

"RESETTING THE ROUTE TO SCHOOL IMPROVEMENT"

School Improvement Informational PowerPoint

Quarter 2 | 2022 - 2023

This guide was created to provide schools with vital information for the 2nd quarter of the school year.

The District School Improvement Team is available to provide support to schools throughout the school improvement process.

Do not hesitate to reach out to School Improvement for assistance at 754-321-2500. School Improvement is now part of the Research, Evaluation & Accountability Department.



District Department Plans

FLDOE SIPS

SAC Compositions

SAC Bylaws

BCPS SIPS





District School Improvement Team

School Improvement
Coordinator
Kelli Blackburn

Senior Programmer
Yaco Zaragoza



Instructional Specialists

Leslyn Poitier Wanda Ponder Jamillah Shakir Collet Woolley



Grant's Team
Tracey Bertrand
Donnett Morgan
Michelle Velasco









INFORMATION TOPICS

1.
SCHOOL
IMPROVEMENT
UPDATES

2.
SCHOOL
IMPROVEMENT
PLAN (SIP)
MONITORING

3.
SCHOOL ADVISORY
COUNCIL (SAC):

- BYLAWS
- COMPOSITION
- ° MEETINGS

4.
ACCOUNTABILITY
FUNDS & FLORIDA
SCHOOL RECOGNITION
PROGRAM (A+ FUNDS)

5. WAIVER PROCESS

6.
SIP MID-YEAR
REFLECTIONS



SCHOOL ADVISORY COUNCIL (SAC)



The purpose of the School Advisory Council (SAC) is to:

- □ Facilitate the development and monitor the progress of the School Improvement Plan (SIP)
- □ Allocate Accountability Funds to support the SIP goals and objectives
- □ Actively participate in the preparation of the school's annual budget and plan (*F.S.C. 1001.452*)



1.

SCHOOL IMPROVEMENT UPDATES



SCHOOL IMPROVEMENT EVENTS & DEADLINES

DEADLINES	SCHOOL IMPROVEMENT EVENTS		
Friday, September 30, 2022 Thursday, October 6, 2022	 Input End of Year Results for the 2021-2022 Broward County Public Schools (BCPS) School Improvement Plan (SIP) Closeout 2022-2023 SIP Completed for the district (all schools) and state (if applicable) 		
Friday, October 7, 2022	2022-2023 SAC Composition Report, School Advisory Council (SAC) Bylaws, School Advisory Forum (SAF) Bylaws Complete and upload the documents in the SAC Upload Center of the BCPS SIP in BCPS Central V2.0.		
Tuesday, August 16, 2022 – Friday, October 21, 2022	SAC Upload Center Requirements Ensure ALL 1st Quarter (Aug. 16th thru Oct. 21st) SAC Meeting Agendas, Minutes (in draft form if not yet approved by SAC), Attendance Forms, and 22-23 SAC meeting dates have been uploaded as PDFs in the SAC Upload section of the BCPS SIP prior to the end of the quarter.		
Friday, October 21, 2021	School Improvement Quarter 2 PowerPoint posted on https://www.browardschools.com/Page/47653 Topics: Monitoring SIP, SAC Meeting Structure utilizing Roberts Rules of Order & Sunshine Law, Florida School Recognition Program (A+ Funds) Process (if applicable), Continuation Waivers, and SIP Mid-Year Reflection		
Thursday, November 10, 2022	New Waiver Intent to Apply Form Schools applying for a New Waiver or schools that have a Waiver ending in 2022-2023 that stakeholders wish to continue can access the form at https://www.browardschools.com/Page/35407 , complete it, then email it to the School Improvement Coordinator.		
Monday, October 24, 2022 – Friday, January 13, 2023	SAC Upload Center Requirements Ensure ALL 2 nd Quarter (Oct. 24 th thru Jan.13 th) SAC Meeting Agendas, Minutes (in draft form if not yet approved by SAC), and Attendance Forms have been uploaded as PDFs in the SAC Upload section of the BCPS SIP prior to the end of the quarter.		
Friday, January 20, 2023	 SIP Mid-Year Reflection (All schools should complete with the leadership team and review with SAC) Schools that do not complete an FLDOE SIP will access and compete the Mid-Year Reflection online using the link in the "Mid-Year Reflection" column of the "Goals, Strategies and Activities" section of BCPS SIP within BCPS Central V2.0 Schools completing an FLDOE SIP must complete the Mid-Year Reflection in Florida CIMS. 		
Wednesday, February 1, 2023			
Friday, February 3, 2023	New Waiver Applications Complete the application in the Waiver Database and submit signed copies to the School Improvement Coordinator for approval.		





Are you up to date?

- **☐** District plan
- **☐** FLDOE plan
- SAC Composition in compliance and uploaded
- ☐ SAC and SAF Bylaws ratified, amended and uploaded
- **□** 2022-2023 SAC Meeting dates uploaded (1st & 4th weeks only)





School Improvement Quarterly Meetings

Kelli Blackburn, School Improvement Coordinator

Purpose	To provide continuous, high-quality support to school-based School Advisory Council (SAC) Chairs and Administrators in the School Improvement process and build capacity in the planning, implementation, and monitoring of the School Improvement Plan (SIP).	
Who	SAC Chairs, Co-Chairs, and Administrators	
	New SAC Chairs, Co-Chairs, and Administrators	

Quarter 2 Meetings

*Select an AM or PM session to attend for your Region (Elem. & Mid.) or School Group (Non-Trad. & High)

Tuesday,	Tuesday, October 11, 2022		Wedn	esday,
October 4, 2022			per 4, 2022 October 11, 2022 October 12, 2022	
NEW SAC Chairs Only (All Schools)	Central Region Session 9:00 am-11:00 am LINK	Non-Traditional and High Schools 9:00 am-11:00 am LINK	North Region Session 9:00 am-11:00 am LINK	South Region Session 9:00 am-11:00 am LINK
Session 9:00 am-12:00 pm <u>LINK</u>	Central Region Session 12:00 pm-2:00 pm LINK	Non-Traditional and High Schools 12:00 pm-2:00 pm LINK	North Region Session 12:00 pm-2:00 pm LINK	South Region Session 12:00 pm-2:00 pm



School Improvement Open Labs and Mini Labs

Click Here to Access TEAMS Link

Open Labs and Mini Labs are optional support sessions available for SAC Chairs, Co-Chairs, and Administrators to discuss and ask questions about topics from the Quarterly PowerPoints related to SIP & SAC.

Quarter 1	Quarter 2	Quarter 3	Quarter 4
2:00 pm-3:00 pm Lab Dates: Monday, September 19, 2022 Thursday, September 29, 2022	2:00 pm-3:00 pm Lab Dates: Wednesday, October 19, 2022 Wednesday, November 2, 2022 Wednesday, December 7, 2022		2:00 pm-3:00 pm Lab Dates: Wednesday, April 26, 2023

	Wednesday, December 7, 2022		
Dates	Topics		
Open Lab Mon., Sept. 19 th 9:00 am-12:00 pm	 Q & A Session- Pop in anytime within this window, with your School Improvement questions Topic: District and State School Improvement Plan (SIP) Support (All plans due Friday, September 30°, Thursday, October 6th; extended due to Hurricane Ian) 		
Mini Lab Mon., Sept. 19th 2:00 pm-3:00 pm SAC Meeting Processes and Procedures (Agendas, Minutes, Attendance, Voting/Qui SAC Membership SAC Composition Online Program (New)-(Due Friday, October 7th) School Advisory Forum (SAF) Information (SAF Bylaws due Friday, October 7th)			
Open Lab Thurs., Sept. 29 th 9:00 am-12:00 pm	Q & A Session- Pop in anytime within this window, with your School Improvement questions.		
Mini Lab Wed., Oct. 19 th 2:00 pm-3:00 pm	Florida School Recognition Program (A+ Funds) Overview School Accountability Funds		
Mini Lab Wed., Nov. 2 nd 2:00 pm-3:00 pm SAC Upload Center (Requirements) New Waivers (Intent to Apply) - (Due Thursday, November 10 th) SIP Mid-Year Reflection (Due Friday, January 20, 2023) Connecting FAST PM2 Data to SIP Goals			
Mini Lab Wed., Dec. 7 th 2:00 pm-3:00 pm	SIP Mid-Year Reflection (State and District Plans) - (Due Friday, January 20, 2023)		
Mini Lab Wed., Feb. 8th 2:00 pm-3:00 pm • Cognia eProve Customer Surveys (Admin Window: Wednesday, March 1- Friday • Monitoring SIP Goals			
Mini Lab SAC Upload Center Requirements Wed., Feb. 22 nd Continuation Waivers Updated (Due Thursday, April 14, 2023) Continuation Waivers Updated (Due Thursday, April 14, 2023)			
Mini Lab • Continuation Waivers Updated (Due Thursday, April 14, 2023) • Planning for the 2023-24 School Year • Elections of SAC and SAF members for the 2023-24 School Year			





2. SCHOOL IMPROVEMENT PLAN MONITORING



SCHOOL IMPROVEMENT PLAN MONITORING

School Improvement Plan

The School Advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of ss. 1001.42 (18) and 1008.345 as follows:

- 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.





Outside of your School Advisory
Council (SAC) meetings, what other
opportunities are available and vital to
discuss the implementation and
monitoring of your School
Improvement Plan goals and progress?



3.

SCHOOL ADVISORY COUNCIL BYLAWS, COMPOSITION & MEETINGS



SCHOOL ADVISORY COUNCIL BYLAWS REVIEW

- School Advisory Council (SAC) must review and revise the Bylaws annually using the SAC Bylaws program in Broward County Public Schools (BCPS) Central.
- Once the Bylaws have been revised and approved by SAC, upload the document in the SAC Documentation Upload Center in the BCPS School Improvement Plan.
- Schools must post the SAC Bylaws on their website and maintain a hard copy in the main office for public access.



BYLAWS ANNUAL REVISIONS

The following Articles/Sections reflect the selections (in orange) the School Advisory Council can revise and adopt.

- ➤ 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 or CO-CHAIRPERSONS) and Secretary.
- Article IV Section 2. The officers shall be elected annually at the (AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, APRIL, MAY or JUNE) meeting.
- Article IV Section 3. Installation of new officers will be held at the (FIRST or SECOND) meeting of the school year.



SAC BYLAWS & COMPOSITION FIELD TRIP





SCHOOL ADVISORY COUNCIL (SAC) MEETING REQUIREMENTS

5/	AC Meetings:
	Must be held physically at school sites
	Scheduled on the first and fourth weeks of the month only (Public Engagement Loop)*
	Must be at a convenient time and location for all stakeholders
	Follow Roberts Rules of Order*
	Subject to the Florida Sunshine Law*
	Advertised at least 3 days in advance via the school website, marquee, Parent Link, social media, etc.
	Flyer/notice must plainly state the full name of the School Advisory Council, agenda,
_	time and location.

SAC References*:

- BCPS Policy 1164 Public Engagement Loop
- Government in the Sunshine Law
- Robert's Rules of Order Simplified



SCHOOL ADVISORY COUNCIL (SAC) MEETING REQUIREMENTS

SA	AC Must:
	Collaborate and establish agendas prior to advertising meetings
	Follow and discuss the approved agenda items
	Use the SAC Agendas Template, SAC Minutes Template, and SAC Sign-in Sheets (in the
	new online SAC Composition Program in the SAC Documentation section of the 2022-23
	District SIP)
	Post meeting agendas, sign-in sheets and minutes (in draft form if not yet approved) in the
	SAC Upload Center monthly as PDF documents
S	AC Voting:
	Any matter scheduled to come before SAC for a vote requires at least 3 days advance
	written notice to all SAC members.
u	A quorum (51% of total SAC members) must be present before a vote may be taken by SAC.
	Voting must be scheduled early in the agenda.
	Motions, discussion of motions and voting on motions will be by SAC members only.
	All members of SAC have one vote each (even if you hold 2 positions) and must be present in person to vote.



SAC MEETING NOTIFICATION

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

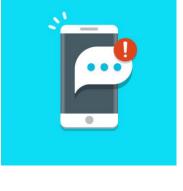
- **School Website**
- **School Marquee**



Additional tools for meeting notification

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







SAC Suggested Meeting Topics



	School Accountability Funds	Department and Grade Level Updates
	Florida School Recognition Program (A+ Funds)	Promotion Criteria (Report cards, Interim
	Waivers	Reports, Progress Monitoring Plan (PMP), etc.)
	Mid-Year Reflection	Upcoming District and School Events and
	School and District Data	Meetings
	District Department Plans (Title 1, Equity, etc.)	District and School Testing
	Extended Learning Opportunities (ELO)	School Grading Process
	District and Regional Advisory Updates	School Grants and Awards
	School Environmental Safety Incident Reporting	School Advisory Council (SAC) Processes and
_	(SESIR)	Procedures (Voting, Quorum, Attendance, etc.)
	Florida Department of Education (FLDOE) and	Monthly Academic Tips for Parents (Reading,
	District Plans	Math, Test Taking Strategies, etc.)
	FLDOE Updates (Statues, Laws, Bills, etc.)	





What's a unique way that your school posts or announces upcoming SAC meetings?

AND

How does your school boost SAC membership?

REQUIRED SAC DOCUMENTATION

The documents below are essential to each School Advisory Council (SAC). Ensure the documents below are created, completed and/or uploaded as PDFs in the SAC Documentation Center in the District School Improvement Plan (SIP).

If changes are made to any documents, upload the revised PDF copies upon completion.

SAC 22-23 Meeting Dates (by Friday, Oct. 7, 2022)

SAC Composition Report* (by Friday, Oct. 7, 2022)

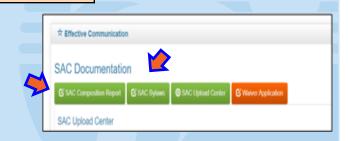
SAF Bylaws* (by Friday, Oct. 7, 2022)

Upload SAC Agendas (Monthly)

Upload SAC Sign-In Sheets (Monthly)

Upload SAC Minutes (Monthly in draft form if not yet approved by SAC)

*IT'S HERE! The 2022-2023 SAC Composition Report and SAC Bylaws will now be completed in the District SIP in BCPS Central V2.0. The access buttons are located in the SAC Documentation Center.





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) Bylaws
- ➤ 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 Regional Advisory Meetings: https://www.browardschools.com/Page/35325

HELPFUL HINTS:

- ➤ Do not use the abbreviation SAC or SAF when advertising. Use the complete title of each group and list them separately.
- Update websites regularly to reflect additional SAC information.







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
- SAC Chair is a SAF voting member



- Mandated by School Board Policy
- Main purpose is communication between stakeholders, the school and the Region Area Advisory Chair
- Members must be parents
- 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.

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

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.

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



SAC/SAF JOINT MEETINGS

The best way to get agenda topics for the two annual joint SAC/SAF meetings 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
- Multi-tiered System of Supports (MTSS)
- Getting Ready for College (Naviance)
- ➤ The Broward Technical Colleges
- Presentation on any special projects or programs at your school



4.

ACCOUNTABILITY **FUNDS & FLORIDA** SCHOOL RECOGNITION PROGRAM (A+ FUNDS)



SAC AND SCHOOL FUNDS

The School Advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of ss. 1001.42(18) and 1008.345 as follows:

- 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.
- The School Advisory Council Chair shall sign the **school budget** when it is submitted for district budget preparation as an indication of SAC participation.



ACCOUNTABILITY FUNDS

- SAC approves the expenditures of <u>all</u> Accountability Funds to support the goals and implementation of the School Improvement Plan.
- Outstanding fund balances must be listed on SAC meeting agendas <u>each month</u> until <u>all</u> funds are expended.

Spending Accountability Funds

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



FLORIDA SCHOOL RECOGNITION PROGRAM (A+ FUNDS)

The 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 at least one letter grade; or
- c) Improve more than one letter grade and sustaining the improvement the following school year; or
- d) Are designated as alternative or ESE center schools that receive a school improvement rating of "Commendable" or improve at least one level.

Per the Florida Department of Education (FLDOE), Florida School Recognition Funds will be released within the next couple of months.

We will keep all schools posted as information is released.



School recognition awards must be used for the following:

- a) Nonrecurring bonuses to the faculty and staff
- Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance
- c) Temporary personnel for the school to assist in maintaining and improving student performance.



5.

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.



NEW WAIVER DIRECTIONS

ALL WAIVER INFORMATION CAN BE FOUND AT:

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

- Intent to Apply for New Waiver Forms Due November 10, 2022
 Only schools that have completed an <u>Intent to Apply Form</u> will be allowed to submit a new waiver application.
- ► <u>New Waiver Applications</u>
 Must be completed through BCPS Central by February 3, 2023.
- ➤ Approval of New Waiver Applications

 Must be approved by the Board in May.



6.

SIP MID-YEAR REFLECTIONS



PURPOSE OF THE SIP MID-YEAR REFLECTION



The purpose of the Mid-Year Reflection for FLDOE and BCPS SIPs is to facilitate discussion with school leadership to monitor and assess the progress being made in the Areas of Focus (FLDOE SIP) and Goals, Strategies & Activities (BCPS SIP).



SIP Bites Mid-Year Reflection Guide Access Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SIP%20Bites%20-%20Mid-Year%20Reflection.pdf



MID-YEAR REFLECTION

The Mid-Year Reflection is due on or before Friday, January 20, 2023.

FLDOE SIP	DISTRICT SIP
A State Mid-Year Reflection User Guide will be provided (coming soon).	District Mid-Year Reflection User Guide will be provided (coming soon).
Complete the Mid-Year Reflection in Florida CIMS.	Compete the Mid-Year Reflection online within the SIP in BCPS Central.
Make revisions in the "Monitoring, Evidence-based Strategies, and/or Action Steps" sections of the SIP to reflect the mid-year progress monitoring results if needed.	Make revisions in the "Strategies, Monitoring and/or Professional Development" areas of the SIP to reflect the mid-year progress monitoring results if needed.



DISTRICT PLANS SUPPORT

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

- K-12 READING PLAN:
 - Elementary: Veronica Sclafani veronica.sclafani@browardschools.com
 - Secondary: Marie Garrido <u>marie.garrido@browardschools.com</u>
- MTSS PLAN:
 - Elementary: Adrienne Dixson 754-321-1655
 - Secondary: Mildred Grimaldo mildred.grimaldo@browardschools.com
- SOCIAL EMOTIONAL LEARNING PLAN (SEL): Daniel Shapiro 754-321-1678
- SCHOOL-WIDE POSITIVE BEHAVIOR PLAN: Shavonda Mitchum 754-321-1706
- ATTENDANCE PLAN: Ascellia Arenas 754-321-1623
- SCHOOL COUNSELING PLAN: Danny Tritto 754-321-1677
- EQUITY PLAN: Tom Albano 754-321-1600
- BPIE: Bari Aronson 754-321-3400
- FAMILY AND COMMUNITY ENGAGEMENT PLAN (FACE): Nadia Clarke nadia.clarke@browardschools.com
- TITLE I: Adriana Karam 754-321-1417







3-Things I learned....

2-Things I want to take back to my SAC....

1-Thing that needs to be in place immediately.....

The School Improvement Team Is Here To Support YOU!

Email or Call (754) 321-2500 and Visit our School Improvement Website https://www.browardschools.com/Page/47653



The School
Improvement Team
Wishes You A
Phenomenal Fall Season
and A Successful

2nd Quarter!









