowl at 5:00 p.m. Ms. Blue made a motion to adjourn the meeting. It was seconded. All were in favor and the meeting was adjourned at 6:18 p.m.

Annual BCPS Customer Surveys (Cognia eProve) 2024 - 2025



BCPS Customer Surveys

(Stakeholder goals for each school)

Administration Window
Monday, March 3 – Friday, May 2, 2025

Parent Survey

Completion Goal

20%



Student Survey

Completion Goal

40%



Staff Survey

Completion Goal

60%



BCPS Customer Surveys (Parents, Staff, Students)

(Only Principals have access to the Cognia platform)

BCPS PARENT CUSTOMER SURVEY 2025

BCPS PARENT CUSTOMER SURVEY

BCPS SCHOOL STAFF CUSTOMER SURVEY 2025

BCPS SCHOOL STAFF CUSTOMER SURVEY

BCPS STUDENT (Grades 6-12) CUSTOMER SURVEY 2025

BCPS STUDENT (Grades 6-12) CUSTOMER SURVEY

BCPS STUDENT (Grades 3-5) CUSTOMER SURVEY 2025

BCPS STUDENT (Grades 3-5) CUSTOMER SURVEY



Stakeholders:

- ✓ Parents
- ✓ Staff
- ✓ Students

Stakeholders' Voices Matter





Planning With a Purpose

Think about the customers you serve at your school.

- What are some “best practices” that will enable you to meet the goal for your:
 - Staff surveys
 - Student surveys
 - Parent surveys





BEST PRACTICES

[Click here for the Padlet link](#)

Computers
available during
"Family Nights"

Send the survey links
through a parent
app (e.g., Class
Dojo, Remind, etc.)

Computers in the
front office during
parent pick up
and drop off

QR codes handed
out during arrival
and dismissal

Computers
available during
aftercare for
parents

Post QR codes on
social media

QR codes posted
on school's news
flyers

Advertise through
email, marquee or
social media (e.g.,
Twitter, Facebook, etc.)

During PTA
meetings

Advertise on the
school website

During SAC
meetings

Student incentives
for completing
surveys

BCPS Customer Surveys Planning Tool for Schools



2024-2025 BCPS Customer Surveys (Cognia eProve) Planning Tool



School Name: Lemon Lane High Survey Administration Window (Monday, March 3, 2025 – Friday, May 2, 2025)		
Parent Survey Completion Goal – 20% # of Parents: at least 89	Staff Survey Completion Goal – 40% # of Staff: at least 46	Student Survey Completion Goal – 60% # of Students: at least 502
Person(s) Responsible for implementing, monitoring & reporting progress:		
<ul style="list-style-type: none"> AP Tart Mr. Lime Mrs. Sugar Community Liaison Guidance Counselor 	<ul style="list-style-type: none"> AP Weather Mr. Sour 	<ul style="list-style-type: none"> AP Orange Mrs. Leaf Department Chairs
Best Practices for implementing and monitoring progress:		
<ul style="list-style-type: none"> Determine school meetings, events, and other opportunities for parents to take the survey. Create a survey calendar/schedule of events. Work with business partners to obtain incentives for parents and students. Monitor survey completion weekly via Cognia website & district dashboard. Provide updates during weekly leadership meetings. 	<ul style="list-style-type: none"> Determine staff meeting dates to administer the survey. Create a survey schedule for all staff members (instructional and non-instructional). Provide devices during the meetings. Monitor survey completion weekly via Cognia website & district dashboard. Provide updates during weekly leadership meetings. 	<ul style="list-style-type: none"> Determine the department(s), dates, and times students in 9-12 grade will take the survey. Create a survey schedule by grade level. Provide devices where needed. Monitor survey completion weekly via Cognia website & district dashboard. Provide updates during weekly leadership meetings.
List all school meetings, events, activities, etc. from March 3 – May 2, 2025.		
Meetings/Events/Activities/Etc.	Parent Survey Completion Ideas	
March, April, and May Post QR Code: <ul style="list-style-type: none"> Social media-Twitter School website, newsletter, flyers Student drop off/pick up locations Sports and club events School Meetings/Events for Stop & Survey: <ul style="list-style-type: none"> SAC, SAF, PTA, Academic Family Nights, Sports/Club events 	<ul style="list-style-type: none"> Post QR Codes weekly via our Twitter account, website, school newsletter, flyers, drop off/pick up, sports/club events. Provide a 20 minute "Stop & Survey" time at the start of each monthly (March, April, May) PTA, SAC, SAF, academic family night, etc. <ul style="list-style-type: none"> Ensure a laptop cart & iPads are available Upon completion, parents will receive incentives for their children (homework passes, free sports/school event tickets, discount coupons for school events, raffle tickets, etc.) 	



Getting the Word Out

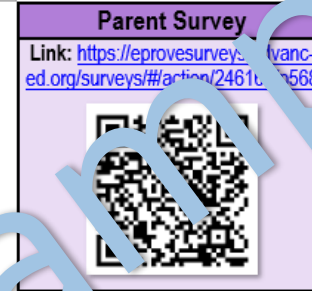
Advertise

- Flyers
- Posters
- School Website
- Email
- Parent Link
- Remind App
- Class Dojo
- Marquee
- School Events/Meetings
- SAC, SAF, PTA/PTO Meetings
- Sports Games
- School's Social Media

2024-2025 BCPS Parent Survey

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. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. The surveys will be available online in English, Spanish, Haitian Creole, and Portuguese. Thank you for taking your time to complete the survey.

To complete the survey, click on the link or QR Code:



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.



The survey will be available Monday, March 1, 2025 - Friday, May 2, 2025.

12/7/24

Customer Survey Resources



to get started:

- ✓ Refer to the survey resources “**Coming Soon**” on our website for guidance.
- ✓ **SIP Bites - Customer Survey**
- ✓ **SIP Bites - Customer Survey Responses**
- ✓ **Customer Survey Planning Tool**
- ✓ **Process and Communication Announcements for Stakeholders**

SIP Bites – Customer Survey
Kelli Blackburn, School Improvement Coordinator
January 10, 2025 - 1st of a 4-Part Series

The BCPS Customer Survey will be administered Monday, March 3, 2025 - Friday, May 2, 2025. This school year the Customer Survey and the Climate Survey are once again combined. They are co-administered (parents, staff and students) their opinions about all aspects of their school experience. The surveys will be available online only.

Administration Window: Monday, March 3, 2025 - Friday, May 2, 2025

Completion Targets: Parents 20%, Students 40% and Staff 60%. A SharePoint Dashboard, Customer Survey Tracking Tool for School, 2025, has been created for schools to assess the number of stakeholder surveys needed per group to meet the completion targets and your completed number of survey responses.

Stakeholder Access: (Updated bi-weekly in March and weekly in April - May 2)

Parent Survey Invitation: Use for all distributed communication. 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. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. The surveys will be available online in English, Spanish, Haitian Creole and Portuguese. Thank you for taking your time to complete the survey.
Parent Survey Link: <https://www.surveymonkey.com/s/browardschools2461516558>

School Staff Survey Invitation: Send the following survey invitation to staff via email. Surveys taken in a group setting generally have a positive effect on the completion rate.
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. 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.
Staff Survey Link: <https://www.surveymonkey.com/s/browardschools2461516558>

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 1-5) Survey Link: <https://www.surveymonkey.com/s/browardschools2461516558>
Middle and High (Grades 6-12) Survey Link: <https://www.surveymonkey.com/s/browardschools2461516558>

Note: A parent opt-out letter must be sent to parents at least 3 days prior to survey implementation for grades 6-12 students. The parent opt-out letter is available at <https://www.browardschools.com/2461516558>. Sample surveys are also available at <https://www.browardschools.com/2461516558>.

SIP Bites – Customer Survey Responses
Kelli Blackburn, School Improvement Coordinator
February 3, 2025 - Volume 4, Issue 11

The BCPS Customer Survey administration window is Monday, March 3, 2025 - Friday, May 2, 2025. Schools can check their survey response numbers in the BCPS Customer Survey Tracking by School - 2025 SharePoint Dashboard and the Climate website to identify the direction below.

Dashboard Access: (Updated bi-weekly in March and weekly in April - May 2)

1. Access the Dashboard by clicking on the vaults () in Office 365 and selecting **SharePoint** from the available Apps.
2. Search and select the **Research, Evaluation & Accountability** SharePoint.
3. On the "Quick Links" menu, select **Dashboards**.

2024-2025 BCPS Customer Surveys (Cognia eProbe) Planning Tool

School Name:	
Survey Administration Window (Monday, March 3, 2025 - Friday, May 2, 2025)	
Parent Survey Completion Goal: 20%	Staff Survey Completion Goal: 60%
Student Survey Completion Goal: 40%	
# of Parents:	# of Staff:
# of Students:	
Person(s) Responsible for implementing, monitoring & reporting progress:	
Best Practices for implementing and monitoring progress:	
List all school meetings, events, activities, etc. from March 3 - May 2, 2025.	
Headings/Events/Activities/etc.	Parent Survey Completion Ideas

2024-2025 BCPS Parent Survey

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. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. The surveys will be available online in English, Spanish, Haitian Creole, and Portuguese. Thank you for taking your time to complete the survey.

To complete the survey, click on the link or QR Code:

Parent Survey
Link: <https://www.surveymonkey.com/s/browardschools2461516558>

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.

YOUR VOICE Matters

The survey will be available Monday, March 3, 2025 - Friday, May 2, 2025.

Process and Communication for Parents and School Staff

PARENT SURVEY: Send the following survey invitation to parents and post on the school's website. Since the survey is only online, please make computers available for parents who may not have access to the internet.

PARENT SURVEY INVITATION - Use for all distributed communication:
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. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. The surveys will be available online in English, Spanish, Haitian Creole and Portuguese. Thank you for taking your time to complete the survey.

Parent Survey Link & QR Code: TBA

STAFF SURVEY: Send the following survey invitation to staff via email. Surveys taken in a group setting generally have a positive effect on the completion rate.

SCHOOL STAFF SURVEY INVITATION - Use for all distributed communication:
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. 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.

Parent Survey Link & QR Code: TBA

Process and Communication for Elementary, Middle and High School Students

Elementary and Middle: For elementary, only grades 3-5 will be asked to take best done in a lab or class setting. For middle and high, it is best to assign a staff member to be responsible for survey completion.

Invitation - Use for all distributed communication:
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.

3-5 Survey Link & QR Code: TBA

6-12 Survey Parent Survey Link & QR Code: TBA



Process and Communication for Parents and School Staff

PARENT SURVEY: Send the following survey invitation to parents and post on the school's website. Since the survey is only online, please make computers available for parents who may not have access to the internet.

PARENT Survey Invitation - Use for all distributed communication:

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. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. The surveys will be available online in English, Spanish, Haitian Creole and Portuguese. Thank you for taking your time to complete the survey.

Parent Survey Link & QR Code: TBA

STAFF SURVEY: Send the following survey invitation to staff via email. Surveys taken in a group setting generally have a positive effect on the completion rate.

SCHOOL STAFF Survey Invitation - Use for all distributed communication:

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. 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.

Parent Survey Link & QR Code: TBA



Process and Communication for Elementary, Middle and High School Students

STUDENT SURVEY/Elementary and Middle: For elementary, only grades 3-5 will be asked to take the survey and this is best done in a lab or class setting. For middle and high, it is best to assign a specific subject area to be responsible for survey completion.

STUDENT Survey Invitation - Use for all distributed communication:

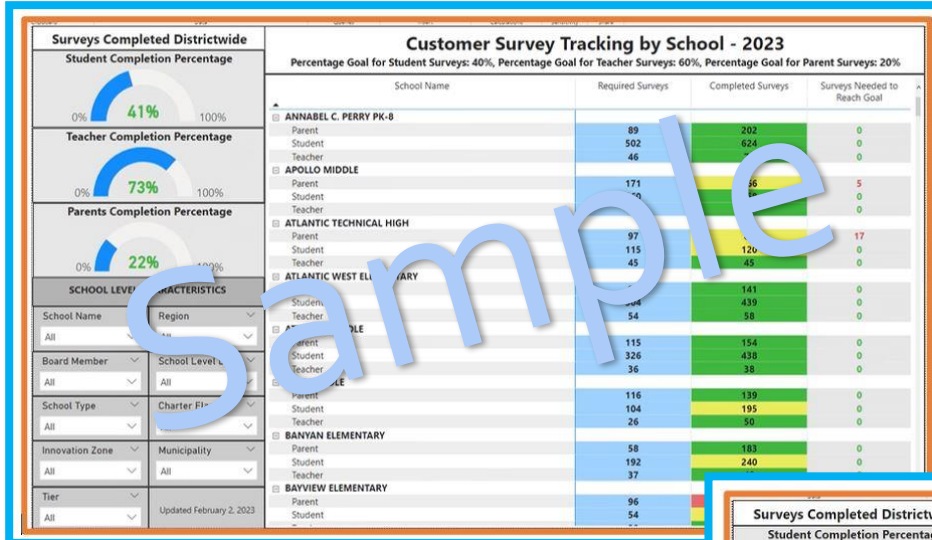
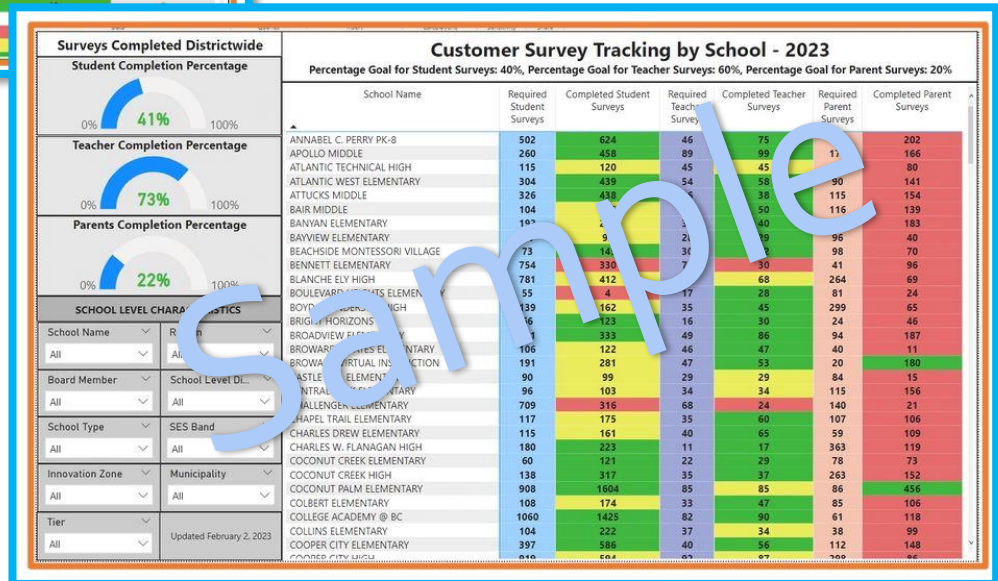
In an effort to improve system practices, the Broward County School District is conducting a Student Survey. We value your opinion and ask that you please take time to complete this survey. Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank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

Elementary (Grades 3-5) Survey Link & QR Code: TBA

Middle and High (Grades 6-12) Survey Parent Survey Link & QR Code: TBA



Dashboard - Customer Survey Tracking Tool

A graphic featuring a black and white line drawing of a megaphone on the left. To its right, the text "YOUR VOICE" is written in a bold, blocky font with a blue and purple striped pattern. Below it, the word "Matters" is written in a cursive, handwritten style in black.



Check Survey Response Numbers for Your School

- Go to <https://myjourney.cognia.org/login>
- Log in (**only the school principal has access**)

- Click on **eProve Surveys**



Reminder: Meeting Schedule

**School Improvement
Quarter 3
Meeting Schedule**

Quarter 3 Virtual Meetings

**A representative from your school (SAC Chair, Administrators, etc.) and the SAF Chair should attend one of the sessions below AM or PM.*


["Click Here" to Join the Quarterly Meeting](#)
Quarter 3 School Improvement Meeting

Wednesday, January 15, 2025	Thursday, January 16, 2025	Friday, January 17, 2025
AM Session All Regions 9 a.m.-11 a.m.	AM Session All Regions 9 a.m.-11 a.m.	AM Session All Regions 9 a.m.-11 a.m.
PM Session All Regions 12 p.m.-2 p.m.	PM Session All Regions 12 p.m.-2 p.m.	PM Session All Regions 12 p.m.-2 p.m.

Mini Labs & Open Labs

Mini Labs and Open Labs are optional support sessions available for SAC Chairs/Co-Chairs and Administrators to discuss and ask questions about school improvement.

Mini Labs – Topic Focused Sessions



BCPS Customer Survey – SAC Upload Requirements – SIP Monitoring

- February 5, 2025 ~ 9 a.m.-10 a.m. and 2 p.m.-3 p.m.

SAC Elections – BCPS Customer Survey Tracking by School Dashboard

- March 19, 2025 ~ 2 p.m.-3 p.m.

[Mini Lab Link](#)

Open Labs Q & A Sessions

Pop in any time with your School Improvement questions.

- January 22, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- January 29, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- February 19, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.
- March 12, 2025 ~ 9 a.m.-10 a.m. and 1 p.m.-2 p.m.

[Open Lab Link](#)

Q&A

You have

Questions

We have

Answers

The School Improvement Team Is Here To Support YOU!

Email or Call (754) 321-2500 and Visit our School Improvement Website

<https://www.browardschools.com/Page/47653>

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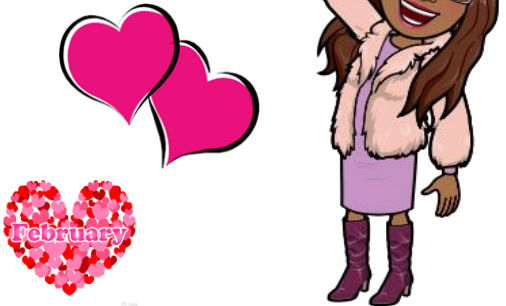


Tracey

HAPPY
VALENTINE'S
DAY



Wanda



Kelli



Jamillah





Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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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 email eeo@browardschools.com.

browardschools.com