



OFFICE OF SERVICE QUALITY

# SCHOOL IMPROVEMENT INFORMATION GUIDE Quarter 2 2020 – 2021

This guide was created to provide schools with all the SIP information needed for the second quarter of the 2020 -2021 school year. 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.

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IMPROVEMENT  
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# 1. SCHOOL IMPROVEMENT UPDATES



# SCHOOL IMPROVEMENT DATES/DEADLINES

Event Date/Deadline	Event/Document
August 24, 2020	<b>SIP Information for Quarter 1 - Power Point</b> posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a> 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
September 11, 2020	<b>Input Results of 2019-2020 SIP</b> Enter results of goals and strategies in OSPA Central V2.0
October 2, 2020	<b>SIP Completed in OSPA Central 2.0</b> Upload SAC, <del>Rtl</del> , PLC Meeting Dates, and complete entire SIP Template on OSPA Central: FLDOE SIP, Title I Addendum and all District Department Plans
October 16, 2020	<b>SAC Composition Report &amp; SAC Bylaws</b> Completed and Uploaded in OSPA Central V2.0
October 19, 2020	<b>SIP Information Session for Quarter 2 - Power Point</b> posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a> Topics: Monitoring SIP, SAC Meeting Structure utilizing Roberts Rules of Order & Sunshine Law, A+ Process, Continuation Waivers and Mid-Year Reflection
November 13, 2020	<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
January 11, 2021	<b>SIP Information for Quarter 3 - Power Point</b> posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a> Topics: Customer Survey 2020 Procedures, Monitoring SIP, Review of SAC Upload Documents, Continuation Waiver Requirements, and SIP Planning for 2020-2021.
January 22, 2021	<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 5, 2021	<b>New Waiver Applications</b> Completed in the Waiver Database and signed copies submitted to Office of Service Quality for approval.
March 1, 2021 - April 30, 2021	<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, 2021	<b>SIP Information for Quarter 4 - Power Point</b> posted on <a href="https://www.browardschools.com/Page/35378">https://www.browardschools.com/Page/35378</a> Topics: School Improvement Planning for 2021-2022, Writing SIP Goals, Organization and Elections of SAC & SAF for next school year
April 23, 2021	<b>Continuation Waivers Updated Applications</b> All documentation required for continuation of a waiver completed & uploaded



# SCHOOL IMPROVEMENT INFO

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

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

**BOOKMARK THIS PAGE FOR EASY REFERENCE**

- All Training Power Point Presentations Posted
  - View School Improvement Plans
  - Access SAC & SIP Information
  - A+ Recognition Fund Process Guidelines
  - Waiver Application and Intent to Apply Form
  - Log on to OSPA Central 2.0 to access SIP template
  - Customer Survey Reports Available



# 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



# A+ RECOGNITION FUND

**PER THE FLDOE, THERE WILL NOT BE ANY A+ SCHOOL RECOGNITION FUNDS DISSEMINATED TO SCHOOLS DURING THE 2020-2021 SCHOOL YEAR BECAUSE THE FSA WAS NOT ADMINISTERED IN 2019-2020.**



# ADVANC-ED'S NEW NAME

AdvancED and  
Measured Progress  
are now

**cognia**<sup>™</sup>

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

# Cognia.org





# SCHOOLS OF EXCELLENCE 20-21

## Elementary

BAYVIEW ELEMENTARY SCHOOL  
CENTRAL PARK ELEMENTARY SCHOOL  
CHAPEL TRAIL ELEMENTARY SCHOOL  
COOPER CITY ELEMENTARY SCHOOL  
COUNTRY HILLS ELEMENTARY SCHOOL  
COUNTRY ISLES ELEMENTARY SCHOOL  
DISCOVERY ELEMENTARY SCHOOL  
DOLPHIN BAY ELEMENTARY SCHOOL  
EAGLE POINT ELEMENTARY SCHOOL  
EAGLE RIDGE ELEMENTARY SCHOOL  
EMBASSY CREEK ELEMENTARY SCHOOL  
EVERGLADES ELEMENTARY SCHOOL  
GATOR RUN ELEMENTARY SCHOOL  
HARBORDALE ELEMENTARY SCHOOL  
HERON HEIGHTS ELEMENTARY SCHOOL  
INDIAN TRACE ELEMENTARY SCHOOL  
MANATEE BAY ELEMENTARY SCHOOL  
MCNAB ELEMENTARY SCHOOL  
PARK TRAILS ELEMENTARY SCHOOL  
PEMBROKE LAKES ELEMENTARY SCHOOL  
PINWOOD ELEMENTARY SCHOOL  
RIVERGLADES ELEMENTARY SCHOOL  
SAWGRASS ELEMENTARY SCHOOL  
SILVER PALMS ELEMENTARY SCHOOL  
VIRGINIA SHUMAN YOUNG ELEMENTARY SCHOOL

## Combination

BEACHSIDE MONTESSORI VILLAGE  
BROWARD VIRTUAL FRANCHISE

## Middle

FALCON COVE MIDDLE SCHOOL  
GLADES MIDDLE SCHOOL  
INDIAN RIDGE MIDDLE SCHOOL  
PIONEER MIDDLE SCHOOL  
SILVER TRAIL MIDDLE SCHOOL  
TEQUESTA TRACE MIDDLE SCHOOL  
WESTGLADES MIDDLE SCHOOL

## High

ATLANTIC TECHNICAL COLLEGE  
COLLEGE ACADEMY AT BROWARD COLLEGE  
COOPER CITY HIGH SCHOOL  
CYPRESS BAY HIGH SCHOOL  
FORT LAUDERDALE HIGH SCHOOL  
MARJORY STONEMAN DOUGLAS HIGH SCHOOL  
NOVA HIGH SCHOOL  
POMPANO BEACH INSTITUTE OF INTERNATIONAL STUDIES  
SHERIDAN TECHNICAL COLLEGE  
WEST BROWARD HIGH SCHOOL  
WESTERN HIGH SCHOOL  
WILLIAM T. MCFATTER TECHNICAL COLLEGE



# SCHOOLS OF EXCELLENCE RULES

Section 1003.631, Florida Statutes (F.S.), requires the State Board of Education to designate a school as a School of Excellence if the school's percentage of possible points earned in its school grade calculation is in the 80<sup>th</sup> percentile or higher for at least two of the last three school years.

To be eligible for an initial designation as a School of Excellence, a school had to receive a grade of A or B in each of the most recent three school years (2016-17, 2017-18, and 2018-19) and had to rank at the 80<sup>th</sup> percentile or higher for their school type for at least two of the last three years.


A School of Excellence will have the following administrative flexibilities outlined in the law:

- exemption from any law or rule that requires a minimum period of daily or weekly instruction in reading;
- principal autonomy as provided under s. 1012.28(8), F.S.;
- instructional personnel may substitute one year of employment at the school for 20 inservice points, up to 60 points total in a five-year cycle, toward the renewal of a professional certificate;
- exemption from compliance with school district policies establishing times for the start and end of the school day; and
- calculation of class size compliance based on the average number of students at the school level.



# SAC BYLAWS ARE NOW ON OSPA CENTRAL

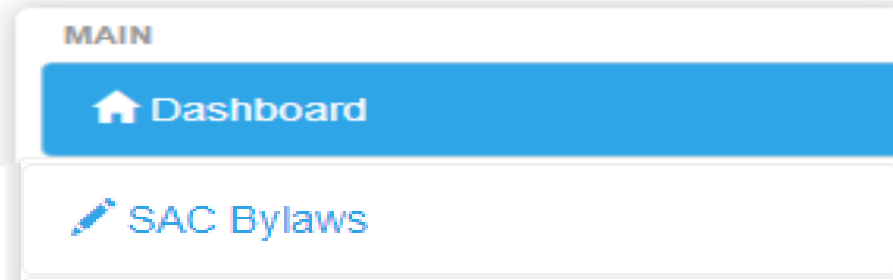
**School Advisory Council (SAC) ByLaws**



**This application has moved to OSPA Central 2.0**

Please click here to log in to [OSPA Central](#)

<p><b>Schools</b></p> <p>School Number: <input type="text"/></p> <p>SBBC SIP Password: <input type="password"/></p> <p>School Year: <input type="text" value="2015 - 2016"/></p> <p><input type="button" value="Log In"/></p>	<p><b>District</b></p> <p>P Number: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>School Year: <input type="text" value="2015 - 2016"/></p> <p><input type="button" value="Log In"/></p>
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<https://web01.browardschools.com/ospa/ospa-central2/home.asp>



# REVIEW SAC BYLAWS ANNUALLY

- 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 posted on 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.
- Changes to the Bylaws are allowed at any time with a majority vote on SAC.



# SECTIONS FOR REVISION

- 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



# 2.

# SBBC WAIVER PROCESS



# WAIVER RULES

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



# WAIVER DIRECTIONS

ALL WAIVER INFORMATION CAN BE FOUND AT:

<https://www.browardschools.com/Page/35407>

➤ **Intent to Apply for New Waiver Forms Due November 13, 2020**

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.





WAIVERS 2020-2021	TARGET AREA	START DATE	END DATE	STATUS
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 - 8 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
Hallandale HS	PSD - 8 days	16-17 SY	20-21 SY	EXPIRING
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 - 8 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 - 6 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 HS	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



# 3. PLANNING & CONDUCTING SAC MEETINGS



# SAC MEETING PURPOSE

## 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. Due to FLDOE budget cuts, new accountability funds will not be provided this year.



# SAC MEETING PLANNING TOOL

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

**2. SCHOOLS MAY CHOOSE TO CONTINUE TO UTILIZE TEAMS FOR SAC MEETINGS THAT ARE INFORMATIONAL ONLY**

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

**4. ALL MEETINGS MUST BE ADVERTISED AT LEAST THREE DAYS IN ADVANCE AND ARE SUBJECT TO THE SUNSHINE LAW**

**5. IF TEAMS WILL BE USED THE LINK AND 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

1. SAC meeting agendas will follow the FLDOE Agenda Format posted on the OSPA website.
2. SAC may now utilize school facilities to host meetings outside of the location's regular school hours only.
3. SAC Chairs are responsible for ensuring physical distancing, face coverings, and all other pertinent CDC guidelines are adhered to while on campus
4. SAC follows Roberts Rules of Order and only SAC members recognized by the chair will be allowed to speak.
5. Quorum will be met by 51% of SAC physically present at the meeting.
6. Making motions, discussion of motions and voting on motions will be by SAC members only.
7. TEAMS may be use for SAC informational meetings or may be utilized in conjunction with a physically present SAC meeting.
8. Participants identified by name will be admitted to the TEAMS meeting by school staff.
9. 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.
10. Questions and comments not addressed at the meeting will be noted by the secretary and may be addressed at a future meeting.



# MEETING NOTIFICATION

At the very minimum, the following must be used to notify all stakeholders of SAC meetings:

- School Website
- School Marquee
- Parent Link

Additional tools for meeting notification

- School Newsletter
- Facebook, Instagram, Twitter, etc.
- Email



# SAC MEETING REQUIREMENTS

## ALL SCHOOLS' SAC BYLAWS STATE:

**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.

**Section 5.** All scheduled meetings, meeting times, and places will be announced at least three days in advance. Any matter that is scheduled to come before the council for a vote requires at least 3 days advance written notice to all SAC members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.

**Section 7.** A physical quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a physical quorum, a majority of the membership of the council (more than half the members) must be physically present at the meeting.

**Section 8.** SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, to the School Advisory Forum, the PTA/PTO, or the principal.

**Section 9.** Voting will be conducted orally by asking all in favor to say “Yea” and those opposed to say “Nay”. If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida’s Sunshine Law). All votes will be scheduled early in the beginning of the agenda.



# SAC MINUTES GUIDE & 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](#)



# SBBC POLICY 1403-A

## SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

### SCHOOL ADVISORY COUNCIL MEETINGS

- Once members are entered into the system, the online SAC Composition System generates sign in sheets for use at SAC meetings. These are the sign-in sheets that must be used. The system will also generate a guest sign-in sheet that must be used to document attendance by guests at all SAC meetings.
- Per State Statute, SAC members who have two unexcused absences shall be replaced.
- In order to conduct business at a SAC meeting, a quorum must be physically present. To establish a quorum, a majority of SAC members must be physically present. A quorum must be physically present to conduct a vote.
- All schools are required to enter SAC attendance into the online SAC Attendance System after each SAC meeting.
- All School Advisory Council meetings must be open, advertised (at least three days in advance) and are subject to the Sunshine Law. Each month, School Advisory Council meeting agendas, sign-in sheets, and meeting minutes must be posted via the SAC Upload Center.



# SAC MEETING DOCUMENTATION

**ONLY** use the forms from this site for attendance for ALL SAC meetings

Online SAC Composition Program



**BROWARD SCHOOLS**  **VIRTUAL COUNSELOR**  
POWERED BY THE DATA WAREHOUSE

Attendance Membership Sign In Sheets Report Help Logout

**Committee Membership Maintenance**

ANNABEL C. PERRY PK-8 Committee Summary

Total SAC membership	# Members:16	# Females:10	# Males:6	# Non SBBC Employees:10	# Parents:11	
SAC %		Females: 62%	Males: 38%	Non SBBC Employee: 62%	Parents: 69%	
SAC Demog:	White 6%	Black 88%	Hispanic 6%	Asian 0%	Am Indian 0%	Multi Racial 0%
School Demog 5/1/2018	White 3%	Black 85%	Hispanic 15%	Asian 0%	Am Indian 0%	Multi Racial 2%
		Female 46%	Male 54%			

**ATTENDANCE & SIGN-IN SHEETS MUST BE UPLOADED TO THE SAC UPLOAD CENTER**



# BCPS RESOURCES FOR SAC

<https://www.browardschools.com/Page/35320>



## 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](#)



# FLDOE RESOURCS FOR SAC

<http://www.florida-family.net/SAC/>

Topics included on this site include:

- SAC Basics and Tools
- FL Department of Education and SAC
- FL State Statutes and SAC
- Contact and SAC Organizations



# SCHOOL ADVISORY COUNCIL

## BEST PRACTICES:

- Make sure stakeholders are aware of the purpose of the School Advisory Council.
- Survey stakeholders to see what meeting times are most convenient.
- Also ask stakeholder what topics they would like to see addressed at meetings.
- Advertise dates, times and locations of meetings as many places as possible: website, front office, newsletters, parent handbook, etc.
- Advertise meetings with full name: School Advisory Council
- Have one main topic and guest speaker for each meeting to spark stakeholder interest.
- Attach agenda with all notices for meeting.



# FLORIDA SUNSHINE LAW

## The Sunshine Law requires:

- School Advisory Council (SAC) meetings are public meetings and subject to the Government in the Sunshine Law
- Meetings of boards or commissions must be open to the public
- All meetings must be held in a facility or location accessible to the public reasonable notice of such meetings must be given
- Minutes of the meeting must be taken and open to public inspection
- Formal actions are considered binding only when made at meetings held in accordance with the Sunshine Law
- SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor

## Links & Resources for Information Regarding Sunshine Law:

Government in the Sunshine Manual - <http://myfloridalegal.com/>



# ROBERTS RULES OF ORDER

## Simplified Roberts Rules of Order

- **Main ideas:**
  - Everyone has the right to speak once if they wish, before anyone may speak a second time.
  - Everyone has the right to know what is going on at all times.
  - Only urgent matters may interrupt a speaker.
  - The [members] discuss only one thing at a time.
- **You may INTERRUPT a speaker for these reasons only:**
  - to get information about business - **point of information**
  - to get information about rules - **parliamentary inquiry**
  - if you can't hear, safety reasons, comfort, etc. - **question of privilege**
  - if you see a breach of the rules - **point of order**
  - if you disagree with the [president]'s ruling - **appeal**
- **You may influence WHAT the [members] discuss:**
  - if you would like to discuss something - **motion**
  - if you would like to change a motion under discussion - **amend**
- **You may influence HOW and WHEN the [members] discuss a motion:**
  - if you want to limit debate on something - **limit debate**
  - if you want a committee to evaluate the topic and report back - **commit**
  - if you want to discuss the topic at another time - **postpone or lay it on the table**
  - if you think people are ready to vote - **previous question**

**Complete version located at: <https://www.browardschools.com/Page/35320>**



# TOOLS FOR CONDUCTING MEETINGS

<https://www.browardschools.com/Page/42835>



## Policy 1.7

Read and review Policy 1.7 titled Policy 1.7 (SCHOOL BOARD-ESTABLISHED ADVISORY COMMITTEES AND APPOINTMENT OF A SCHOOL BOARD MEMBER REPRESENTATIVE(S) TO SUCH COMMITTEES(S)) (Document)



## Parliamentary Procedures & Roberts Rules of Order

Explanation and review of parliamentary procedures. (Video)



## Sunshine Law

The intent of this presentation is to give you (as an advisory body member) an overview in the area of the Sunshine Law. There are several general questions asked regarding this area of the law. (Video)



## Public Records Law

The state of Florida has a policy that "all state, county, and municipal records are open for personal inspection and copying by any person." The purpose of this policy is to promote transparency in government. This policy imposes the obligations of storing, maintaining and providing records when requested, subject to statutory exemptions (Video)



## Full Training for Committee Members

First time participants and or participants retaking the training in its entirety may go directly to the training session and view the entire presentation. Please allocate 45 minutes to complete the session.. (Video)



## Code of Ethics for Public Officers and Employees

Deputy General Counsel Robert Vignola explains code of ethics for public officers and employees (Video)





**4.**

**ORGANIZING TWO  
MANDATORY  
SAC/SAF  
MEETINGS**



# SBBC SAC & SAF POLICY

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

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

## SAF: SBBC POLICY 1.3 SCHOOL ADVISORY FORUM:

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

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



# SAC AND SAF COMPARISON

## School Advisory Council (SAC)

Mandated by School Board Policy

Main purpose is increasing student achievement through school improvement

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



## School Advisory Forum (SAF)

Mandated by School Board Policy

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

MUST be a parent

SAF Chair is a SAC voting member

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



# SAC & SAF WORK TOGETHER

School Advisory Forum actively participates with the School Advisory Council in identifying the educational needs and priorities of the school.

Both SAC and SAF must record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws.

In addition to individual School Advisory Forum meetings, SAC and SAF are required by Board Policy to hold semi-annual joint meetings.

Both must use district developed guidelines, adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws & Robert's Rules of Order.

SAF chairperson or designee shall represent SAF as a voting member at School Advisory Council meetings.

SAC and SAF indicate awareness of plans for the school by the signatures of both chairpersons on the budget when it is submitted for district budget preparation.



# SAC & SAF MEETING SCHEDULE

Schedule the meeting at a time that is convenient for the majority of stakeholders. Survey all stakeholders to see what times would be the convenient to a large number of them. November would be a perfect time to hold one of the joint SAC and SAF meetings mandated by policy.

## Suggested Times to Schedule SAC/SAF Meetings:

- Before a scheduled parent night
- Prior to a sporting event
- Before a student performance
- Before student awards presentation
- In the morning before school starts
- Right after dismissal



# SAC & SAF AGENDA TOPICS

The best way to get agenda topics for the two annual joint SAC/SAF meeting is to survey the parents. A simple survey or questionnaire can be an effective way to generate parent interest and give them a voice.

## Suggested Topics For SAC/SAF Meetings:

- School Safety
- School Counseling Program
- The Schoolwide Positive Behavior Plan
- Social-Emotional Learning
- MTSS/RtI
- Getting Ready for College (Naviance)
- The Broward Technical Colleges
- Presentation on any special projects or programs at your school



# 5. SIP BEST PRACTICES



# CONSIDER MOST CURRENT DATA

- Review all progress monitoring data available.
- Revisit 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 current teacher assigned grading data available.





# SIP QUARTERLY REVIEW

- The SIP is a document that is subject to revision and changes as a result of the mandated SIP monitoring process.
- All documentation within the plan should be reviewed quarterly by all stakeholders at a SAC meeting.
- Review of most current progress monitoring data needs to be an integral part of the SIP review process.



# WRITING & REVISING 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



# SMART GOALS BASED ON DATA

## SMART Goals Should 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.
- **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?



# **MAKE SURE YOUR SCHOOL WEBSITE INFORMS STAKEHOLDERS ABOUT SCHOOL IMPROVEMENT PROCESSES**



# WEBSITE SCHOOL IMPROVEMENT INFORMATION

## 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 group and list them separately



# 6. SIP SUPPORT



# DISTRICT PLANS SUPPORT

The following contacts can assist with components of the SIP:

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



# HAVE A SAFE & SUCCESSFUL SECOND QUARTER!



Questions? Call Donna Boruch Coordinator of School Improvement 754-321-3636

