



## OFFICE OF SERVICE QUALITY

# SCHOOL IMPROVEMENT PLAN INFORMATION GUIDE Quarter 1 2021 – 2022

This guide was created to provide schools with all the SIP information needed for the first quarter of the 2020 -2021 school year. This Power Point should also be used for training and informational purposes at SAC meetings. We are available to provide as much support as needed to support schools as they work through the school improvement process. Please do not hesitate to reach out to us for assistance.

Office of Service Quality 754-321-3636



# INFORMATION TOPICS

**1.  
SIP &  
ACCREDITATION  
INFORMATION**

**2  
FLDOE SIP  
REQUIREMENTS  
FOR SI AND  
ESSA SCHOOLS**

**3.  
WRITING SMART  
GOALS TO ALIGN  
WITH DATA**

**4.  
CONDUCTING  
SAC  
MEETINGS**

**5 .  
DISTRICT PLANS  
IN THE  
BCPS SIP**

**6.  
SIP SUPPORT  
FOR 2021-2022**



# 1. SIP & ACCREDITATION INFORMATION



# SIP DATES/DEADLINES

Event Date/Deadline	Event/Document
August 1, 2021	<b>SIP Information for Quarter 1 – Power Point posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a></b> 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 and Conducting Virtual SAC Meetings
August 19, 2021	<b>Input Results of 2019-2020</b> - SIP Schools will Enter results of goals and strategies in OSPA Central V2.0
September 30, 2021	<b>SIP Completed in OSPA Central 2.0</b> Upload SAC, RtI, PLC Meeting Dates, and complete entire SIP Template on OSPA Central: FLDOE SIP, Title I Addendum and all District Department Plans
October 8, 2021	<b>SAC Composition Report &amp; SAC Bylaws</b> Completed and Uploaded in OSPA Central V2.0
October 19, 2021	<b>SIP Information Session for Quarter 2 - Power Point posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a></b> Topics: Monitoring SIP, SAC Meeting Structure utilizing Roberts Rules of Order & Sunshine Law, A+ Process, Continuation Waivers and Mid-Year Reflection
November 13, 2021	<b>Intent to Apply Waiver Form</b> Must be submitted by schools applying for a new waiver or schools that have a waiver ending in 2020-2021 that stakeholders wish to continue
November 15 -18, 2021	<b>District Accreditation Review</b> – Cognia Review Team will conduct a virtual Accreditation review meeting with District Departments, Schools, and Stakeholders
January 11, 2022	<b>SIP Information for Quarter 3 - Power Point posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a></b> Topics: Customer Survey 2020 Procedures, Monitoring SIP, Review of SAC Upload Documents, Continuation Waiver Requirements, and SIP Planning for 2020-2021.
January 22, 2022	<b>Mid-Year Reflection</b> Completed with the Leadership Team, reviewed with SAC, and uploaded in the SAC Upload section on the BCPS SIP. DA (now called School Improvement) Schools and SIG Schools must enter information in the FLDOE SIP located of Florida CIMS.
February 1, 2020	<b>A+ Fund Plans (This is a mandatory FLDOE deadline)</b> Qualifying schools must complete upload all documentation to OSPA Central
February 5, 2022	<b>New Waiver Applications</b> Completed in the Waiver Database and signed copies submitted to Office of Service Quality for approval.
March 1, 2022 - April 30, 2022	<b>BCPS Customer Survey: Cognia eProve Survey</b> Online survey for all stakeholders with completion rate targets of 20% for parents, 40% for students and 60% for teachers
March 29, 2022	<b>SIP Information for Quarter 4 - Power Point posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a></b> Topics: School Improvement Planning for 2021-2022, Writing SIP Goals, Organization and Elections of SAC & SAF for next school year
April 23, 2022	<b>Continuation Waivers Updated Applications</b> All documentation required for continuation of a waiver completed & uploaded



# ALL SCHOOL IMPROVEMENT INFO

Located on the Office of Service Quality (OSQ) website

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

- All Quarterly SIP Information Guide PowerPoints posted
- View any school's School Improvement Plan
- Access to all SIP information and process directions
- SAC and SAF rules and guidelines
- Accreditation documents and reports
- FLDOE school improvement updates
- Waiver process information, application and Intent to Apply form
- Log on to OSPA Central 2.0 to access SIP template
- Directions to access Customer Survey reports
- And so much more!



# SAC & SAF POLICY GOVERNS SIP

## 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**

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





# REVIEW SAC BYLAWS ANNUALLY

## SAC BYLAWS CONTAIN RULES FOR ALL SAC PROCESSES

### 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.





# ARTICLE III. - MEMBERSHIP

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.

- 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.



# REVIEW & UPLOAD BYLAWS OCT 8

- School Advisory councils need to review their Bylaws annually and revise them using the SAC Bylaws Template.
- Once the Bylaws have been revised and approved by SAC, they need to be submitted through the SAC Documentation Upload Center on the BCPS SIP.
- Schools are also expected to post their SAC Bylaws on their website, maintain a hard copy of their annual SAC Bylaws in the school's main office and ensure that they are available for anyone who may wish to see them.

## SECTIONS THAT CAN BE REVISED IN THE BYLAWS

- Article III - Section 3. Length of Term: Members of the School Advisory Council shall be elected for (ONE, TWO, Or THREE) year term(s)
- Article IV - Section 1. Officers of this committee will consist of (A CHAIRPERSON, CO-CHAIRPERSONS) and secretary.
- Article IV - Section 2. The officers shall be elected annually at the (AUGUST, SEPTEMBER, OCTOBER, APRIL, MAY, JUNE) meeting.
- Article IV - Section 3. Installation of new officers will be held at the (FIRST, SECOND) meeting of the school year



# SAC BEST PRACTICES

## RECRUITING SAC MEMBERS:

- Advertise positions with full name: School Advisory Council.
- Make sure stakeholders are aware of the purpose of the School Advisory Council.
- Discuss recruiting new members at a SAC meeting.
- Consider changing meeting times to be most convenient **for increased participation.**

## MAKE SAC PURPOSE CLEAR

- 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.
- 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.

## LIST SAC POSITIONS FOR PARENTS ON ALL FORMS OF COMMUNICATION, ESPECIALLY THE WEBSITE

- 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 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)



# SAC COMPOSITION DUE OCT. 8

## 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 one 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%.

## ONLINE SAC COMPOSITION PROGRAM DIRECTIONS – <https://www.browardschools.com/Page/37642>

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) then click Online SAC Composition Program under Quick Links
3. Enter username and password into SAC Online Program. Username is the school's location number and Password is school's SIP Password
4. Committee Membership Maintenance screen appears. To add a member, click the 'Add Member' button at the bottom of the screen.  
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.
5. 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.
6. 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.
7. Once SAC Composition is input, SAC meeting sign-in sheets for members and sign-in sheet for guests can be generated from this program.



# DIRECTIONS FOR WAIVERS

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

## NEW WAIVERS

- Intent to Apply for New Waiver Forms Must be filed with OSQ in November. Only schools that have completed an Intent to Apply Form will be allowed to submit a new waiver application.
- New Waiver Applications Must be completed on Waiver Database by February.
- Approval of New Waiver Applications Must be approved by the Board in May.
- New Waiver Begins Must begin in August.

## CONTINUATION WAIVERS

- Waiver Applications Must be updated yearly, with current school progress monitoring data, by April.
- Annual Waiver Vote The faculty must vote to continue the waiver each year of the waiver.

## PROFESSIONAL STUDY DAY DATES 2020-2021

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



<b>WAIVERS 2021-2022</b>	<b>TARGET AREA</b>	<b>START DATE</b>	<b>END DATE</b>	<b>STATUS</b>
Boyd Anderson HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Cooper City HS	Exam Exemption	18-19 SY	22-23 SY	Continuation
Cooper City HS	PSD - 8 days	18-19 SY	22-23 SY	Continuation
Coral Glades HS	PSD - 6 days	19-20 SY	23-24 SY	Continuation
Coral Springs HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Dave Thomas EC	PSD - 8 days	17-18 SY	21-22 SY	Continuation
Deerfield Beach HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Dillard 6-12	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Ely, Blanch HS	PSD - 8 days	18-19 SY	22-23 SY	Continuation
Everglades HS	Exam Exemption	19-20 SY	23-24 SY	Continuation
Everglades HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Flanagan, Charles HS	PSD - 6 days	13-14 SY	22-23 SY	Continuation
Fort Lauderdale HS	Exam Exemption	19-20 SY	23-24 SY	Continuation
Fort Lauderdale HS	PSD - 6 days	20-21 SY	24-25 SY	Continuation
Hollywood Hills HS	PSD - 8 days	19-20 SY	23-24 SY	Continuation
Lauderhill 6-12	PSD - 6 days	20-21 SY	24-25 SY	Continuation
Mc Arthur HS	PSD - 8 days	19-20 SY	23-24SY	Continuation
Millenium 6-12	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Miramar HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Miramar HS	Exam Exemption	20-21 SY	24-25 SY	Continuation
Monarch HS	PSD - 6 days	20-21 SY	24-25 SY	Continuation
Northeast HS	PSD - 8 days	17-18 SY	21-22 SY	Continuation
Nova HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Piper HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
Plantation HS	PSD - 6 days	18-18 SY	22-23 SY	Continuation
Pompano HS	4-day School Week	20-21 SY	24-25 SY	Continuation
Pompano HS	Early Release Days	20-21 SY	24-25 SY	Continuation
Pompano HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation
Seagull School	PSD - 5 days	18-19 SY	22-23 SY	Continuation
South Broward HS	PSD - 8 days	19-20 SY	23-24 SY	Continuation
South Broward HS	Exam Exemption	19-20 SY	23-24 SY	Continuation
South Plantation HS	PSD - 7 days	19-20 SY	23-24 SY	Continuation
Stoneman Douglas HS	PSD - 8 days	19-20 SY	23-24 SY	Continuation
Stranahan High HS	PSD - 8 days	18-19 SY	22-23 SY	Continuation
Taravella High HS	PSD - 8 days	20-21 SY	24-25 SY	Continuation
West Broward	PSD - 8 days	19-20 SY	23-24 SY	Continuation
Western HS	PSD - 6 days	18-19 SY	22-23 SY	Continuation
Whiddon Rogers Ed Center	PSD - 8 days	20-21 SY	24-25 SY	Continuation
<b>NEW WAIVER</b>				
Hallandale HS	PSD - 8 days	21-22 SY	25-26 SY	NEW
HD Perry EC	PSD - 8 days	21-22 SY	25-26 SY	NEW
Piper HS	Exam Exemption	21-22 SY	25-26 SY	NEW



# A+ RECOGNITION FUND

## A+ SCHOOL RECOGNITION FUNDS WILL ONLY BE PROVIDED TO SCHOOLS WHO OPT-IN TO SCHOOL GRADING BASED ON 2021 FSA RESULTS.

Rules: The [1008.36 Florida School Recognition Program](#) was created to provide financial awards to public schools that: (a) Sustain high performance by receiving a school grade of “A,” making excellent progress; or (b) Demonstrate exemplary improvement due to innovation and effort by improving a letter grade.

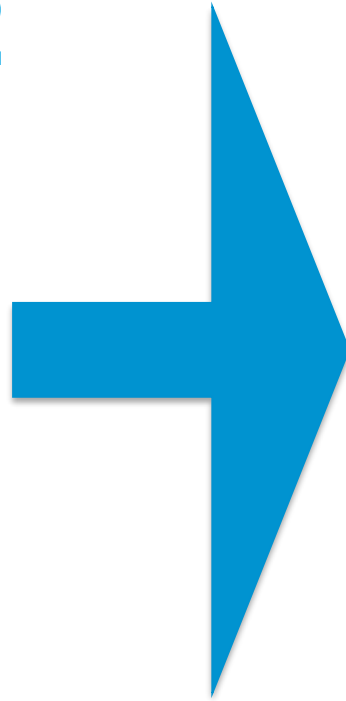
1. All public schools, including charter schools, that receive a school grade pursuant to s. [1008.34](#) are eligible to participate in the program.
2. The Florida School Recognition Program is created to provide financial awards to public schools that: (a) Sustain high performance by receiving a school grade of “A,” making excellent progress; or (b) Demonstrate exemplary improvement due to innovation and effort by improving a letter grade.
3. School recognition awards must be used for the following:
  1. Nonrecurring bonuses to the faculty and staff;
  2. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
  3. Temporary personnel for the school to assist in maintaining and improving student performance. Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.”





# BCPS SIP REQUIREMENTS

**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 COMPONENTS

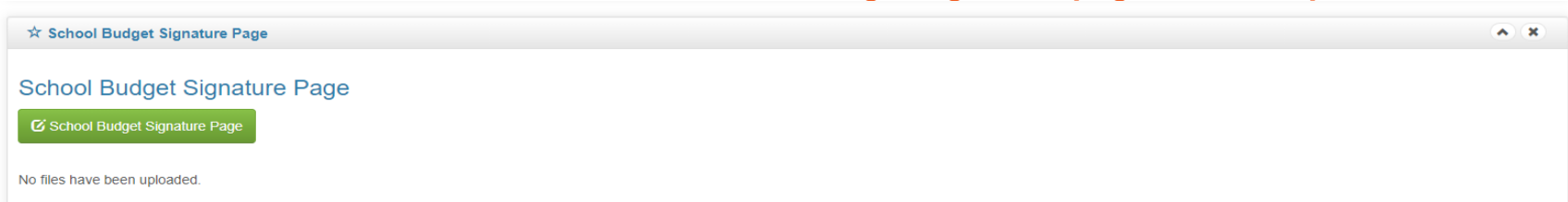
## ➤ SIP REQUIREMENTS

- SIP should be the collaborative work of the school leadership team with input from all stakeholders
- BCPS SIP must be completed & all district plans uploaded, by September 30, 2021
- SIP is required to be presented at first SAC meeting following elections
- Progress of the SIP should be discussed regularly at SAC meetings

## ➤ SCHOOL INFORMATION

- **School Name** (Prepopulated)
- **School Grade** (Prepopulated)
- **Title I School** (YES - automatically adds Title I Addendum)
- **Differentiated Accountability** - DA (YES adds FLDOE SIP link)
- **Executive Summary** (UPLOAD)
- **School of Excellence** (Prepopulated)
- **ESSA - FPPI Index Below 41%** (YES adds FLDOE SIP link)

## ➤ SCHOOL BUDGET SIGNATURE PAGE The school's budget signature page must be uploaded



# 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** (Pre-populated from FLDOE EduData: [edudata.fldoe.org](http://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

➤ **Goals, Strategies and Activities or FLDOE SIP** (Required: Literacy & Lowest Subgroup Goal)

SI Schools and ESSA Schools have FL CIMS link: <https://www.floridacims.org/> and must complete a FLDOE SIP.

➤ **BCPS K-12 Comprehensive Reading Plan**

Schools will complete and upload the following documents :

- SIP Comprehensive Reading Plan Agenda and Sign-in Sheets
- SIP Comprehensive Reading Plan Reading Leadership and CPS Team Members
- SIP Comprehensive Reading Plan School Contacts



# 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

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

## ➤ District Plans Uploaded in PDF Format

1. Response to Intervention (MTSS/Rtl) Plan
2. Social Emotional Learning (SEL) Plan
3. School-wide Positive Behavior Plan (SPBP) Plan
4. Attendance Plan
5. School Counseling Plan
6. Equity Plan
7. Best Practices in Inclusive Education (BPIE)
8. Title 1 Addendum (Required 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)

Schools will complete and upload the FACE Plan.



# ACCREDITATION REVIEW THIS YEAR

AdvancED and  
Measured Progress  
are now

**cognia**<sup>™</sup>

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

**The District will participate in a virtual  
Accreditation Certification Review on  
November 29 – Dec 3, 2021**



# REVIEW SCHOOL CHECKLIST

## THIS IS A LIST OF THINGS THE REVIEW TEAM WILL EXAMINE AT SCHOOLS:

- ✓ Executive Summary (What has the school identified as its Notable Achievements and Areas of Improvement? How do these align with the District?)
- ✓ Survey Results (Parent, Student, Teacher)
- ✓ School Improvement Plan – How does it align with the District Strategic Plan?
- ✓ School Website – Is the mission and vision posted there? Is it family/community friendly? Easy to navigate?
- ✓ Assessment and Progress Monitoring Procedures – How is this information shared with and monitored by the district? How is it communicated to parents?
- ✓ Parent Communication – What methods are used to communicate with parents? What about parents who speak a different language? How are parents made aware of student progress? How often?
- ✓ Common threads that align with district processes and procedures.
- ✓ Are there any exemplary programs at the school that should be mentioned?
- ✓ Are there any concerns? (Districtwide Programs/procedures that are not evident at the school.)
- ✓ Community and parent involvement. (This may be different in the COVID environment.)





# PREPARE FOR ACCREDITATION

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

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

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



# UPDATE COGNIA EXECUTIVE SUMMARY



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

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

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

- Download the Cognia Executive Summary
- The School Leadership Team needs to update the Executive Summary
- The Executive Summary should be presented to SAC for input
- Final Executive Summary need to be uploaded to the 2021-2022 BCPS SIP





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

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

### **Description**

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

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

### **Purpose**

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

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

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

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

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

### **Additional Information**

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

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



## Required Digital Learning Assurances Must Be Completed by Each School

In preparation for the Accreditation Review on November 15-18, 2021, Digital Learning Assurances must be completed by the principal of each district school. **To complete the Digital Learning Assurances for your school, log into:** <https://www.cognia.org/>

Go to **eProve Diagnostics** and click on **Digital Learning Assurances**. Answer **YES** to the following 5 Digital Learning Assurances. No comments are necessary, but #4 and #5 require attachments.

1. **Cognia Policies and Procedures** - The institution has read, understands, and complies with the Cognia Policies and Procedures. A copy is attached.

**Click radio button: Yes**

2. **Substantive Changes** - The institution has reported all substantive changes in the institution. **Click radio button: Yes**

3. **Security and Crisis Management Plan** - The institution implements a written security and crisis management plan that includes emergency evacuation procedures and appropriate training for stakeholders. **Click radio button: Yes**

4. **Financial Transactions** - The institution monitors all financial transactions through a recognized, regularly audited accounting system.

**Click radio button: Yes** Click on **Attachments** and Upload (copy and paste) the following as an **External Link**:

<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1002.1.000.pdf> Under **Attachment Name**, type this: Office of the Chief Auditor

5. **Improvement Plan** - The institution engages in a continuous improvement process and implements an improvement plan.

**Click radio button: Yes** Click on **Attachments** and Upload (copy and paste) the following as an **External Link**

<https://www.browardschools.com/Page/35378> Under **Attachment Name**, type this: SBBC School Improvement Plan

Schools with a FLDOE SIP must go to <https://www.floridacims.org/> and download a pdf copy of their completed FLDOE 2021 SIP upload it as an attachment to the Digital Learning Assurance #5. Under **Attachment Name**, type this: FLDOE School Improvement Plan

### When you have completed the Digital Learning Assurances:

1. Click on **Lock Diagnostic** (the blue bar at the bottom of the page)
2. Click on **Send to Workspace** (the blue bar in the bottom left corner of the page.)



# SCHOOL WEBSITES ARE IMPORTANT TO ACCREDITATION PROCESS

## SOME OF THE BASIC SCHOOL IMPROVEMENT INFORMATION THAT NEEDS TO BE POSTED ON ALL SCHOOL WEBSITES:

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

## HELPFUL HINTS:

- Do not list as SAC/SAF
- Use the complete title of each entity and list separately
- Descriptions of SAC and SAF should be from board policies 1403 & 1.3



# MAKE SURE YOUR SCHOOL WEBSITE REFLECTS ALL SCHOOL IMPROVEMENT PROCESSES



# 2.

# FLDOE SIP REQUIREMENTS FOR SI AND ESSA SCHOOLS





# WHO MUST DO A FLDOE SIP?

## BCPS SCHOOLS REQUIRED TO COMPLETE A FLDOE SIP

- **SCHOOLS GRADED D or F** (Based on 2019 FSA Scores) labeled School Improvement (SI) schools by the FLDOE
- **UNGRADED (K-12, DJJ, Alternative, and ESE Centers)** - Overall Federal Index below 41%, or 1 or more subgroups have a Federal Index below 41% and earned a 2019 school grade of A, B, or C graduation rate of 67% or below
- **SCHOOLS GRADED A, B, or C** (Based on 2019 FSA Scores) with 1 or more subgroups with a Federal Index below 41%

**The link for the FLDOE SIP will appear on the schools BCPS SIP in OSPA Central.**



# ESSA FLDOE SIP REQUIREMENT

- **FLDOE SIP is required for any school with at least one subgroup below 41% FPPI**

FLDOE SIP is located at: <https://www.floridacims.org/>

The ESSA List of schools list is posted annually at <http://www.fldoe.org/academics/essa.shtml>

The list contains the school's Federal Index, overall ESSA status (comprehensive (CS&I) or targeted (TS&I) support and improvement), and the subgroups identified for support

- **ESSA (Every Student Succeeds Act) Subgroups**

Major racial and ethnic groups(White, Black, Hispanic, Asian, Native Hawaiian or Pacific Islander, American Indian or Alaska Native, and two or more races), Students with disabilities (SWD), English Language Learners (ELLs) and Economically disadvantaged students

- **Locating ESSA Subgroup Data**

ESSA 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.



# Schoolwide Improvement Plan (SIP): 2021-22

Requirements for Comprehensive Support & Improvement (CSI) and Targeted Support and Improvement (TSI) Schools

Classification	Criteria	Graded / Ungraded	SIP Requirements	SIP Deadlines and Support
<b>NON-CHARTER SCHOOLS</b> — A SIP is required pursuant to Section 1001.42(18)(a), F.S.				
CSI	Earned a 2019 school grade of D or F <b>133 schools</b>	<b>GRADED</b> <b>139 Schools</b>	Schoolwide Improvement Plan (SIP) must be completed in CIMS and approved by the district and the state	<b>August 1, 2021</b> —UniSIG budget in the SIP and district survey due in CIMS. BSI recommends a draft SIP be completed simultaneously with the budget for UniSIG funds to ensure connectivity.
	Graduation rate of 67% or below and earned a 2019 school grade of A, B, or C <b>1 school</b>			<b>August 31, 2021</b> —SIP must be submitted at <a href="http://www.FloridaCIMS.org">www.FloridaCIMS.org</a> (CIMS) to Regional Executive Director (RED) for review
	Overall Federal Index below 41% and earned a 2019 school grade of A, B, or C <b>3 schools</b>			<b>September 30, 2021</b> —REDS complete the review of the SIPs and approve in CIMS
				<b>October 15, 2021</b> —District approves final versions of SIPs for publication in CIMS
				<b>February 1, 2022</b> —Mid-year reflection must be submitted in CIMS
				<b>Tiered Support will be provided by the Bureau of School Improvement (BSI) and regional field teams</b>
CSI	Overall Federal Index below 41% or graduation rate of 67% or below <b>208 schools</b>	<b>UNGRADED</b> (K-12, DJJ, Alternative, and ESE Centers)	SIP must be completed in CIMS	<b>August 31, 2021</b> —SIP must be submitted at <a href="http://www.FloridaCIMS.org">www.FloridaCIMS.org</a> (CIMS) to Ungraded School Contact
				<b>Intensive Support will be provided by other bureaus within FLDOE</b>
TSI	1 or more subgroups have a Federal Index below 41% and earned a 2019 school grade of A, B, or C <b>1,541 schools</b>	<b>GRADED</b>	SIP must be completed in CIMS and approved by the district ( <i>state approval is not required</i> )	District determines SIP deadline
TSI	1 or more subgroups have a Federal Index below 41% <b>10 schools</b>	<b>UNGRADED</b>	Areas of Focus in SIP must address identified subgroup(s)	<b>October 15, 2021</b> —District approves final versions of SIPs for publication in CIMS
				<b>Universal Support will be provided by other bureaus within FLDOE</b>

## CHARTER SCHOOLS

— A SIP is required pursuant to Section 1002.33(9)(n), F.S.

CSI	Earned a 2019 school grade of D or F, or Graduation rate of 67% or below <b>22 schools</b>	<b>GRADED</b>	Graded CI Charter schools must submit a draft SIP for UniSIG funds to BSI@fldoe.org by August 1, 2021
TSI	1 or more subgroups have a Federal Index below 41% <b>223 schools</b>	<b>GRADED</b>	Completion of a SIP is <u>not</u> required
CSI	Overall Federal Index below 41% or graduation rate of 67% or below <b>80 schools</b>	<b>UNGRADED</b>	
TSI	1 or more subgroups have a Federal Index below 41% <b>2 schools</b>	<b>UNGRADED</b>	



# FLDOE SIP GUIDE



2021-22  
Schoolwide Improvement Plan  
(SIP): Companion Guide

*Bureau of School Improvement*

Companion Guide

The FLDOE has created a comprehensive guide for assistance in completion of the FLDOE SIP.

[This guide can be located at FL CIMS:](#)

<https://www.floridacims.org/downloads>  
(click on SIP)

[And on the OSPA website under FLDOE Information:](#)

<https://www.browardschools.com/Page/35378>  
(Located under Quick Links)



# ESSA SUBGROUP GOAL ON FLDOE SIP

## 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



# ESSA SUPPORT FOR SCHOOLS

## Universal Supports (Tier 1, TS&I, Years 1-3)

General, statewide support designed to inform, assist and improve results, including:

- Technical Assistance and Professional Development
- Size-alike or issue-alike problem-solving groups
- Access to posted resources
- Best Practices for Inclusive Education assessment/plan • District ELL plan, K-12 Reading Plan
- Directors' conference calls
- FDOE/LEA ensures improvement plans are completed, there is focus on affected subgroups, and there is alignment to resources and professional development opportunities

## ESSA Resources

- The ELP Progress component is worth 100 points and is based on the percentage of students who met one of the following progress criteria for the WIDA ACCESS for ELLs 2.0, Kindergarten ACCESS for ELLs, or the Alternate ACCESS for ELLs.
- Additional details may also be accessed on pages 15 through 16 of the State Plan at <http://www.fldoe.org/core/fileparse.php/14196/urlt/FL-ESSA-StatePlan.pdf>.



**3.**

**WRITING SMART  
GOALS TO ALIGN  
WITH DATA**





# 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:**

- S**tudent Focus
- T**eaching Excellence
- A**ccountability
- R**espect
- S**afety



### **OUR GOALS:**

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



# FOCUS FOR SIP GOALS

## AREAS OF FOCUS FOR GOALS

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

### **Leadership**

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

### **Instructional Practice**

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

### **Culture and Climate**

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

### **ESSA Subgroups**

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



# REVIEW THE SCHOOL DATA FIRST

- Review The Early Warning Indicators. This data is to be used as part of your team's needs assessment to identify potential problem areas and inform your school's planning for school improvement.

- Access the FDLOE Edudata Portal to review all school data <https://edudata.fldoe.org/index.html>

For detailed information about School Grade calculations see the [School Grades Overview](#) and [Guide to Calculating School Grades, District Grades, and the Federal Percent of Points Index](#).

- Consider all progress monitoring data available.



# WRITE SMART GOALS BASED ON DATA

## 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?



# GUIDELINES FOR SIP SMART GOALS

## SMART Goals Need to Be:

- **Specific:** Goal is explicit about what will change, and when.
- **Measurable:** Goal can be quantified and tracked with assessments and other data throughout the cycle.
- **Attainable:** Goal is both challenging and realistic.
- **Results-focused:** Goal will directly impact student learning.
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- ✓ 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?



# MANDATORY LITERACY GOAL

## LITERACY GOAL

All schools must have a Literacy Goal as required by SBBC Policy.

## REFERENCE

Be sure to read Broward K-12 Comprehensive Research Based Reading Plan located at:

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

The 2021-2022 Broward K-12 Comprehensive Research Based Reading Plan is due April 30th to The FLDOE with an approval date of July 1<sup>st</sup>.

## GOALS

Goals are 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



# FLDOE REQUIRED 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



# LEADERSHIP GOAL TARGETS

- **Instructional Leadership Team:** a consortium that can include the principal, assistant principal(s), instructional coach(es), and teacher leader(s) that looks for systematic ways to improve student outcomes within the school.
- **Leadership Development:** expansion of a person's capacity to possess and utilize the competencies and skills necessary to successfully lead the improvement of student achievement.
- **Managing Accountability Systems:** Disaggregating data and monitoring systems to make instructional decisions.
- **Specific Teacher Feedback:** Timely and targeted feedback that is actionable to build teachers capacity within an area of practice.
- **Teacher Recruitment and Retention:** As a school-based leader, implementing targeted initiatives that focus on building and cultivating a staff of competent teachers that fit the school's climate and culture.
- **Walkthroughs:** a tool that can be used by leaders to informally gather evidence of standards-based instruction and desired student outcomes to identify areas of support needed by teachers





# INSTRUCTIONAL PRACTICE GOAL TARGETS

- **Career and Technical Education:** responsible for developing and maintaining educational programs that prepare individuals for occupations important to Florida's economic development.
- **Collaborative Planning:** opportunity for teachers to come together to consult with colleagues and deepen skills with the goal of improving student achievement.
- **Differentiation:** to ensure students educational equity through instruction that matches the students' readiness level and ability.
- **ELA:** reading and writing standards that progress together with the use of accompanying texts for writing that embeds four strands: Foundations, Reading, Communication, and Vocabulary.
- **Graduation:** Students that have demonstrated completion of one of the five options to earn a standard diploma.
- **Instructional Coaching:** increase teacher's pedagogy through knowledge of school improvement initiatives, content standards, disciplinary literacy, effective instruction, and assessment practices.



# INSTRUCTIONAL PRACTICE GOAL TARGETS

- **Math:** standards that progress together within the following 5 domains: number sense and operations, fractions, algebraic reasoning, measurement, geometric reasoning, data analysis and probability.
- **Professional Learning:** the means by which teachers, school-based leaders, and other staff build instructional practice that improve student learning.
- **Professional Learning Communities:** a practice that fosters collaborative learning among colleagues that focuses on improving a problem of practice.
- **Science:** Next Generation Sunshine State Standards that are aligned to the specific course content.
- **Small Group Instruction:** a method to reinforce or reteach specific skills and concepts through a reduced student-teacher ratio.
- **Social Studies:** state-adopted standards aligned to the specific course content.
- **Standards-aligned Instruction:** research-based practices that follow state adopted standards within the specific content area.
- **Student Engagement:** The capacity in which students make an internal investment



# CULTURE & ENVIROMENT GOAL TARGETS

**Community Involvement:** through partnerships with surrounding businesses, volunteers, non-profits, and stakeholders to bring positive, measurable change to the school

**Discipline:** actions taken by a teacher or the school organization towards a student (or group of students) when the student's behavior disrupts the ongoing educational activity or breaks the student code of conduct.

**Early Warning Systems:** research-based indicators to identify students at risk of failing to meet educational milestones such as: attendance, discipline, meeting grade level on statewide assessments, student promotion, and on-time graduation.

**Equity and Diversity:** to remove barriers, such as personal or socioeconomic status, gender, ethnicity, or family background to ensure equal access to achieve the student's educational potential.

**Parental Involvement:** Commitment from the student's parent or guardian for active participation to provide input for the schools' improvement.

**Positive Behavior Intervention and Support:** improve and integrate data, systems, and practices to positively affect student outcomes.



# CULTURE & ENVIROMENT GOAL TARGETS

- **School Safety:** Support in providing a safe learning environment for students and staff.
- **Social & Emotional Learning:** acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
- **Student Attendance:** Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16years, must attend school regularly during the entire school term. A student who attains theage of 16 years during the school year is not subject to compulsory attendance beyond thedate of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district.
- **Teacher Attendance:** To improve the education of students with the belief that direct instruction is more beneficial with regular teachers and support staff in place.



# ESSA SUBGROUP GOAL TARGETS

## **ESSA (Every Student Succeeds Act):**

Every Student Succeeds Act (ESSA) was signed into law in December 2015, amending the Elementary and Secondary Education Act of 1965 and replacing No Child Left Behind provisions. In support of the below goals, Florida's state plan establishes ambitious, rigorous academic standards for all students; measures mastery of those standards and publicly reports results; informs parental educational decisions through a simple, easily understood metric for each school based on student performance; and identifies, supports, and, if necessary, closes underperforming schools.

## **Subgroups considered for ESSA's Federal Index include:**

White, Black/ African America, Hispanic, Asian, Native American, Multiracial, Pacific Islander, Students with Disabilities, English Language Learners, and Economically Disadvantaged.

- Hold all students to high academic standards;
- Prepare all students for success in college and career;
- Guarantee that steps are taken to help students and their schools improve; and
- Hold schools accountable for student outcomes.



# LITERACY GOAL

## LITERACY GOAL

All schools must have a Literacy Goal

## REFERENCE

Broward K-12 Comprehensive Research Based Reading Plan

<http://www.fldoe.org/academics/standards/just-read-fl/1920-readingplan.shtml>

## 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



# 4. CONDUCTING SAC MEETINGS



# COMMUNICATE 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.





# SAC PARENT POSITIONS

## MANDATORY SAC POSITIONS FOR PARENTS ON EVERY SAC

- Parent 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)

**SAC positions for parents should be listed on all forms of communication utilized by the school, especially the school website.**



# SAC MEETING REQUIREMENTS

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

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

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

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

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

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



# SAC MEETING GUIDE

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



# MANDATORY SAC DOCUMENTATION

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

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



# SAC MEETING DOCUMENTATION

ONLY use the forms from this site for attendance 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 Demogs:	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



# SAC & SAF REMOTE MEETINGS

1. MEETINGS MAY NOW BE HELD REMOTELY VIA TEAMS AND A QUARUM MUST BE PRESENT TO CONDUCT A VOTE (SAC ONLY).

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

3. MEETING NOTICE MUST PLAINLY STATE THAT MEETING WILL BE CONDUCTED REMOTELY

4. PUBLIC NOTICE MUST STATE THAT TEAMS WILL BE USED TO CONDUCT THE SAC MEETING

5. DIRECTIONS ABOUT HOW TO ACCESS TEAMS MUST BE INCLUDED IN MEETING NOTICE

6. MEETINGS MUST BE RECORDED, ATTENDANCE AND MINUTES TAKEN



# SAC REVIEWS SIP GOALS QUARTERLY

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

- Each School Advisory Council is responsible for monitoring the implementation of the school improvement plan.
- The school's leadership is responsible for providing quarterly student performance data reports to facilitate formative evaluation of the school improvement plan and revision of the action plan.
- Each School Advisory Council is responsible for allocating Accountability Funds to support the school improvement plan goals and objectives. These allocations shall be documented in the school improvement plan and revisions to these allocations must be approved by the School Advisory Council and documented in the Council meeting minutes.



# SAC MEETING MINUTES TEMPLATE

## OFFICE OF SERVICE QUALITY INITIATIVES

About Us

A+ Recognition Funds

Accreditation

Department of Information

School Improvement (SI)

Field Trips

Innovation Zones

✓ [School Advisory Council \(SAC\)](#)

[Safety, Music/Arts, Athletics, Renovations and Technology \(SMART\)](#)

School Advisory Forum (SAF)

School Improvement Grant (SIG)

School Improvement Plan (SIP)

Student Success Opportunity Schools (SSOS)

Waivers

Wallace Grant

## School Advisory Council (SAC)



School Advisory Councils (SAC) sets up priorities and student performance standards that serve as guiding principles for schools.

A School Advisory Council looks at aspects of their school as suggested by the priorities and develops a written School Improvement Plan as part of the school and District's continuous growth model.

(Download [Adobe Acrobat Reader](#) to view or print PDF)

### SBBC POLICY 1403 SCHOOL ACCOUNTABILITY AND 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.

**TEMPLATE CAN BE FOUND AT**  
<https://www.browardshools.com/Page/35320>

## CONTACT INFORMATION

### Office of Service Quality

610 Northeast 13th Avenue  
Pompano Beach, Florida 33060

Phone: 754-321-3636

### Donna R. Boruch

Coordinator, Office of Service Quality

## QUICK LINKS

[Meeting Minutes Template](#)

[Policy 1403](#)

[Policy 1403 - A](#)

[DOE SAC FAQ](#)

[Agenda & Minutes Guidelines](#)

[SAC Composition Guide](#)

[Roberts Rules of Order](#)

[Online SAC Composition Program](#)

[ByLaws Template](#)

[SAC ByLaws Directions](#)



# REVIEW ENTIRE NEW SIP AT SAC MEETINGS

## 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.



# 5. DISTRICT PLANS IN THE BCPS SIP



# DISTRICT PLANS SUPPORT

The following contacts can assist with departmental components of the SIP:

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





# TITLE I COMPLIANCE SCHOOL LEADERSHIP TEAM AND TITLE I LIAISON

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

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

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

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

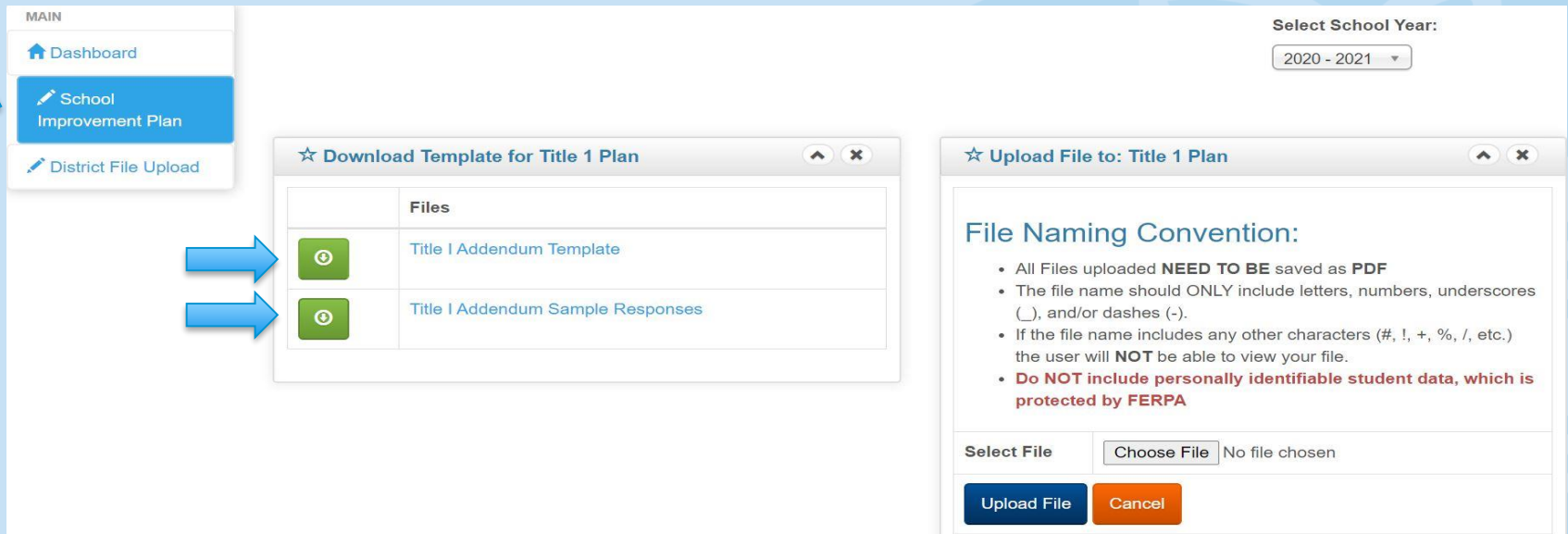
- 1- Completed SIP
- 2- Approved Title I Addendum Feedback Form
- 3 – Approved Title I Addendum Plan





# 2020-2021 TITLE I SIP/ADDENDUM REQUIREMENT

## ALL TITLE I SCHOOLS:

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



The screenshot displays the OSPA Central interface. On the left, a navigation menu under the heading 'MAIN' includes 'Dashboard', 'School Improvement Plan', and 'District File Upload'. A blue arrow points to the 'School Improvement Plan' option. In the center, a window titled 'Download Template for Title 1 Plan' contains a table with two rows:

Files	
	Title I Addendum Template
	Title I Addendum Sample Responses

Two blue arrows point to the download icons in the table. On the right, a window titled 'Upload File to: Title 1 Plan' features a 'File Naming Convention' section with the following instructions:

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

Below the instructions, there is a 'Select File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the window are 'Upload File' and 'Cancel' buttons.

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



# TITLE I FEEDBACK- Uploaded in OSPA CENTRAL

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



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

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

## Title I Addendum

Title I Addendum

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



## TITLE I ADDENDUM – 18 AREAS

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



## Title I Addendum Best Practice

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





# K-12 Comprehensive Reading Plan

The K-12 Comprehensive Evidence-Based Reading Plan (6A.6.053) describes the role of administration (both district and school level), professional development, assessment, curriculum, and instruction in the improvement of student learning in the B.E.S.T. English Language Arts Standards. All Schools are expected to review the District's state approved K12 Comprehensive Reading Plan with the school's Literacy Leadership Team and all members of the Collaborative Problem-Solving Team at the beginning of each school year and as needed.

The School Liaison/Designee will need to download the three templates and collaborate with School Principal to complete and upload.



# These three documents need to be completed and uploaded into the BCPS SIP K-12 Comprehensive Reading Plan



## Steps to Schedule K12 Reading Plan Meeting Agenda and Collaborative Problem-Solving Team Attendance

The K-12 Comprehensive Evidence-Based Reading Plan (6A.6.053) describes the role of administration (both district and school level), professional development, assessment, curriculum, and instruction in the improvement of student learning in the B.E.S.T. English Language Arts Standards. All Schools are expected to review and maintain an approved K12 Comprehensive Reading Plan with the School's Literacy Leadership Team and all members of the Collaborative Problem-Solving Team teachers, support staff and parents at the beginning of each school year.

**The School's SIP liaison in collaboration with the School's Principal will meet this requirement:**

**Step 1:** School's SIP liaison/designee shares these steps with the school principal.

**Step 2:** The school principal schedules a virtual or in-person meeting on or before September 30, 2021 to review the requirements of the 2021-2022 K-12 Comprehensive Reading Plan with the Literacy Leadership Team and Collaborative Problem-Solving Team (requirements may be different in each team).

**Step 3:** Schools' SIP Liaison and/or School Principal are to access the Reading Plan and Reading Decision Charts found under the BCPS Resources to share and review with all stakeholders during the school year meeting.

**Step 4:** Prior to the September 30, 2021 deadline, SIP liaison/designee will attach the meeting agenda and sign-in sheet or TEAMS attendance sheet to the Literacy Leadership Team and members of Collaborative Problem-Solving Team to meet to review the components of the K-12 Comprehensive Reading Plan implementation for K-5 and/or 6-12 as described in the plan.

## School Improvement Plan K-12 Comprehensive Reading Plan - 2021-2022

### School's K-12 Comprehensive Reading Plan Requirements Contact Person

The K-12 Comprehensive Evidence-Based Reading Plan (6A.6.053) describes the role of administration (both district and school level), professional development, assessment, curriculum, and instruction in the improvement of student learning in the B.E.S.T. English Language Arts Standards.

**Directions:** After reviewing all sections of the K-12 Reading Plan with your Literacy Leadership Team and Collaborative Problem-Solving Team, complete the chart below to indicate which member of your team will be the contact person for each of the plan's requirements listed on the chart.

K-12 Comprehensive Reading Plan – Literacy Leadership Team/CPS Team		
Name of School		
Principal's Name		
Plan Requirements	Contact Person	Title
Monitor whole Group and Small Group		
Differentiated Instruction in K-5 uninterrupted 90-Minute Reading Block		
Use reading decision charts to schedule students in need of Tier 2 or Tier 3 levels of support to appropriate intervention course. (Students will be reported by IT during Survey 2 and Survey 3).		
Reference K-12 reading plan to use evidence-based instructional and supplemental materials with significant effect on improving student achievement.		
Ensure that all instruction in foundational reading skills is systematic and explicit and all reading instruction is evidence-based		
Progress Monitor students receiving targeted and supplemental (Tier 2) and intensive reading interventions (Tier 3)		
Engage in data chats using reading assessments listed on plan.		
Ensure teachers teaching intensive reading (Tier 3) are reading endorsed or reading certified		
Ensure literacy instruction is incorporated into content areas to build discussions of text in order to deepen understandings		
Implement the JRF Coaching Model Requirements (Literacy Coach)		
Provide and Monitor Differentiated Professional Development opportunities for teachers including Professional Learning Communities and reading instruction.		

## School Improvement Plan K-12 Comprehensive Reading Plan 2021-2022

### Members of School's Literacy Leadership Team/ Collaborative Problem-Solving Team

The K-12 Comprehensive Evidence-Based Reading Plan (6A.6.053) describes the role of administration (both district and school level), professional development, assessment, curriculum, and instruction in the improvement of student learning in the B.E.S.T. English Language Arts Standards. All Schools are expected to form and maintain a Literacy Leadership Team, consisting of a school administrator, reading coach, media specialist, lead teachers, and other relevant team members, as applicable in accordance with revised State Rule 6A-6.053.

**Directions:** List all members of your School's Literacy Leadership Team and Collaborative Problem-Solving Team.

Literacy Leadership Team Members	Title

Collaborative Problem-Solving Team Members	Title





## Student Support Initiatives & Recovery


# Self-Assessment of Multi-Tiered Systems of Support (SAM) and MTSS/RtI Action Plan



# Self-Assessment of Multi-Tiered System of Supports (SAM)

1. Each CPS Team member reviews the SAM instrument and endnotes
2. Each CPS Team member completes an independent rating form
3. The CPS Team collaborates to reach consensus and completes one (1) school rating form
4. The SAM Facilitator emails one (1) school rating form to their District MTSS/Rtl Instructional Facilitator
5. Your District MTSS/Rtl IF will enter your SAM rating form data
  - ❖ Schools seeking MTSS Recognized School designation, will enter their school's rating form in the approved link and complete a school profile **(optional process)**

School Name: Broward County Public Schools Self Assessment of Multi-Tiered System of Supports (SAM)

School MTSS/Rtl Contact:  A Multi-Tiered System of Supports  
**SAM Scoring Sheet**

Completion Date:  Scorer ID:   
 School Number:  Number of Team Members:

Email address:

THIS SCORING SHEET HAS ABBREVIATED LANGUAGE AND SHOULD ONLY BE USED TO RECORD AND DISPLAY RESPONSES  
 Rate each item on a scale from 0-3 (0 = Not Started; 1 = Emerging/Developing; 2 = Operationalizing; 3 = Optimizing)

Item	Rating	0	1	2	3
<b>1. Leadership Domain (Items 1-5)</b> Rating 0-3					
1. The principal is actively involved					
2. A leadership team is established					
3. The leadership team actively engages in ongoing professional development					
4. A strategic plan for MTSS implementation is developed					
5. The leadership team is actively facilitating implementation					
<b>2. Building the Capacity/Infrastructure for Implementation Domain (Items 6-16)</b> Rating 0-3					
6. The critical elements of MTSS are defined and understood					
7. Professional development and coaching provided to staff					
8. The leadership team facilitates PD on data-based problem-solving					
9. The leadership team facilitates PD on multi-tiered instruction and intervention					
10. Coaching is used to support MTSS implementation					
11. Schedules provide adequate time for training and coaching					
12. Schedules provide adequate time to administer assessments					
13. Schedules provide adequate time for multiple tiers of instruction/interventions					
14. Schedules provide adequate time for data-based problem-solving					
15. Processes, procedures, and decision rules are established for DBPS					
16. Resources to support MTSS implementation are identified and allocated					
<b>3. Communication and Collaboration Domain (Items 17-20)</b> Rating 0-3					
17. Staff have consensus and engage in MTSS implementation					
18. Staff are provided data on MTSS fidelity and student outcomes					
19. The infrastructure exists to support family and community engagement					
20. Educators actively engage families in MTSS					
<b>4. Data-Based Problem-Solving Domain (Items 21-27)</b> Rating 0-3					
21. DBPS for student outcomes occurs across content areas, grade levels, and tiers					
22. Across tiers, data used to identify "gap" between expected and current outcomes					
23. Data are used to identify reasons why students are not meeting expectations					
24. Plans based on verified reasons why students are not meeting expectations					
25. Student progress specific to academic or behavior goals are monitored					
26. Data are used to address performance across diverse group					
27. Resources for implementation of MTSS are addressed through data-based problem-solving					
<b>5. Three Tiered Instructional/Intervention Model Domain (Items 28-33)</b> Rating 0-3					
28. Tier 1 academic practices clearly identify learning standards					
29. Tier 1 behavior practices identify school-wide expectations					
30. Tier 2 academic practices include common student needs, are linked to Tier 1					
31. Tier 2 behavior practices include common student needs, are linked to Tier 1					
32. Tier 3 academic practices are based on students' needs, aligned with Tier 1 and Tier 2					
33. Tier 3 behavior practices are based on students' needs, aligned with Tier 1 and Tier 2					
<b>6. Data-Evaluations Domain (Items 34-39)</b> Rating 0-3					
34. Staff understand and have access to data sources					
35. Policies and procedures for decision-making are established					
36. Effective data tools are used appropriately and independently by staff					
37. Data sources are used to evaluate the fidelity and impact					
38. Available resources are allocated effectively					
39. Data sources are monitored for consistency and accuracy					

Principal Name:

Team Members Names and Titles:

Email your school's one (1) rating form to your District MTSS/Rtl Instructional Facilitator, for additional support contact 754-321-1655.

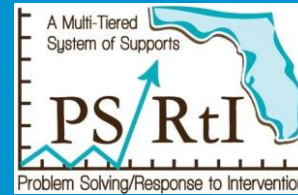
6. Complete the SAM by **May 31, 2021**



[MTSS SAM Self-Assessment Microsoft Teams Link](#)

# MTSS Recognized School Resource Sheet

## Florida MTSS Recognized Schools Process!



Contact Adrienne Dixon-Paul at  
[adrienne.dixon@browardschools.com](mailto:adrienne.dixon@browardschools.com)  
or 754-321-1655 for additional information.

**Click the links  
below to learn  
more about  
this new  
process:**

[Frequently  
Asked  
Questions](#)

[Florida's MTSS  
Recognized  
Schools  
Process:](#)

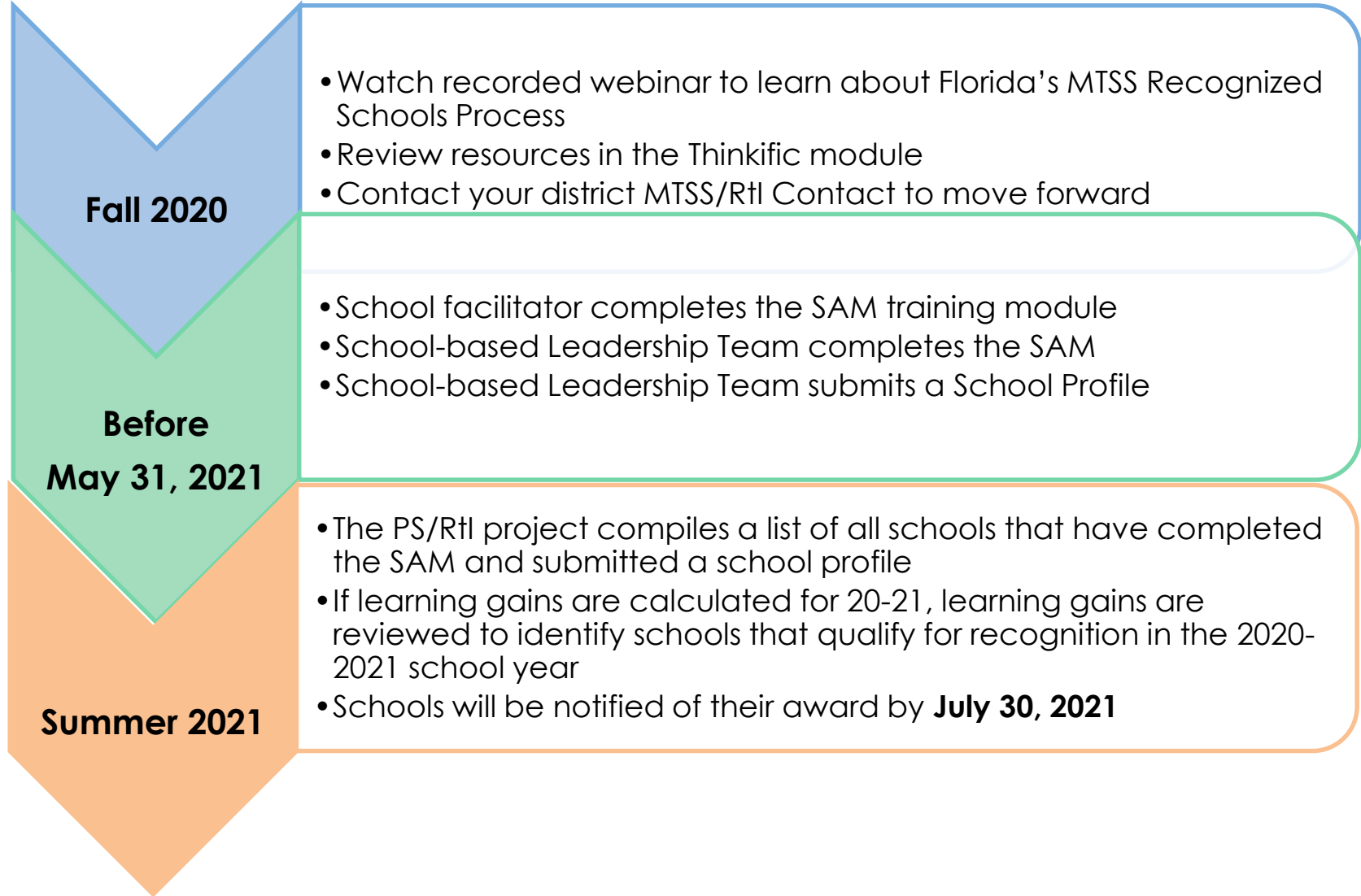
[Introduction &  
Overview](#)  
[Thinkific course](#)

[PS/RtI MTSS  
Recognized  
Schools  
Webpage](#)

**Florida's recognized school award has been established to spotlight and celebrate schools that are committed to improving their MTSS and are utilizing data-based problem solving along with other critical components to increase student achievement for all students in Florida.**




# MTSS Recognized School Timeline



# MTSS/RtI Action Plan

1. Access your MTSS/RtI Action Plan for the 2020 -2021SY
2. Celebrate your MTSS successes
3. Review SAM rubric and endnotes
4. Discuss how MTSS implementation relates to positive student outcomes
5. Review MTSS implementation supporting evidence
6. Use student outcome data and supporting evidence to evaluate MTSS practices
7. Complete MTSS/RtI Action plan for the 2021- 2022 SY

Multi-Tiered System of Supports



**MTSS/RtI Action Plan**  
 The Self-Assessment of Multi-Tiered System of Supports (SAM) is used to assess Multi-Tiered System of Support (MTSS) implementation. The purpose of administration and its resulting data is to help school and district-level personnel identify and prioritize implementation steps. The MTSS/RtI Action Plan is developed using the school's annual SAM report and aligned with school-wide academic and behavioral data.

The focus of the MTSS/RtI Action plan is to ensure MTSS is established, implemented with fidelity and positively impacts student academic and behavioral growth and achievement. The District MTSS Team will support school teams to achieve proposed averages, identify supporting evidence and determine impact on student academic and behavior.

**School Name:** \_\_\_\_\_ **School Year:** Choose school year.

**Principal:** \_\_\_\_\_ **MTSS/RtI Contact:** \_\_\_\_\_

**Domain:** Choose SAM Domain.

Current domain average:	Choose an item.
Expected domain average:	Choose an item.
Identify at a minimum two (2) elements within selected SAM domain that aligns with where you want to be.	
Identify early warning indicator(s) and/or student outcomes you expect to improve as a result of addressing the selected domain and elements.	
Identify examples of supporting evidence.	
Identify implementation team members:	
Implementation dates:	Start: Choose date. to End: Choose date.



# Wonderings, Support & Resources

## Student Support Initiatives & Recovery

Adrienne Dixon-Paul, Specialist, MTSS

754-321-1655 office

954-235-6886 cell

[adrienne.Dixon@browardschools.com](mailto:adrienne.Dixon@browardschools.com)

## District MTSS Instructional Facilitator

Aligned to Cadre Directors

754-321-1655 office

Cadre private Yammer

## MTSS Canvas Links

BCPS MTSS Content, Resources & Materials

<https://browardschools.instructure.com/courses/860588>

## BCPS MTSS Online Courses

<https://browardschools.instructure.com/courses/835670>

## Microsoft Teams Link: MTSS School-Based Staff Microsoft Teams Group



<https://teams.microsoft.com/l/team/19%3a7d3d321d4dee458c97bf96f0f5328b91%40thread.tacv2/conversations?groupId=03537f1d-ed94-4712-a8ce-c8931a2d7377&tenantId=eeacb5cb-5370-4358-a96a-a3783c95d422>

## Yammer Link: MTSS School-Based Internal Staff Yammer Group



[https://www.yammer.com/browardschools.com/#/threads/inGroup?type=in\\_group&feedId=15730481&view=all](https://www.yammer.com/browardschools.com/#/threads/inGroup?type=in_group&feedId=15730481&view=all)

## MTSS SharePoint Page



<https://browardcountyschools.sharepoint.com/sites/DPI6Strands/strand6/SitePages/Home.aspx>





Completing  
each  
Section of  
your  
SEL Action  
Plan

Area	<b>Step 1: Self-Evaluation Tool:</b> <b>(Check off the area that applies to your school)</b>	<b>Step 2: SMARTIE Goal</b>
SEL Team	<input type="checkbox"/> 1. Our SEL team is in the initial stages of development and meets quarterly with few structured roles and responsibilities.  <input type="checkbox"/> 2. Our SEL team meets monthly with designated roles and responsibilities. Students, families, and community groups are consulted when teams are making decisions that would directly impact them.	<p><b>Set short term (one-year) goal(s) for this area. Use these goals and your rubric scores to determine which areas to prioritize in your action plan. Your goal(s) should include the following components:</b></p> <p><u>Specific</u>- Does each goal clearly state what is to be accomplished?  <u>Measurable</u>- Does it set a standard that will allow the team to know <u>whether or not</u> the goal has been met?  <u>Attainable</u>- Does the goal seem reachable given where things are now?  <u>Relevant</u>- Is the goal aligned with other school improvement goals?  <u>Time-bound</u>- Has a timeframe been established for achieving the goal?  <u>Inclusive</u>- Does this goal invite traditionally excluded individuals to make decisions and contribute in a way that shares power?  <u>Equitable</u>- Does this goal include an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression?</p>
	<input type="checkbox"/> 3. Our SEL team, with designated roles and responsibilities, meets biweekly to reflect on data, plan for improvements, and lead schoolwide SEL initiatives. The team is representative of the school community and includes students, families, and community groups in decision-making processes.	<p style="text-align: center;"><b>Step 3: Action Steps</b></p> <p><b>Create action steps for your SMARTIE Goal based on your priorities.</b></p> <p><b>Step 4: Date SMARTIE Goal Accomplished: _____</b></p>

# School Self-Evaluation

<b>Points Total:</b>  <hr style="width: 100px; margin: 10px auto;"/>	<input type="checkbox"/>	0-15 Beginning Stages
	<input type="checkbox"/>	16-19 Intermediate
	<input type="checkbox"/>	20-24 Advanced

Once you have completed your SEL Action plan, add the number of points given for each section, (1, 2, or 3) to determine your total points. Please do this before submitting your school's SEL Action Plan with your School Improvement Plan.

## Questions & Support

[Belinda.Daise@browardschools.com](mailto:Belinda.Daise@browardschools.com) / **Belinda Daise**  
[carolynsantangelo@browardschools.com](mailto:carolynsantangelo@browardschools.com) / **Carolyn B. Sant Angelo**

**School Counseling & BRACE/ Social & Emotional Learning Department**

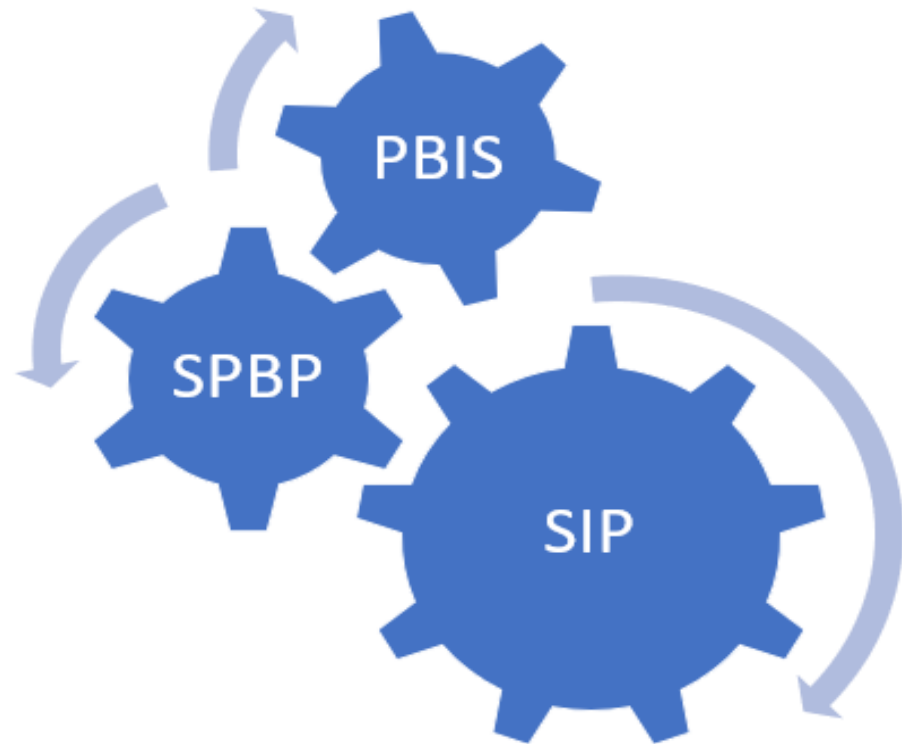




# PBIS – SPBP – SIP

## *The SPBP is a Tier 1 System*

- Tier 1 systems, data, and practices impact everyone across all settings. They establish the foundation for delivering regular, proactive support and preventing unwanted behaviors.
- Tier 1 emphasizes prosocial skills and expectations by teaching and acknowledging appropriate student behavior.
- Teams, data, consistent policies, professional development, and evaluation are essential components for these practices to work effectively.





**Download your data before the end of the school year!**

- **Top 3 Locations Incidents**
- **Top 5 Behavior Incidents**
  - **Classroom Referrals**



## New to SPBP

- Plan development starts now and carries forward into the start of 2021-2022 school year
- New submission date **9/30/2021**
- SPBP Resources on Canvas
- PBIS Self Assessment
- Inclusive of Equity Liaison
- Relative Risk Ratio (RRR)
- District Behavior Matrix
- Tier 1 Benchmarks of Quality

**Contact: Shavonda Mitchum**  
 Shavonda.Mitchum@Browardschools.com  
 School Climate & Discipline Department:  
 754-321-1655

**Submit name of SPBP contact**

**Click to access SPBP Canvas**

# SIP Attendance Plan for 2021/22

**Note: This plan cannot be completed until Aug.9, 2021**

Each BCPS school, including center schools, must submit an attendance plan in the SIP.



## 2024 Strategic Plan

**Strategic Goal: Safe & Supportive Environment**

**Student Attendance**

### **Important things to know before **deadline Friday, September 3, 2021**:**

- a) Data will be provided by the District AFTER the completion of the school year. We expect the data to be ready by August 9 on OSPA's SIP website.
- b) Goals will be written for each school by the District Attendance Office. School staff will copy & paste the pre-approved goals.
- c) Templates will be updated to include changes in practice due to the COVID-19 pandemic.
- d) The Attendance Program expects to provide resources for completion of this plan by August 9, 2021. Until then, staff are encouraged to complete other plans that are not dependent on this attendance data.

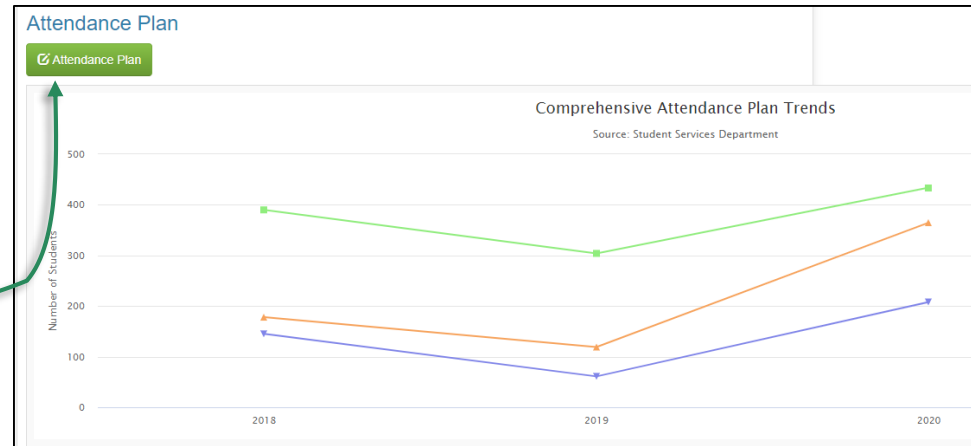


# Attendance Plan: Steps to Completion and Approval

**Note: This plan cannot be completed until Aug.9, 2021**

## Preliminary Directions:

1. Wait until the SY21 ATTENDANCE data is populated on the [OSPA SIP website](#). All materials should be available by August 9, 2021. *The school team member completing the Attendance Plan must have access to the OSPA SIP website.*
2. On your school's [OSPA SIP website](#), scroll down to the **green** "Attendance Plan" button to download the appropriate 2021/22 Template and One-Page Directions (which simplifies the work).
3. Follow the directions from the PDF "One-Page Directions." This will show you how to copy & paste the pre-written goals FROM the website TO the Word document.
4. Review this plan with your school's Attendance Team.
5. Once the principal approves the plan, **upload the PDF version** your school's Attendance Plan for review and District approval. Do not upload a Word document.
6. Feedback will be provided by the Attendance Office by **September 10, 2021**. This will allow time for corrections before the District deadline.



☆ Upload File to: Attendance Plan

**File Naming Convention:**

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

Select File  No file chosen



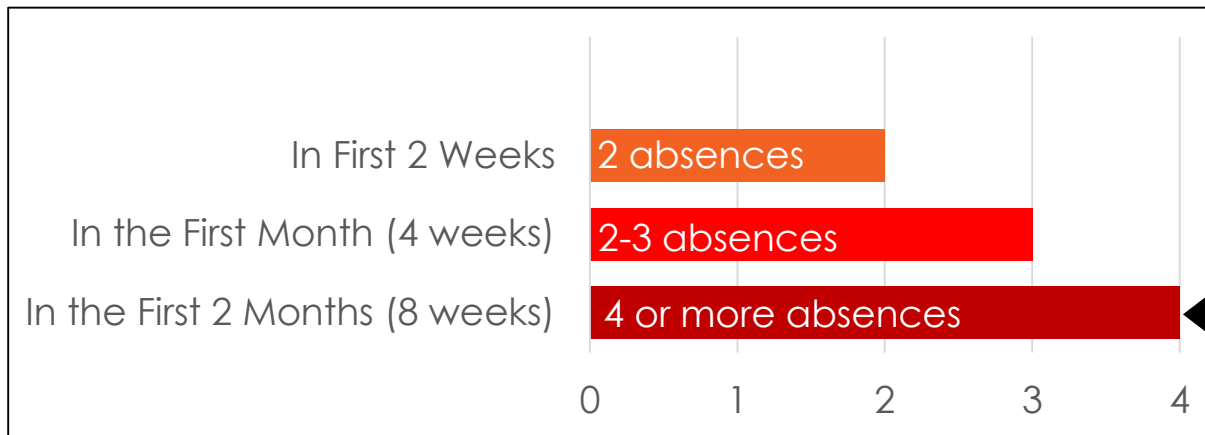
# Addressing Chronic Absenteeism to Improve Student Outcomes

**Chronic Absenteeism:** Absent 10% or more full school days, including excused absences, unexcused absences, and external suspensions.

Attendance less than 90% of school days is a metric embedded in the District's Early Warning System. This helps staff identify families who may need additional support and interventions to overcome barriers to regular attendance.

## Identifying students to provide successful early interventions:

- ✓ Chronic absence from prior years
- ✓ Starting from the beginning of the school year, use the table below:



Absent 10% or more days any time after the first 8 weeks.



# **Annual School Counseling Plan (ASCP)**

**DISTRICT CONTACT:**

**Danny Tritto, Secondary Specialist**

**Deanna Greist, Elementary**

**School Counseling & BRACE Department, 754-321-1675**





# Delivery of School Counseling Services

- **Policy 6000.1:** All school counselors will develop, in collaboration with the principal, an Annual School Counseling Plan (ASCP) in a format to be determined by the District. The ASCP will support the School Improvement Plan and be based upon national school counseling standards.
- **Creating the ASCP:** The ASCP is created/updated each year by the School Counseling team and reviewed and approved by the Principal.
- **The SIP:** The School Counseling Director should give a PDF copy of the ASCP to the SIP contact to upload to the SIP Plan.

ACTIVITY	ADMINISTRATIVE/OPERATIONAL	SCHEDULE	DESCRIPTION
Individual	08/15/2018	08/15/2018	Register and schedule classes, attend open houses
Classroom	08/15/2018	08/15/2018	Have classroom assessments in collaboration
Group	08/15/2018	08/15/2018	Involving a staff to students on transition
Small Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Individual	08/15/2018	08/15/2018	Register and meet with new students/transfer students
Classroom	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Group	08/15/2018	08/15/2018	Meet to introduce staff and students
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions
Individual	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Classroom	08/15/2018	08/15/2018	Involving a staff to students on transition
Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions
Individual	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Classroom	08/15/2018	08/15/2018	Involving a staff to students on transition
Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions
Individual	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Classroom	08/15/2018	08/15/2018	Involving a staff to students on transition
Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions
Individual	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Classroom	08/15/2018	08/15/2018	Involving a staff to students on transition
Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions
Individual	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Classroom	08/15/2018	08/15/2018	Involving a staff to students on transition
Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions
Individual	08/15/2018	08/15/2018	Classroom presentations for staff and the students
Classroom	08/15/2018	08/15/2018	Involving a staff to students on transition
Group	08/15/2018	08/15/2018	Personalized responses to staff and parent
Small Group	08/15/2018	08/15/2018	Follow-up responses to student questions

## What is included in the ASCP?

- Administrative Collaboration
- Data Analysis
- Needs Assessments
- Individual Counseling
- Group Counseling
- Classroom Lessons
- School-Wide Initiatives
- Community Initiatives
- Indirect Services





# School Improvement Plan's Equity Plan 2021-2022

**Quarter 4**

**Equity and Diversity**

**Director: David Watkins**



# Directions and Rubric for Equity Plan

## Equity Plan Instructions for School Improvement Team and Rubric

1. The Equity Liaison, in collaboration with the School Improvement team, complete the provided Equity Audit.
2. Based on the data in the Equity Audit, create SMART (Specific, Measurable, Actionable, Relevant, Timely) goals for three areas of focus: Student Learning and Achievement, Diversity, and Culturally Responsive Teaching and/or Leadership
3. Based on each SMART goal, create three – four action steps for each area of focus and methods of evaluating progress.
4. Enter all information into the Equity Plan of Action Template.
5. Upload the full Equity Plan of Action document (Equity Audit and Equity Plan of Action) into OSPA Central.

Equity Plan of Action Rubric\*

School Name:			
Reviewed By:			
	Completion		
	Yes	Needs Attention	Feedback/Notes
Equity School-Wide Audit			
SMART Goal: Student Learning & Achievement			
Action Steps: Student Learning & Achievement			
Methods of Evaluation			
SMART Goal: Diversity			
Action Steps: Diversity			
Methods of Evaluation			
SMART Goal: Culturally Responsive Teaching and/or Leadership			
Action Steps: Culturally Responsive Teaching and/or Leadership			
Methods of Evaluation			



# 2021-2022 Equity Plan: Part 1: Equity Audit Part 2: Equity Action Plan

## SECTION 1: SCHOOL ORGANIZATION/ADMINISTRATION

Criteria/ Questions	No	Yes	Needs Attn.
1. Are school administrator(s) able to identify equity issues, and trained to provide leadership in developing alternative strategies to achieve excellence and equity among staff and students?			
2. Is there a team or advisory committee that coordinates school improvement and assures equity compliance in all phases of school management?			
3. Have interpreters been identified for the varied languages present in the school community?			
4. Are enrollments monitored in special education and gifted and talented programs for disproportionate representation of one racial or ethnic group or by gender?			
5. Is data regularly collected, disaggregated, and analyzed in the following areas and by different racial/ethnic/ gender groups? (check all which apply) <input type="checkbox"/> Course level enrollment <input type="checkbox"/> Grade point average/ achievement scores <input type="checkbox"/> Standardized test scores <input type="checkbox"/> Student discipline, suspensions, and expulsions <input type="checkbox"/> Cross cultural friction and harassment <input type="checkbox"/> Participation in school activities and honors			

### Equity Audit

#### Equity Action Plan Template\*

Develop and record SMART goals and action steps based on information from your Equity Audit to support three areas of focus: **Student Learning and Achievement, Diversity, and Culturally Responsive Teaching/Leadership**. All goals and action steps should support and improve equitable practices while promoting student achievement. For additional information, please refer to Progress Reports provided by the school Equity Liaison.

Focus Area	Goals and Action Steps	How will you evaluate the effectiveness of your action steps?
Student Learning and Achievement	SMART Goal:	
	Action Steps:	
Diversity	SMART Goal:	
	Action Steps:	
Culturally Responsive Teaching/ Leadership	SMART Goal:	
	Action Steps:	

### Equity Action Plan



# Equity Plan Contact Page

- Center Schools and DJJ, contact Ms. Marion Williams @ [marion.williams@browardschools.com](mailto:marion.williams@browardschools.com)
- Elementary Schools, contact Ms. Amelia D'Costa @ [amelia.dcosta@browardschools.com](mailto:amelia.dcosta@browardschools.com)
- Secondary Schools, contact Dr. Cassandre Davis @ [cassandre.davis@browardschools.com](mailto:cassandre.davis@browardschools.com)



# BEST PRACTICES IN INCLUSIVE EDUCATION (BPIE)

1. Click on the BPIE Documents Tab

Best Practices in Inclusive Education (BPIE)

BPIE Documents & Upload

2. Download the 'School BPIE Plan for SIP'

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

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



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

To be implemented in SY 2020/2021

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

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

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

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

Updated 3.5.2020 Revised





# BEST PRACTICES IN INCLUSIVE EDUCATION (BPIE)

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

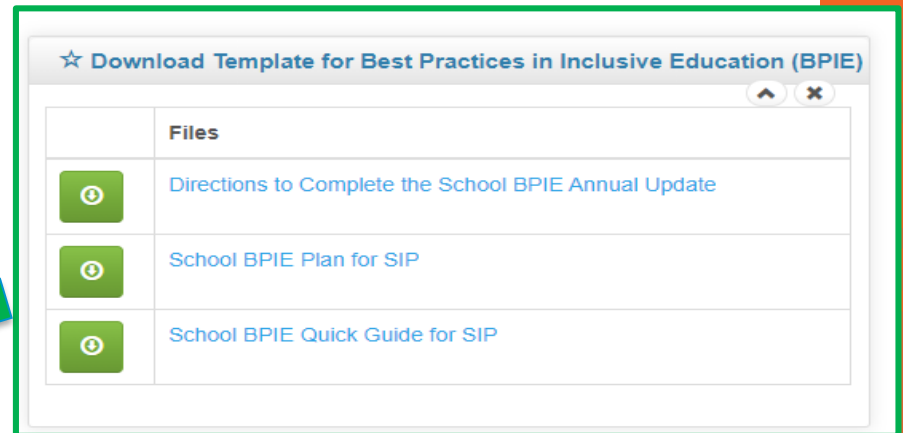
then UPLOAD TWO DOCUMENTS.....

4. Upload the *School BPIE Plan for SIP*

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

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

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



# FACE PLAN

(Family and Community Engagement)

## District contact:

Aneatra King, Community Engagement Specialist  
Office of Family and Community Engagement, 754-321-1599





# Engagement Goal

**The environment or culture in which engaging programs take place must consider and plan for:**

- Families to feel welcomed, valued, and respected by program staff.
- Two-way communication and relationship building with families to meet changing family and community circumstances.
- Opportunities for family support and development through the family partnership process and through intentional parent/family peer groups within the program and community.



# Strategy #1

## Review customer service expectations with staff.

### Complete *Customer Service* handout

- Identify a positive interaction in which good customer service is demonstrated. Elaborate on the positive features of the interaction.
- Identify an interaction that could have been handled differently. Elaborate on the scenario and discuss what will be done to improve such interactions in the future.



# Strategy #2:

**Coordinate opportunities for organizations to provide relevant support to families and communities, and/or fill capacity gaps at the District.**

## Complete *Programs and Services* handout

- Convene a FACE Resource Team (administration, instructional, paraprofessional, cafeteria, custodial, after school program, social worker, and school counseling).
- Meet once each quarter to identify needs of community and discuss available school/ community resources.
- Update FACE SPACE with relevant information based on identified needs.



# Strategy #3

## Recognize the cultural uniqueness of families served in the school/community.

Complete *Cultural Awareness* handout

- Identify ways that values and traditions of the community will be incorporated in your school's culture (ex. serving dishes from a particular culture during school events; acknowledging traditions and holidays; communications and signage in different languages, etc.).



# Strategy #4

**Continue the “Catch Them Being Great” program recognizing individuals supporting a positive environment/culture in your school.**

Complete *Catch them Being Great* handout.

- During a staff meeting, highlight a faculty and/or staff who have been “Caught Being Great”. Have the individual(s) share with peers the specific steps or actions taken to achieve the accolade/recognition.



# Strategy #5

## Share Social and Emotional Learning Competencies with Families

- Provide information to families on how to access the SEL and Mindfulness Toolkits for Families and Students.
- Facilitate a workshop for families on modeling behaviors that promote SEL skills at home.

Information can be found at

<https://browardschools.instructure.com/courses/897124>



# 6. SIP SUPPORT FOR 2021-2022



# DISTRICT PLANS SUPPORT CONTACTS

The following contacts can assist with departmental 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:** TBD 754-321-1623
- **SCHOOL COUNSELING PLAN:** Danny Tritto 754-321-1677
- **EQUITY PLAN:** Cassandre Davis 754-321-1600
- **BPIE:** Barbara Krakower 754-321-3400
- **FAMILY AND COMMUNITY ENGAGEMENT PLAN (FACE):** Aneatra King 754-321-1599
- **TITLE I:** Adriana Karam 754-321-1417





# MANDATORY SAC DOCUMENTATION

The following documents are required to be uploaded into the SAC Upload Center:

- SAC COMPOSITION
- SAC BYLAWS
- SAC AGENDAS
- SAC SIGN-IN SHEETS
- SAC MINUTES
- WAIVER DOCUMENTATION FOR NEW AND CONTINUING WAIVERS



# SIP SEMESTER REVIEW

- **The SIP is a document that is subject to revision and changes.**
- **All documentation within the plan will be reviewed each semester.**
- **Noted deficiencies will be directed to the Principal and the SAC chair(s).**



# **MAKE SURE YOUR SCHOOL WEBSITE INFORMS CUSTOMERS ABOUT THE SCHOOL IMPROVEMENT PROCESS**



# SCHOOL IMPROVEMENT INFORMATION FOR SCHOOL WEBSITES

## SOME OF THE BASIC SCHOOL IMPROVEMENT INFORMATION THAT NEEDS TO BE POSTED ON ALL SCHOOL WEBSITES:

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

## HELPFUL HINTS:

- Do not list as SAC/SAF
- Use the complete title of each entity and list separately
- Descriptions of SAC and SAF should be from board policies 1403 & 1.3



# HAVE A SAFE & SUCCESSFUL FIRST QUARTER!



Questions? Call Kelli Blackburn Office of Service Quality - 754-321-3636

