



OFFICE OF SERVICE QUALITY

SBBC WAIVER PROCESS

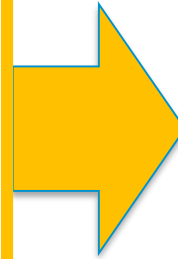
WAIVER RULES:FLORIDA STATUTES

Waiver: Florida law requires each district school board to establish a process by which a school can ask for the setting aside of school-district policy, School Board-approved guidelines, or labor contract article for the purpose of school improvement. Waivers may result in permanent policy or contract changes if proven to be effective solutions to identified barriers.



Office of Service Quality's (OSQ) Vision:

To serve all internal and external stakeholders. OSQ staff is committed to excellence, while providing guidance and support on the implementation of policy, procedures, law, and school improvement.



School Improvement

- A+ Recognition Funds
- District Accreditation
- Customer Surveys
- Differentiated Accountability (DA)
- Every Student Succeed Act (ESSA)
- SAC Compositions
- School Improvement Plans (SIP)
- Turnaround Option Plans
- Waivers



ALL SCHOOL IMPROVEMENT INFO

Located on the Office of School Performance and Accountability (OSPA) website, under the Office of Service Quality (OSQ)

<https://www.browardschools.com/site/Default.aspx?PageID=34522>

- All Training Power Point Presentations Posted
- View any school's School Improvement Plan
- 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



On the OSPA website
click on Service Quality

SCHOOL PERFORMANCE AND ACCOUNTABILITY (OSPA)

- Overview
- Schools by Cadre
- Service Quality**
- BEST Blueprint
- Coaching and Induction
- Leadership Development
- Staff Directory

OFFICE OF SERVICE QUALITY INITIATIVES

- About Us
- A+ Recognition Funds
- Accreditation
- Department of Education Reports
- Differentiated Accountability (DA)
- Field Trips
- Innovation Zones
- + School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Improvement Grant (SIG)
- School Improvement Plan (SIP)
- Student Success Opportunity Schools (SSOS)
- Waivers



SCHOOL IMPROVEMENT DATES/DEADLINES FOR THE 2019-2020 SCHOOL YEAR

Event Date/Deadline	Event/Document
September 10, 11 & 12, 2019 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training - Quarter 1 Topics: School Improvement Plan Information, SAC Composition, SAC Bylaws, eProve Survey Results, SIP Closeout, New Waivers, District Plans within the BCPS SIP, Title I Addendum, SAC Policy Compliance
September 13, 2019	Input Results of 2018-2019 SIP Enter results of goals and strategies in OSPA Central V2.0
October 3, 2019	SIP Completed in OSPA Central 2.0 Upload SAC, RtI, PLC Meeting Dates, and complete entire SIP Template on OSPA Central: FLDOE SIP, Title I Addendum, BPIE, Attendance, Behavior, MTSS/RtI, Equity Plan, School Counseling, SEL and FACE Plans.
October 17, 2019	SAC Composition Report & SAC Bylaws Completed and Uploaded in OSPA Central V2.0
November 15, 2019	Intent to Apply Waiver Form Must be submitted by schools applying for a new waiver or schools that have a waiver ending in 2018-2019 that stakeholders wish to continue
November 19, 20 & 21, 2019 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training - Quarter 2 Topics: Monitoring SIP, SAC Meeting Structure utilizing Roberts Rules of Order & Sunshine Law, A+ Process, Continuation Waivers and Mid-Year Reflection
January 23, 2020	Mid-Year Reflection 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.
February 1, 2020	A+ Fund Plans (This is a mandatory FLDOE deadline) Qualifying schools must complete upload all documentation to OSPA Central
February 6, 2020	New Waiver Applications Completed, signed, and submitted to Office of Service Quality for approval
February 25, 26 & 27, 2020 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training - Quarter 3 Topics: Monitoring SIP, SIP Planning for 2019-2020, & Attendance Plan, Behavior Plan, FACE Plan, RtI Plan for 2019-2020
March 2, 2020 - April 30, 2020	BCPS Stakeholder Survey: AdvancED eProve Survey Online survey for all stakeholders with completion rate targets of 20% for parents, 40% for students and 60% for teachers
April 23, 2020	Continuation Waivers Updated Applications All documentation required for continuation of a waiver completed & uploaded
April 21, 22 & 23, 2020 Schools Attend One Half-Day Session: 8:30-11:30 or 12:30-3:30	SIP Training Topics: School Improvement Planning for 2020-2021, Writing SIP Goals, Organization and Elections of SAC & SAF for next school year



INPUT RESULTS OF 2018-2019 SIP


- Log on to <https://web01.browardschools.com/ospa/ospa-central2/login.asp>
- Go to the 2018-2019 SIP and scroll to Best Practice #4
- Enter the measurable results for each SIP Goal

Strategies & Activities

10 records per page

Search:

Goal	Strategies	Persons responsible	Deadline	Professional Development	Budget	Monitoring	Results
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AGENDA

**1. SIP & THE
NEW DISTRICT
STRATEGIC
PLAN**

**2. SAC & SAF:
HOW DO THEY
WORK
TOGETHER?**

**3. SAC
COMPOSITION
MANADATORY
REQUIREMENTS**

**4. REVIEW,
REVISE &
APPROVE
SAC BYLAWS**

**5. FIRST SAC
MEETING:**

- Review SIP Goals
- A+ Fund
- New Waivers

**6. SUPPORT FOR
DISTRICT
PLANS WITHIN
THE SIP**



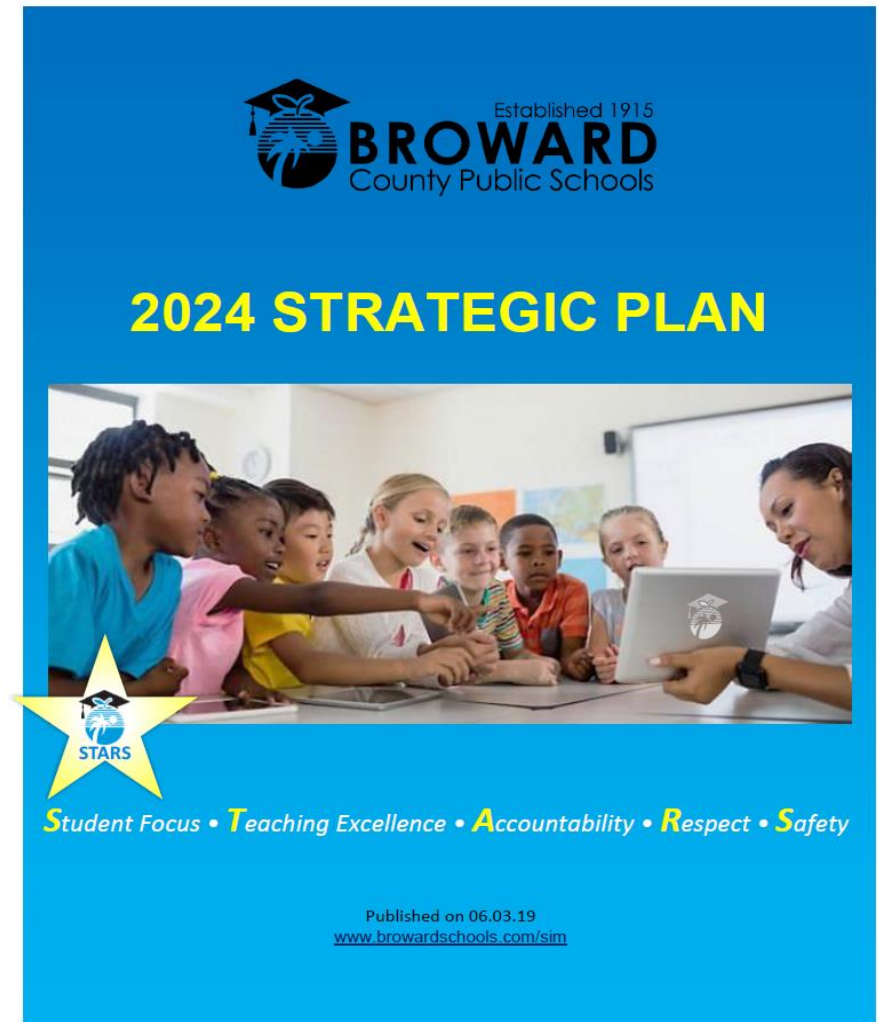
1. SIP AND THE NEW DISTRICT STRATEGIC PLAN



BCPS STRATEGIC PLAN BOOKLET

The **NEW** Strategic Plan can be downloaded from the BCPS website

<https://www.browardschools.com/Page/35711>



BCPS STRATEGIC PLAN

OUR CAMPAIGNS & INITIATIVES:

Support Services for All

- Student, Employee, & Supplier Diversity
- Prevention, Intervention, & Assistance
- Social-Emotional Learning



Student Experience

- Achievement & Equity
- College, Career, & Life Readiness (PreK-Adult)
- Personalized Pathways
- Enrollment Optimization



Retain, Develop, & Recruit

- Employee Retention & Recruitment
- Professional Learning for All
- Organizational Structure & Aligned Funding



Let's Connect

- Public Relations, Partnerships, & Legislation
- Internal Communication
- Marketing
- Customer Service



Our Data, Our Tools

- Data Governance & Use
- Tool Development, Implementation, & Use



Refresh, Redesign, & Reduce Risk

- Operational & Process Improvement
- Facilities & Asset Management
- Safety, Security, & Risk Mitigation



BCPS STRATEGIC PLAN



2024 Strategic Plan

OUR VISION: *Educating today's students to succeed in tomorrow's world.*

OUR MISSION: *Educating all students to reach their highest potential.*

OUR CORE VALUES:

Student Focus

Teaching Excellence

Accountability

Respect

Safety



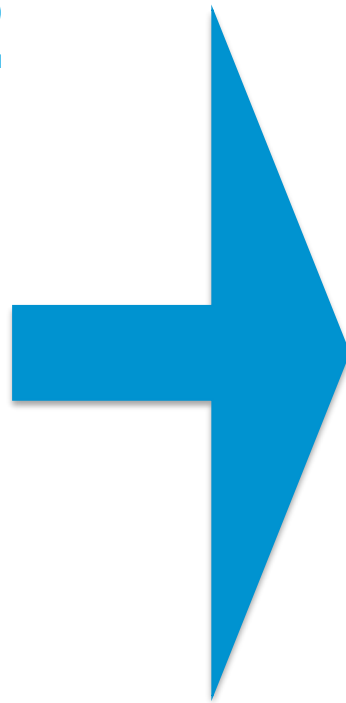
OUR GOALS:

High-Quality Instruction | Safe & Supportive Environment | Effective Communication



SCHOOL IMPROVEMENT PLAN (SIP)

**F.S.C. 1001.42
& SBBC
POLICY 1403
REQUIRE
ALL SIPs
INCLUDE**



- Baseline data to identify needs
- Expected student learning outcomes
- Strategies & timeframes for improvement
- Action steps for:
 - instructional strategies
 - budget (**MUST INCLUDE ACCOUNTABILITY FUNDS**)
 - training
 - instructional materials & technology
 - student support services and other resources
- Necessary training & technical assistance



BCPS SIP REQUIREMENTS

- All schools must complete the SBBC School Improvement Plan which is aligned with the District Strategic Plan
- SIP should be the collaborative work of the school leadership team with input from all stakeholders
- Plan must be completed & all district plans uploaded, by Oct. 3rd
- Progress of the SIP should be discussed regularly at SAC meetings
- The FLDOE SIP (Required for all DA Schools & ESSA Schools) is a component of the SBBC SIP
- The SAC Composition Report needs to be updated and uploaded as a PDF periodically to SAC Upload section to reflect the actual, current membership



HIGH QUALITY INSTRUCTION

Early Warning Indicators (Pre-Populated)

- Describe all intervention strategies employed by the school to improve academic performance of students identified by the Early Warning Indicators. (Schools input info)

School Report Card Link (FLDOE EduData: edudata.fldoe.org)

- To see subgroup data: Click on School Report Cards, enter the district name and chose the school from the drop-down menu. Click on the blue “details” button in the School Performance section and the FPPI subgroup data is listed.
- Schools will use this data for goals



HIGH QUALITY INSTRUCTION

School will complete Goals, Strategies and Activities or FLDOE SIP

- DA Schools and ESSA Schools have FL CIMS link: <https://www.floridacims.org/>
- Minimum Requirements: Literacy Goal and Lowest Subgroup Goal
- Each Goal: Must be SMART goal based on current data.
Need at least a Literacy Goal and a Lowest Subgroup Goal.
All goals will include:

Strategy/Activities - Clearly defined for each goal

Person(s) Responsible – Administrator assigned to oversee progress

Deadline – Realistic date for goal attainment

Professional Development – May or may not be needed

Budget – Must show how Accountability Funds are being spent

Monitoring – Tool or process to monitor progress

Results – Necessary to determine goal attainment



HIGH QUALITY INSTRUCTION

K-12 Comprehensive Reading Plan- Schools are required to address the following:

- Who is responsible to ensure classroom instruction is aligned to grade-level standards and what evidence is collected to demonstrate that classroom instruction is aligned to grade-level standards?
- What specific progress monitoring data is collected to determine that students by subgroups are progressing toward reading proficiency and who at the school level is responsible for collecting and reviewing student progress monitoring data?
- How does your school ensure that students that are not progressing towards individual and grade level goals are being monitored and provided with the appropriate interventions using the K-5 or 6-12 Identification/Intervention Reading Decision Chart?
- What instructional practices and resources are used at your school, including specially designed instruction for SWDs, to provide targeted supplemental intervention (Tier 2) and/or Intensive interventions (Tier 3) to students, when, and by whom?
- What type of professional learning have your teachers had to ensure that all classroom instruction is accessible to the full range of learners using Universal Designs for Learning (UDL) for effective instructional design (planning) and delivery (teaching)?
- Describe the activities implemented at your school to increase the percentage of ELLs becoming proficient on the ACCESS for ELLs.



SAFE & SUPPORTIVE ENVIRONMENT

Professional Learning Communities (PLC)

- PLC Meeting Schedule Schools input info in text box

District Plans

- All District Plans in the SBCPS SIP are word documents that can be down loaded from the SIP template in OSPA Central 2.0
- Each completed plan is then uploaded as a PDF document into the SIP in the corresponding section
- District department will provide feedback to the schools on the SIP in OSPA Central



SAFE & SUPPORTIVE ENVIRONMENT

District Plans Uploaded in PDF Format

- **Response to Intervention (MTSS/RtI) Plan**
- **Social Emotional Learning (SEL) Plan**
- **School-wide Positive Behavior Plan (SPBP) Plan**
(Due April 30)
- **Attendance Plan**
- **School Counseling Plan**
- **Equity Plan (NEW)**
- **Best Practices in Inclusive Education (BPIE)**
- **Title 1 Addendum (Appears for only Title 1 Schools)**



EFFECTIVE COMMUNICATION

SAC Documentation

- Schools upload all SAC documentation in PDF format in the SAC Upload Center: Minutes, sign-in sheets, SAC Composition, SAC Bylaws, all SAF documentation, Waiver Applications, A+ School Recognition Documentation, etc.

AdvancED eProve Survey Results

- Schools will upload a PDF copy of Parent, Staff & Students Survey Reports from: <https://www.advanc-ed.org/>)
- Schools respond in text box: *Explain the specific activities in which your school will participate to increase your ratings.*

Family and Community Engagement Plan (FACE)



SMART GOALS

Creating SMART Goals

- **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?



LITERACY GOAL

LITERACY GOAL

All schools must have a Literacy Goal

REFERENCE

Broward K-12 Comprehensive Research Based Reading Plan

<http://fldoe.org/academics/standards/just-read-fl/1819-readingplan.shtml>

The 2019-2020 plan is due April 30th to state with approval date of July 1st.

GOALS

Statements that state who will make what change, by how much, where and by when

SUGGESTED TARGETS

Academic Achievement

Parental Participation

Teacher Effectiveness

Professional development

Collaboration across numerous program areas



SUBGROUP GOAL

SUBGROUP GOAL

All schools must have a Subgroup Goal for the lowest subgroup(s) even if they are not required to do a FLDOE SIP

SUBGROUPS BELOW 41% ON THE FPPI (Federal Percent of Points Index)

All schools with subgroups below 41% in the FPPI will be required to complete a FLDOE SIP

REVIEW SUBGROUP DATA

Subgroup data for individual schools can be found at: <https://edudata.fldoe.org>

Click on School Report Cards, enter the district name and chose the school from the drop-down menu.

Click on the blue “details” button in the School Performance section and the FPPI subgroup data is listed.

SUGGESTED TARGETS

Academic Achievement

Parental Participation

Teacher Effectiveness

Professional Development

Collaboration across numerous program areas



STOP & JOT



2. SAC & SAF: HOW DO THEY WORK TOGETHER?



SAC/SIP & SAF SBBC POLICY

SAC/SIP: SBBC POLICY 1403 SCHOOL ACCOUNTABILITY & IMPROVEMENT:

Each school has a School Advisory Council (SAC) to facilitate the development and monitor progress of the annual School Improvement Plan. Agendas and minutes reflect annual needs assessment, SIP monitoring and allocation of Accountability Funds.

SAF: SBBC POLICY 1.3 SCHOOL ADVISORY FORUM:

Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council.

Both policies can be viewed at: <http://www.broward.k12.fl.us/sbbcpolicies/index.asp>



HOW DOES SAC RELATE TO SAF?

School Advisory Council (SAC)

Mandated by School Board Policy

Main purpose is increasing student achievement through school improvement

SAC Chair(s) can be Employee(s) and/or parent



School Advisory Forum (SAF)

Mandated by School Board Policy

Main purpose is communication between stakeholders, the school and the Area Advisory Chair

MUST be a parent

SAF Chair is a SAC voting member

SBBC Policy 1403: In addition to regularly scheduled SAC meetings, joint meetings shall be held semi-annually with the School Advisory Forum (SAF)



SAC AND SAF ELECTION PROCEDURES

Once a nominating committee is named (as per your school's bylaws) the following procedures should be utilized.

1. Send out memo to school parent population (or otherwise advertise to your entire community, a notice that SAF elections will be held at the May meeting of the school year. Request nominations!
2. The Nominating Committee may extend a courtesy call to each of the present SAF officers asking if they wish to stay on as officers for the next school year (again, check your bylaws for limits on terms of office).
3. The Nominating Committee compiles a slate of officers from the names they have received from steps 1 and 2. It is the charge of the nominating committee to slate that candidate who is best qualified for the position.
4. The Nominating Committee makes a courtesy call to each slated officer to inform them of their nomination and reconfirm their acceptance of the nomination.
5. The Nominating Committee presents slate of officers to membership either at a general meeting usually one month prior to the election. (Check your bylaws!)
6. The Nominating Committee conducts the elections. They present the slate at the election meeting and ask for nominations from the floor. **If there are no nominations** from the floor the slate can be voted on as is - one vote for the entire slate.
7. If there are nominations from the floor you can have either an open or closed ballot election. An open ballot is typically taken by a show of hands; a closed ballot is taken by written ballot. You must vote for each position for which there is more than one nominee. Then, you can vote on the remainder of the slate. (For example: there is a nomination from the floor for the position of recording secretary. You must have a vote for the position of recording secretary (either open or closed) and then vote on the remainder of the slate.)



AREA ADVISORY – SAF CHAIR MUST ATTEND OR DESIGNEE MUST ATTEND MONTHLY MEETINGS

District & Area Advisory Meetings 2019 – 2020

	District Advisory Steering Committee	District Advisory General Meetings	North Area Advisory Meetings	Central Area Advisory Meetings	South Area Advisory Meetings
MONTH	Chair: Carolyn Krohn Email: districtadvisorycouncil@gmail.com	Chair: Carolyn Krohn Email: districtadvisorycouncil@gmail.com	Chair: Jeff Bold Email: jeff.bold@stylemyown.com	Chair: Maritza Masseria Email: maritza_giraldo2001@yahoo.com	Chair: Debbie Espinoza Email: debbiespinozadac@gmail.com
AUG.	8/7/19 @ 7:00 PM Indian Ridge Middle School	8/21/19 @ 6:30 PM KCW Board Room	No Meeting Scheduled	No Meeting Scheduled	No Meeting Scheduled
SEPT.	9/25/19 @ 7:00 PM Indian Ridge Middle School	9/11/19 @ 6:30 PM KCW Board Room	9/19/19 @ 6:30 PM Monarch High School	9/20/19 @ 9:30 AM South Plantation High School	9/18/19 @ 9:00 AM McArthur High School
OCT.	10/30/19 @ 7:00 PM Indian Ridge Middle School	10/16/19 @ 6:30 PM KCW Board Room	10/24/19 @ 10:00 AM Coconut Creek HS	10/24/19 @ 6: PM Indian Ridge Middle School	10/23/19 @ 9:00 AM McArthur High School
NOV.	11/20/19 @ 7:00 PM Indian Ridge Middle School	11/13/19 @ 6:30 PM KCW Board Room	11/21/19 @ 6:30 PM Monarch High School	11/22/19 @ 9:30 AM South Plantation High School	11/20/19 @ 9:00 AM McArthur High School
DEC.	No Meeting Scheduled	12/11/19 @ 6:30 PM KCW Board Room	No Meeting Scheduled	No Meeting Scheduled	No Meeting Scheduled
JAN.	1/29/20 @ 7:00 PM Indian Ridge Middle School	1/15/20 @ 6:30 PM KCW Board Room	1/23/20 @ 10:00 AM Coconut Creek HS	1/23/20 @ 6:45 PM Indian Ridge Middle School	1/22/20 @ 9:00 AM McArthur High School
FEB.	2/26/20 @ 7:00 PM Indian Ridge Middle School	2/12/20 @ 6:30 PM KCW Board Room	2/20/20 @ 6:30 PM Monarch High School	2/21/20 @ 9:30 AM Piper High School	2/19/20 @ 9:00 AM McArthur High School
MAR.	3/18/20 @ 7:00 PM Indian Ridge Middle School	3/11/20 @ 6:30 PM KCW Board Room	3/12/20 @ 6:30 PM Monarch High School	3/13/20 @ 9:30 AM South Plantation High School	3/18/20 @ 9:00 AM McArthur High School
APR.	4/29/20 @ 7:00 PM Indian Ridge Middle School	4/8/20 @ 6:30 PM KCW Board Room	4/16/20 @ 6:30 PM Monarch High School	4/23/20 @ 6:45 PM Indian Ridge Middle School	4/15/20 @ 9:00 AM McArthur High School
MAY.	5/27/20 @ 7:00 PM Indian Ridge Middle School	5/13/20 @ 6:30 PM KCW Board Room	5/21/20 @ 6:30 PM Monarch High School	5/22/20 @ 9:30 AM South Plantation High School	5/20/20 @ 9:00 AM McArthur High School



ESE, ESOL AND GIFTED SCHOOL REP MUST ATTEND MONTHLY MEETINGS

	Exceptional Student Learning Support Advisory Meetings	ESOL Parent Leadership Council Meetings	Gifted Advisory Meetings
MONTH	Chair: Jacquie Luscombe Email: jacqui.goddard@westatlanticmedia.com	Chair: Maria Gabriela Salas Email: msalas1@hotmail.com	Chair: Laura Marsh Email: lbmarsh1953@gmail.com
AUG.	8/21/19 @ 6:30 PM Piper High School	No Meeting Scheduled	No Meeting Scheduled
SEPT.	9/18/19 @ 6:30 PM Piper High School	9/26/19 @ 6:30 PM Cypress Elementary School	9/4/19 @ 7:00 PM Plantation High School
OCT.	10/16/19 @ 6:30 PM Baudhuin Preschool	10/10/19 @ 10:00 AM Southwest Regional Library	10/2/19 @ 7:00 PM Plantation High School
NOV.	11/20/19 @ 6:30 PM Piper High School	11/21/19 @ 6:30 PM Indian Ridge Middle School	11/6/19 @ 6:00 PM Magnet and Innovative Showcase
DEC.	No Meeting Scheduled	No Meeting Scheduled	12/4/19 @ 7:00 PM Plantation High School
JAN.	1/15/19 @ 6:00 PM Family Resource Fair - Piper High School	1/23/20 @ 6:30 PM Indian Ridge Middle School	1/8/20 @ 7:00 PM Plantation High School
FEB.	2/19/19 @ 6:30 PM Piper High School	No Meeting Scheduled	2/5/20 @ 7:00 PM Plantation High School
MAR.	3/18/19 @ 6:30 PM Piper High School	3/19/20 @ 10:00 AM Southwest Regional Library	3/4/20 @ 7:00 PM Plantation High School
APR.	4/15/19 @ 6:30 PM Baudhuin Preschool	No Meeting Scheduled	4/1/20 @ 7:00 PM Plantation High School
MAY.	5/20/19 @ 6:30 PM Piper High School	5/14/20 @ 6:30 PM Indian Ridge Middle School	5/6/20 @ 7:00 PM Plantation High School



3. SAC COMPOSITION MANDATORY REQUIREMENTS



SAC MEMBERSHIP RULES

- Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (S 1001.452) a majority of the SAC member 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 or Chairs, a secretary, 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.



SAC PARENT POSITIONS

MANDATORY SAC POSITIONS FOR PARENTS ON EVERY SAC

- 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)

To increase awareness, SAC positions for parents can be listed on all forms of communication utilized by the school, especially the school website



SAC COMPOSITION GUIDE

SAC COMPOSITION REPORT GUIDE - <https://www.browardschools.com/Page/35320>

The SAC Composition Report provides schools a summary of their membership to assure compliance with School Board Policy and Florida Law.

- Part I is the SAC Members Employment Status. In alignment with School Board Policy and Florida Law, the SAC Membership must be a minimum of 51% non-School Board employees.
- Part II is the required SAC positions. There must be a minimum of 1 representative for each group as described. One person cannot hold multiple positions.
- Part III is the Race/Ethnicity Percentages Versus School Demographics. The School's Demographics data is provided to ETS by the Demographics & Student Assignments Department after the 10th day of each school year. The acceptable discrepancy between the SAC Membership and the School Demographics for ethnicity/race is +/-20%.



SAC COMPOSITION MEMBERSHIP

1. Go to OSPA website <https://www.browardschools.com/site/Default.aspx?PageID=34522> and click on Service Quality.
2. Under Initiatives click on School Advisory Council (SAC.)
3. Click Online SAC Composition Program under Quick Links
4. Enter username and password into SAC Online Program. Username is the school's location number and Password is the School's SIP SBBC Password
5. Committee Membership Maintenance screen appears. To add a member, click the 'Add Member' button at the bottom of the screen.
6. Document the Last Name, First Name, Position, Gender, Ethnicity, Email, SBBC Employee (yes/no), Parent of Student at School (Yes/No) and Add Date (current date). Click Update in lower right-hand corner. The individual is now added to the SAC Membership screen. Providing accurate email addresses is very important.
7. Under the Action column you can edit, delete or copy a member. Include the date a member resigns if that member voluntarily leaves the committee or misses two consecutive meetings with unexcused absences.
8. Click Edit to change information about an existing member. The online information that can be modified is Gender, Email, Parent of a Student at School, Position, Ethnicity, SBBC (School Board of Broward County) Employee and/or Add Date. Once completed click Update in bottom right hand corner.
9. Once SAC Composition is input, SAC meeting sign-in sheets for members and sign-in sheet for guests can be generated from this program.



STOP & JOT



4. REVIEW, REVISE & APPROVE SAC BYLAWS



SAC PURPOSE

ROLE OF SAC IS TO 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.



SBBC POLICY 1403 A

GUIDELINES FOR POLICY 1403: SCHOOL ACCOUNTABILITY AND IMPROVEMENT

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 (S 1001.452) a majority of the SAC members cannot be employees of the Broward County Public Schools. SAC members must include: Principal Teachers BTU steward (or designee) Parents Innovation Zone representative (must be a parent) SAF Chairperson (or designee – must be a parent) ESOL representative (must be a parent of a student 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) 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.



SBBC SAC BYLAWS

ARTICLE III. MEMBERSHIP

The School Advisory Council shall be representative of the ethnic diversity of the school's student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows: Principal Teachers BTU Steward (or designee) Parents I-Zone Representative (must be a parent) SAF Chair (or designee) ESOL Parent of a student at the school ESE Parent of a student at the school Gifted Parent of a 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)

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.



SBBC SAC BYLAWS

ARTICLE III. MEMBERSHIP (CONTINUED)

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.

If the elected team is not representative of the school community, as determined by the Principal and/or the Chief School Performance & Accountability Officer, the district school board shall appoint additional members to achieve proper representation.

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



SBBC SAC BYLAWS

ARTICLE III. MEMBERSHIP (CONTINUED)

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 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 one or two 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.



STOP & JOT



5. SAC AGENDA:

- Review SIP**
- A+ Fund**
- New Waivers**



REVIEW ENTIRE NEW SIP

POLICY 1403-A: SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

- 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.



NEW & CONTINUATION WAIVERS

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 by November 15, 2019. 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 6, 2020

Continuation Waivers:

All documentation must be completed by April 23, 2020. Remember: The faculty must vote to continue the waiver each year.

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.



A+ RECOGNITION FUND

- All schools that qualify for A+ Funds *Must complete the process by February 1 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 "Improving" 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/accountability/accountability-reporting/accountability-rules.shtml>

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.”



STOP & JOT



6. SUPPORT FOR DISTRICT PLANS WITHIN THE BCPS SIP



DISTRICT PLANS CONTACTS

- **K-12 READING PLAN:** Mildred Grimaldo 754-321-1866
- **MTSS/RtI PLAN:** Adrienne Dixson 754-321-1655
- **SOCIAL EMOTIONAL LEARNING PLAN (SEL):** Yarlle Nicolas 745-321-1675
- **SCHOOL-WIDE POSITIVE BEHAVIOR PLAN:** Tyyne Hogan 754-321-1655
- **ATTENDANCE PLAN:** Phil Shaver 754-321-1623
- **SCHOOL COUNSELING PLAN:** Daniel Shapiro 754-321-1678
- **EQUITY PLAN:** Kimberly Williams 754-321-1627 & Kesha Stark 954 621 7458
- **BPIE:** Barbara Krakower 754-321-3400
- **FAMILY AND COMMUNITY ENGAGEMENT PLAN (FACE):** Tonya Brown 754-321-1599
- **TITLE I:** Adriana Karam 754-321-1417



NEXT SIP TRAINING

NOVEMBER 19, 20 & 21, 2019

Have a great 1st quarter!

Questions? Call Donna Boruch

Coordinator of School Improvement 754-321-3636

