OFFICE OF SERVICE QUALITY
Broward County Public Schools

SCHOOL IMPROVEMENT

Standard Operating Procedural Manual

Broward County Public Schools

OFFICE OF SERVICE QUALITY
Veda Hudge, Director
Donna Boruch, Coordinator/School Improvement

2015-2016 School Improvement Dates/Deadlines

August 17 – October 1	Notification of required revisions for Accreditation Artifacts
September 21, 22, 24, 25	Quarterly Accreditation Training for SAC Chairs, and School Administrators
September 25	SAC Composition Report Placed in SAC Document Upload Center
September 30	SAC Bylaws submitted in SAC Document Upload Center
October 9	Complete ASSIST Self-Assessment
	Upload of Accreditation Training Plan for faculty, staff, and community into Accreditation Artifacts Upload
November 13	Intent to Apply for New Waiver Form
November 20	SBBC SIP Deadline
December 7, 8, 10, 11	Quarterly SAC Training for SAC Chair and School Administrator
January 22	Submission of final Accreditation artifacts
February 5	A+ Plans for Qualifying Schools
February 12	New Waiver Applications Due
February 23 - 26	Quarterly SAC Training for SAC Chairs and School Administrators
May 3 – 6	Quarterly SAC Training for SAC Chairs and School Administrators
May 12	Final Accreditation Documents, and Executive Summary Due

Office of Service Quality

Veda Hudge, Director
Donna Boruch, Coordinator/School Improvement

SCHOOL IMPROVEMENT SUPPORT CONTACTS

Cadre Director:	Instructional Facilitator:
Irene Cejka	Aleshia Coleman
Dr. Fabian Cone	Shelley Lunde
David Hall	Kathleen Wright
Cynthia Hanna	Jamillah Shakir
Jackie Haywood	Kelli Blackburn
Mark Narkier	Cindee Rubinstein
Michael Ramirez	Claude Lessard
Christine Semisch	Nina Rickett McWhorter
Alan Strauss	Claude Lessard
Dr. Mark Strauss	Marjorie Archer
	Claude Lessard

Professional Learning Communities: Monica Bianchi, Supervisor, Professional Development Support Department, Email or 754-321-5054 X2872

Title I Plan: Paula Canady, Title I Program Specialist, Title I, Migrant and Special Programs Department, Email or 754-321-1407

Schoolwide Positive Behavior Plan: Tyyne Hogan, Prevention Specialist, Prevention Program, Email or 754-321-1642

For Technical/Computer Support with the Broward School Improvement Plan, Title I Plan and the Schoolwide Positive Behavior Plan Templates contact: Yaco Zaragoza, Senior Programmer, Office of Service Quality Email or 754-321-3850

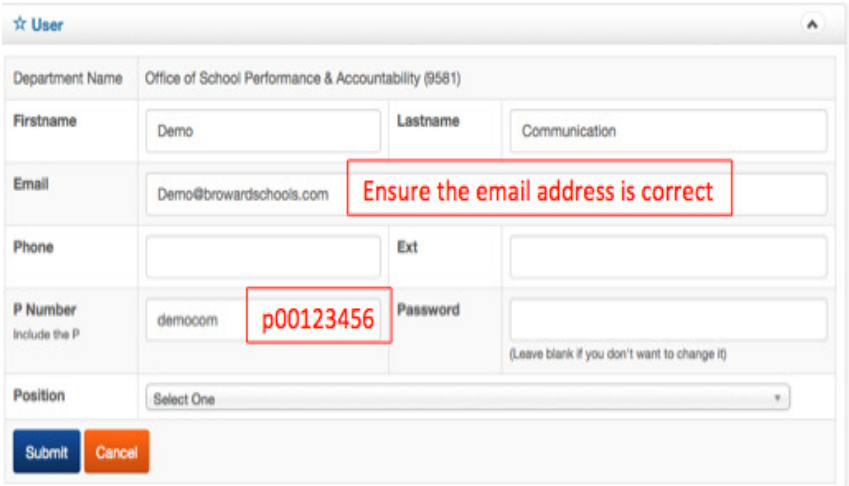
IMPORTANT MESSAGE TO ALL PRINCIPALS:

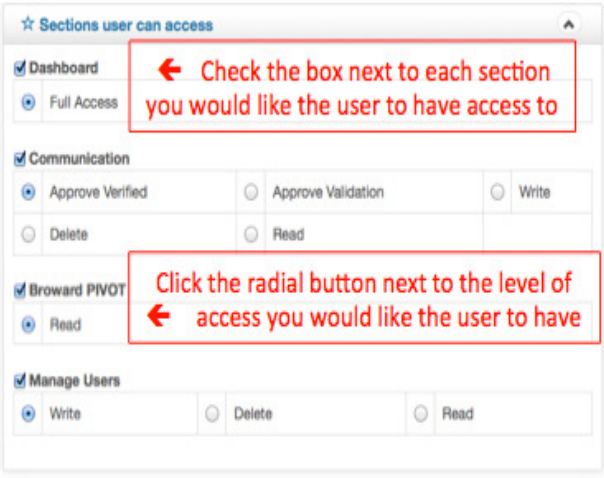
SAC Chairs who are SBBC employees or the SAC designee need to be able to log on to OSPA Central to input school improvement information.

Steps to Add SAC Chair(s) to OSPA Central 2.0 as designated users:

- **Log on to OSPA Central V2.0 (http://www.broward.k12.fl.us/ospa/ospa-central2/)**
- **Click on Manage Users**
- **Click on New User**
- **Fill Out the User Information Form**

If you do not give the user access to a section, that user will not be able to log in!





Be sure each user has access to the Dashboard and School Improvement Plan.
Set the School Improvement Plan access level to Write.

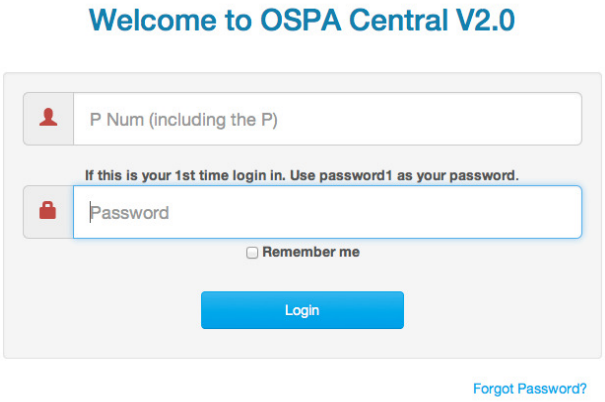
SBBC SCHOOL IMPROVEMENT TEMPLATE GUIDE

1. Log on to the OSPA website:

http://www.browardschools.com/departments/office-of-school-performance-and accountability

3. Click on OSPA Central V2.0

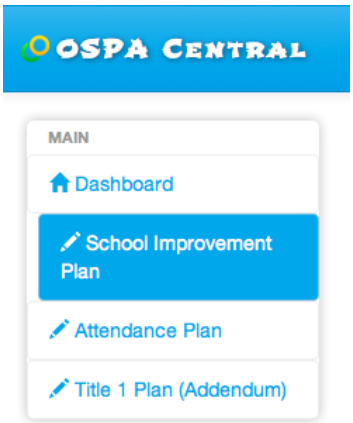
This is what you will see:



4. Log on to OSPA Central 2.0

(Your Principal should have added you as a designated user. See page #2.)

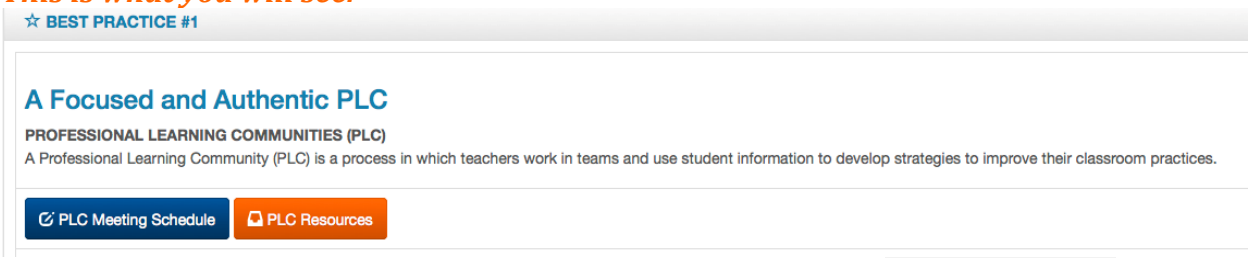
This is what you will see:



5. Click on School Improvement Plan.

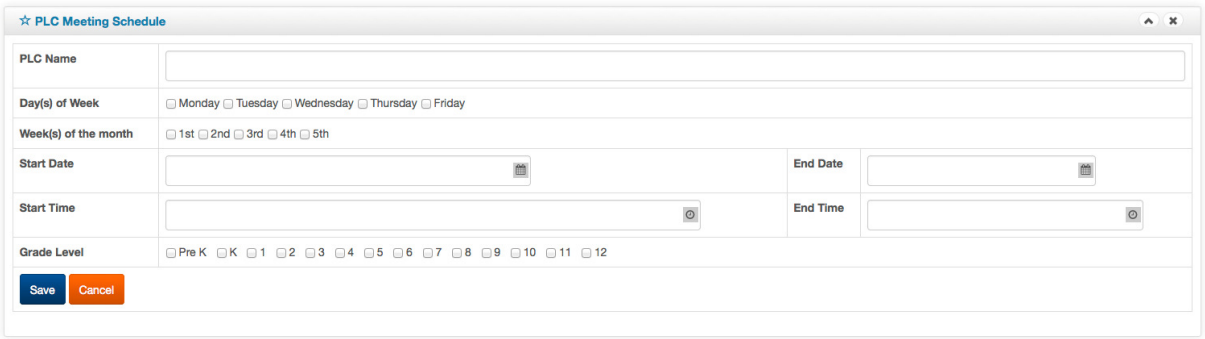
6. The name of your school will appear. Click on View .

This is what you will see.



7. BEST Practice #1: Click on PLC Meeting Schedule .

This is what you will see.



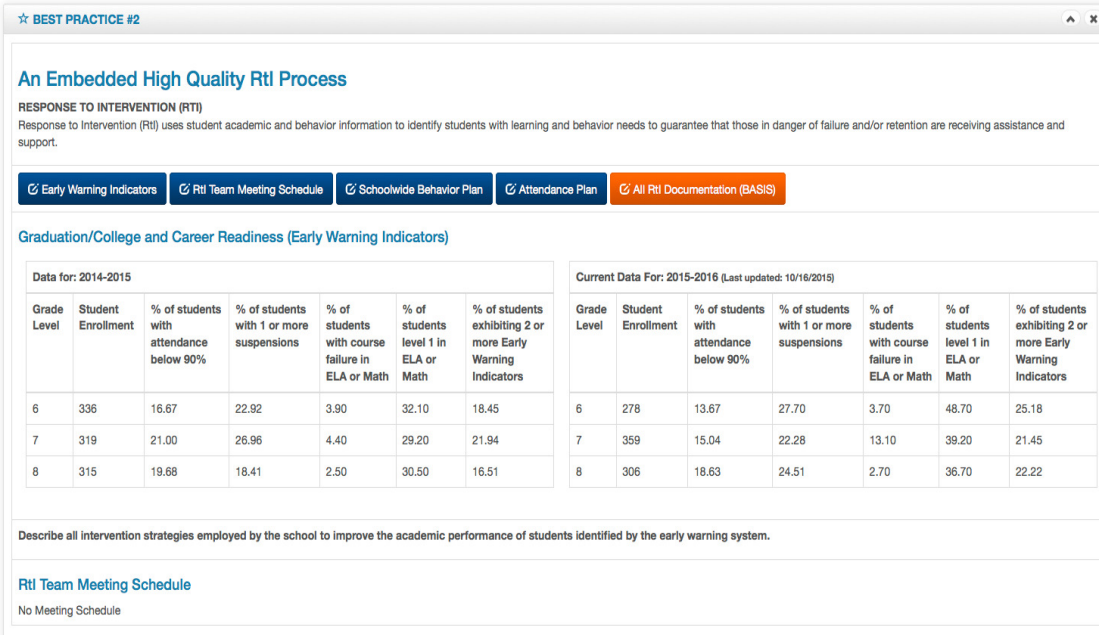
Complete the form and click on Save .

Special Note: This form will need to be completed and saved for each PLC at a school. The PLC Meeting Schedule can be updated as needed throughout the school year.

OFFICE OF SERVICE QUALITY
Veda Hudge, Director
Donna Boruch, Coordinator/School Improvement

8. Scroll down to BEST Practice #2.

This is what you will see. Early Warning indicators will be updated periodically.



☆ BEST PRACTICE #2

An Embedded High Quality RtI Process

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RtI) uses student academic and behavior information to identify students with learning and behavior needs to guarantee that those in danger of failure and/or retention are receiving assistance and support.

Early Warning Indicators | RtI Team Meeting Schedule | Schoolwide Behavior Plan | Attendance Plan | All RtI Documentation (BASIS)

Graduation/College and Career Readiness (Early Warning Indicators)

Data for: 2014-2015

Grade Level	Student Enrollment	% of students with attendance below 90%	% of students with 1 or more suspensions	% of students with course failure in ELA or Math	% of students level 1 in ELA or Math	% of students exhibiting 2 or more Early Warning Indicators
6	336	16.67	22.92	3.90	32.10	18.45
7	319	21.00	26.96	4.40	29.20	21.94
8	315	19.68	18.41	2.50	30.50	16.51

Current Data For: 2015-2016 (Last updated: 10/16/2015)

Grade Level	Student Enrollment	% of students with attendance below 90%	% of students with 1 or more suspensions	% of students with course failure in ELA or Math	% of students level 1 in ELA or Math	% of students exhibiting 2 or more Early Warning Indicators
6	278	13.67	27.70	3.70	48.70	25.18
7	359	15.04	22.28	13.10	39.20	21.45
8	306	18.63	24.51	2.70	36.70	22.22

Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system.

RtI Team Meeting Schedule

No Meeting Schedule

- Click on **Early Warning Indicators** respond to the question, and click **Submit**

.
- Click on the **RtI schedule**, input the requested information and click **Save**

.
- Click on **Schoolwide Behavior Plan**, input requested information, and click **Save**

.
- Click on the Attendance Plan, input requested information, and click **Save**

.

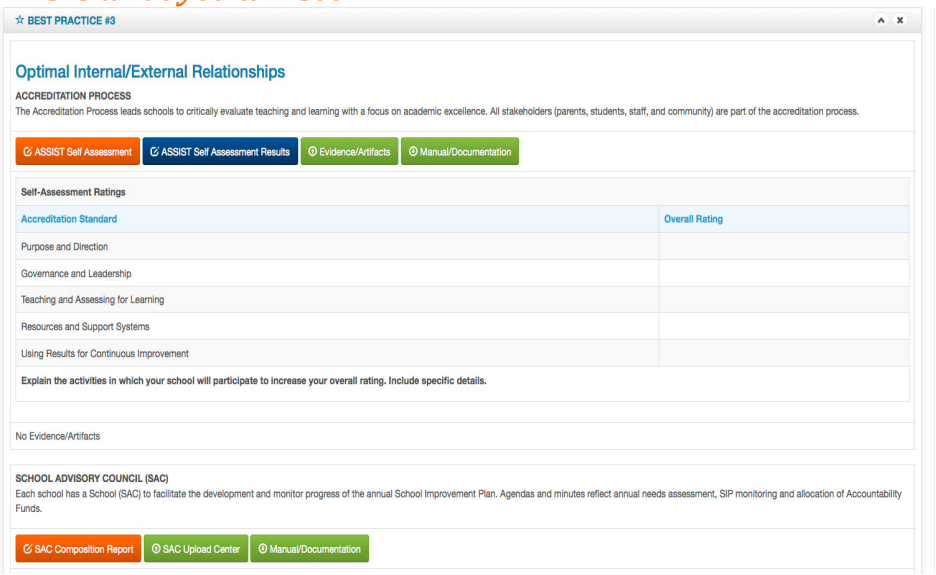
Special Note: Refer questions about the Behavior Plan or Attendance Plan to:

Schoolwide Positive Behavior Plan: Tyyne Hogan, Prevention Specialist, Prevention Program, Email or 754-321-1642

Attendance Plan: Laurel Thompson, Director, Student Services Department, Program, Email or 754-321-1550

9. Scroll down to BEST Practice #3.

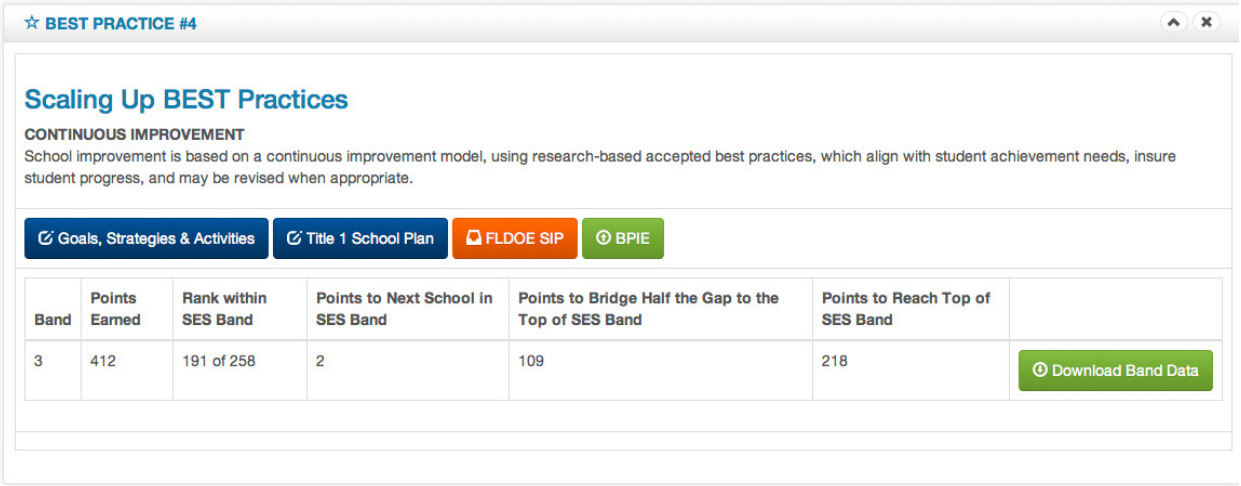
This is what you will see:

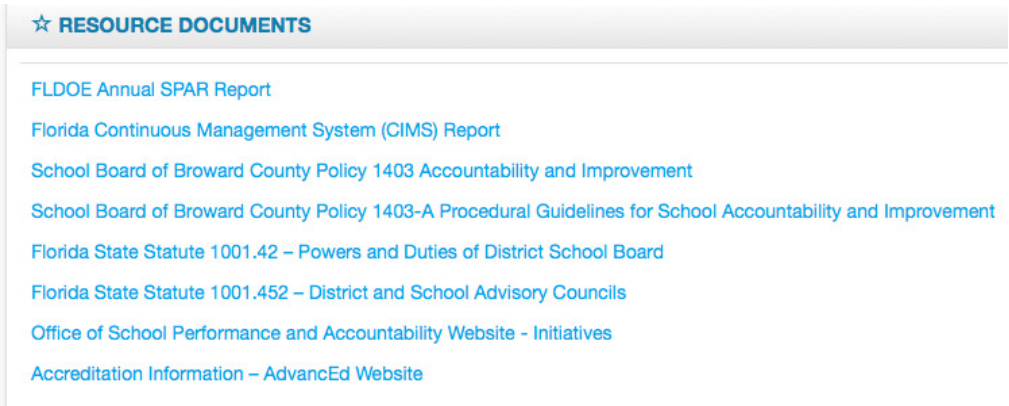


- Click on **Assist Self-Assessment** ASSIST Self Assessment which will connect to the AdvancED website for the completion and viewing of the school's annual Self-Assessment.
- Click on **Assist Self Assessment Results** ASSIST Self Assessment Results, input the information requested and click **Submit** Submit.
- Click on **Evidence/Artifacts** Evidence/Artifacts, click Choose File, then click on **Upload File** Upload File to upload all Accreditation artifacts and documents. Refer to the *Accreditation Standard Operating Procedure Manual* for naming protocols.
- **Manual/Documentation** Manual/Documentation is the *Accreditation Standard Operating Procedure Manual* with specific directions needed for formatting and completion of all Accreditation documents.
- Click on SAC Composition Report and input the information requested. Be sure to click update button after enrolling each SAC Team member.
- Click on **Evidence/Artifacts** Evidence/Artifacts, click Choose File, then click on **Upload File** Upload File to upload all SAC documents: SAC Composition, SAC Bylaws, SAC Agendas, Minutes, Sign-In Sheets, etc. Follow naming protocols for all documents: *School Location#_Name of Document _Date.doc*
- **Manual/Documentation** Manual/Documentation is the *School Improvement Standard Operating Procedure Manual* with specific directions needed for completion of all School Improvement documents.

10. Scroll down to BEST Practice #4

You will see the sections that apply to your school.



- Click on **Goals, Strategies and Activities** if the school is an FLDOE A, B, or C rated school. Input all requested information and click on the **Submit** button . Be very specific and include clear, concise details. Use of Accountability Funds must be outlined in the Budget section.
- **Title I School Plan button** will appear for all designated Title I schools with a FLDOE A, B, or C rating. Input all required information and click on **Save**
- **FLDOE SIP** button will appear for all DA designated schools. Click on this button to link to FL CIMS for completion and viewing of the FLDOE SIP.
- Click on **BPIE** button and upload the PDF version of the school BPIE (Best Practices for Inclusive Education).

Resources that may be used to provide information and/or guidelines for completion any section of the SBBC School Improvement Plan are available by just clicking on the title: