



POLICY 2.09

- 4B** I recommend that the Board approve the adoption of the proposed **revised** Policy 2.09, entitled "**School Advisory Councils.**"

[Contact: Cheryl Alligood, PX 46888 and Dr. Frank Rodriguez., PX 48851]

Adoption

CONSENT ITEM

- On September 11, 2013 the School Board approved development of this policy.
- 1) Changes to the Policy include operational updates such as references to career centers, and clerical corrections, and for consistency in language within the current policy.
- 2) There is also a change from September to October for the school to submit its School Improvement Plan to allow additional time for it to be approved by the School Advisory Council.
- 3) More specificity in paragraph 8(b) to include:
 - i. Contents as required by Florida Statute 1003.42(2), as applicable to appropriate grade levels, including but not limited to:
 - a) History of Holocaust,
 - b) History of Africans and African Americans,
 - c) Hispanic Contributions,
 - d) Women's Contributions,
 - e) Sacrifices of Veterans.

POLICY 2.09

School Advisory Councils

1
2
3 1. Purpose

4 This policy is to ensure compliance with Fla. Stat. §1001.452.

5 2. Applicability

6 Each school in this school district shall have a School Advisory Council ("SAC") as
7 set forth in Fla. Stat. §1001.452(1)(a).
8

9 3. Composition of Councils

- 10 a. Membership of the SAC shall meet the requirements within Fla. Stat.
11 §1001.452(1)(a). These requirements include that the SAC be composed of
12 the school Principal/Director (who, pursuant to Fla. Stat. §1001.54(2), must
13 provide instructional leadership in the development, revision, and
14 implementation of the School Improvement Plan) and an appropriately
15 balanced number of teachers, education support employees, students (where
16 appropriate), parents, and business and community representatives.
- 17 i. Middle ~~and junior-high~~ schools ~~must~~ may include student representation on
18 their SACs.
 - 19 ii. ~~Vocational-Technical Career~~ centers and high schools must include student
20 representatives on their SACs.
 - 21 iii. ~~Vocational-Technical Career~~ centers and Adult Education Centers are not
22 required to have parent participation on the SACs.
 - 23 iv. In accordance with Fla. Stat. §1001.452(1)(a), the term "education support
24 employee" as used herein refers to any person who is employed by a
25 school who is not defined as instructional or administrative personnel
26 pursuant to Fla. Stat. §1012.01 and whose duties require twenty (20) or
27 more hours in each normal working week.
 - 28 v. For purposes of School Advisory Council membership, the term "teacher"
29 includes classroom teachers, certified student services personnel, and
30 media specialists pursuant to Fla. Stat. §1001.452(1)(a).
31
- 32 b. As required by Fla. Stat. §1001.452(1)(a), the majority (fifty percent plus one
33 (50% + 1)) of the members of the SAC shall be persons who are not employed
34 by the school district.
- 35 c. Membership shall be representative of the ethnic, racial, and economic
36 community served by the school, as required by Fla. Stat. §1001.452(1)(a).

37 **4. Selection of Council Members**

38 a. All council members shall be elected by their respective peer group, except for
39 business and community representatives and the school Principal/Director. The
40 SAC bylaws will establish the term of membership and a process for ensuring
41 staggered terms to provide continuity on the SAC.

42 b. As required by Fla. Stat. §1001.452(1)(a), the following council members shall
43 be elected by their respective peer group in a fair and equitable manner through an
44 election as set forth in the bylaws of the SAC. Procedures in the bylaws should
45 include the means of ensuring wide notice of vacancies and elections through such
46 means as the school marquee, school newsletter, Parent Teacher
47 Association/Parent Teacher Organization (PTA/PTO) meetings, and
48 announcements at open house, etc.

49 i. Teacher(s) shall be elected by teachers;

50 ii. Education support employee(s) shall be elected by education support
51 employees;

52 iii. Student(s), when appropriate, shall be elected by students; and

53 iv. Parent(s) members shall be elected by parents in general, with all parents
54 having an opportunity to participate in voting for any parent as set forth in the
55 bylaws of the SAC.

56 c. Any SAC member may recommend the appointment of business and
57 community member(s) to serve on the SAC. The procedures in the SAC bylaws will
58 include the means of ensuring wide notice of vacancies through methods such as
59 school marquee, school newsletter, and instructional television, and of taking input
60 on possible members from local business, chambers of commerce, community and
61 civic organizations and groups, and the public at large. Business and community
62 members will be appointed by the Principal following the advice and consent of the
63 SAC.

64 d. The bylaws of the SAC must set forth a process for appointment of additional
65 SAC members if the election process does not produce representative membership
66 as provided within Fla. Stat. §1001.452(1)(a). If the process set forth in the SAC
67 bylaws still does not produce representative membership, the Board will appoint
68 additional SAC members, as set forth in Paragraph 5 below.

69 e. Each school year and prior to or at the beginning of the first SAC meeting,
70 each SAC member shall register as: a) a volunteer using the Volunteer Tracking
71 System, subject to the provisions within School Board [Policy 2.53-Volunteers in](#)
72 [Public Schools](#); and b) a SAC member for that school by submitting online a
73 completed [PBSD e-form 1710](#).

74 5. **SAC Governance**

- 75 a. Each SAC shall be governed by the Sunshine Law (Fla. Stat. §286.011), the
76 Public Records Law (Fla. Stat. Chapter 119), the SAC Statute (Fla. Stat.
77 §1001.452), and other relevant Florida statutes and State Board of Education
78 Rules relating to SACs.
- 79 b. Each SAC will adopt bylaws, including membership selection procedures that
80 meet the requirements of Florida Statutes, State Board of Education Rule, and
81 this Board Policy. As required by Fla. Stat. §1001.452(1)(d), the bylaws must
82 establish procedures for the following:
- 83 i. Requiring a quorum to be present before a vote may be taken by the
84 School Advisory Council. A majority of the membership of the council
85 constitutes a quorum.
 - 86 ii. Requiring at least three (3) business days advance notice in writing to all
87 members of the Advisory Council of any matter that is scheduled to come
88 before the council for a vote. (This notice to members is in addition to the
89 meeting notice for the general public under the Sunshine Law).
 - 90 iii. Scheduling meetings when parents, students, teachers, businesspersons,
91 and members of the community can attend.
 - 92 iv. Replacing any member who has two consecutive unexcused absences
93 (as determined by the SAC Chair) from SAC meetings scheduled
94 according to the procedures in the bylaws.
 - 95 v. Recording minutes of meetings (and, as required by Fla. Stat.
96 §1001.452(1)(d)5, the School Board shall maintain a record of minutes of
97 council meetings).
- 98 c. The SAC shall annually review its bylaws to ensure alignment with current
99 Statutes and Board Policy.
- 100 d. The SAC shall submit the SAC bylaws when submitting the School
101 Improvement Plan for Board approval.
102

103 6. **Validation of SAC Membership Composition**

- 104 a. The Superintendent/designee will validate each school's membership **lists**
105 **composition**, including reviewing whether "schools have maximized their efforts
106 to include minority persons and persons of lower socioeconomic status,"
107 pursuant to Fla. Stat. §1001.452(1)(a).
- 108 b. The Superintendent shall annually submit the membership lists composition of
109 all SACs to the School Board for review during a regular or special Board
110 meeting in, or before, December of each school year.
- 111 i. The School Board shall review the SAC membership composition to
112 determine if it is representative of the ethnic, racial, and economic
113 community served by the school, as required by Fla. Stat.
114 §1001.452(1)(a).

- 115 ii. If necessary to achieve proper representation, the School Board, based
116 on the recommendation of the Board member in whose district the school
117 is located, shall vote to appoint additional members to a SAC.
118

119 **7. SAC Powers and Duties**

120 a. Each SAC has the authority to exercise the functions and duties provided to
121 SACs by the Florida Statutes and State Board of Education Rules, but has no
122 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat.
123 §1001.452(1)(a), the SAC shall be the sole body responsible for final decision-
124 making at the school relating to implementation of Fla. Stat. §§1001.42(18)and
125 1008.345, regarding School Improvement and accountability. ~~Each SAC has the
126 authority to exercise the functions and duties provided to SACs by the Florida
127 Statutes and State Board of Education rules, but has no powers or duties now
128 reserved by law to the Board. Pursuant to Fla. Stat. §1001.452(1)(a), the SAC
129 shall be the sole body responsible for final decision-making at the school relating
130 to implementation of Fla. Stat. §§1001.42(18) and 1008.345, regarding school
131 improvement and accountability.~~

132 b. Each SAC shall assist in the preparation and evaluation of the School
133 Improvement Plan required by Fla. Stat. §1001.42(18). Technical assistance from
134 the DOE may be requested as needed.

135 c. Each SAC shall assist in the preparation of the school's annual budget and
136 plan as required by Fla. Stat. §§1001.452(2) and 1008.385(1).

137 d. As required by Fla. Stat. §1008.36(4), school recognition funds "must be used
138 for purposes listed in Fla. Stat. §1008.36(5) as determined jointly by the school's
139 staff and School Advisory Council." For purposes of this subsection, "school staff"
140 means all employees assigned to that school at the time of the decision.

141 i. Pursuant to Fla. Stat. §1008.36(5), school recognition funds must be used
142 for any of the following:

143 A. Nonrecurring bonuses to the faculty and staff;

144 B. Nonrecurring expenditures for educational equipment or
145 materials to assist in maintaining and improving student
146 performance; or

147 C. Temporary personnel for the school to assist in maintaining and
148 improving student performance.

149 ii. Pursuant to Fla. Stat. §1008.36(4), if school staff and the School Advisory
150 Council cannot reach agreement by the date specified in the Statute, "the
151 awards must be equally distributed to all classroom teachers currently
152 teaching in the school." The term "classroom teachers" is defined in Fla.
153 Stat. §1012.01(2)(a) as "staff members assigned the professional activity
154 of instructing students in courses in classroom situations, including basic
155 instruction, exceptional student education, career education, and adult
156 education, including substitute teachers" who are assigned to that school

157 as of the deadline stated above. (The term does not include other
158 instructional personnel which are separately defined in Fla. Stat.
159 §1012.01(2)(b)-(e)).
160

161 **8. School Improvement Plan (SIP)**

- 162 a. Each SAC shall assist in the preparation and evaluation of the School
163 Improvement Plan pursuant to Fla. Stat.
164 §§1001.42(18);1001.42(18),24.121(5), and 1008.33. Each school must have
165 an approved School Improvement Plan, pursuant to Fla. Stat. §1001.42(18),
166 after one (1) full school year of planning and development, as required by
167 Fla. Stat. §1008.345(6)(c). Accordingly, new schools must have a School
168 Improvement Plan upon completing one full school year of operation.
- 169 b. Schools are required by the Florida Department of Education to complete
170 their School Improvement Plan (SIP) templates with the assistance of their
171 School Advisory Councils. In addition to the content in the SIP template,
172 schools are required to include:
- 173 i. Single school culture and appreciation of multicultural diversity
174 (applicable to all grade levels) ~~and required instruction listed in Fla.~~
175 ~~Stat. § 1003.42(2) (as applicable to appropriate grade levels).~~
 - 176 ii. Content as required by Florida Statute 1003.42(2), as applicable to
177 appropriate grade levels, including but not limited to:
 - 178 a) History of Holocaust,
 - 179 b) History of Africans and African Americans,
 - 180 c) Hispanic Contributions,
 - 181 d) Women's Contributions,
 - 182 e) Sacrifices of Veterans.
- 183
- 184 c. Each school's SAC shall vote to approve the SIP at a SAC meeting. The
185 school Principal with SAC consent shall verify completion to the designated
186 Supervisor and save submit the School Improvement Plan ~~on~~ to the Florida
187 Department of Education (DOE) ~~School Improvement Plan template~~ by the
188 last Friday in ~~September~~ October (absent extenuating circumstances) or as
189 required by DOE, whichever is earlier. ~~The Principal and SAC~~
190 ~~Chairperson(s) shall verify, sign, and send the School Improvement Plan~~
191 ~~checklist (PBSD-2248) to the designated Supervisor.~~
- 192 d. The Supervisor/designee shall review and verify respective School
193 Improvement Plans, ~~as well as~~ and the school's SAC bylaws. ~~by submitting~~
194 ~~PBSD e-form 2250 to the School District's Department of School~~
195 ~~Improvement and District Accreditation.~~
- 196 e. The Superintendent shall submit the School Improvement Plan for each
197 school to the Board for approval by December 31st of each year, and the
198 Board must annually approve and require implementation of a new,

- 199 amended, or continuation School Improvement Plan for each school in the
200 District, as required by Fla. Stat. §1001.42(18)(a).
- 201 f. The Board shall provide School Improvement funds to schools for developing
202 and implementing School Improvement Plans pursuant to Fla. Stat.
203 §1001.42(18)(c).
- 204 i. Such funds shall include those funds appropriated for the purpose of
205 School Improvement pursuant to Fla. Stat. §24.121(5)(c).
 - 206 ii. School Improvement funds provided under Fla. Stat. §24.121(5)(c)
207 may be expended only on programs or projects selected by the SAC
208 for enhancing school performance through development and
209 implementation of a School Improvement Plan. As stated in Fla. Stat.
210 §24.121(5)(c), the school Principal may not override the
211 recommendations of the SAC on use of these funds.
 - 212 iii. These moneys may not be used for capital improvements, nor may
213 they be used for any project or program that has a duration of more
214 than one (1) year; however, as allowed by Fla. Stat. §24.121(5)(c), a
215 SAC may independently determine that a program or project formerly
216 funded under this paragraph should receive funds in a subsequent
217 year.
218

219 **9. Waiver of Local or State Regulation**

220 Should a school identify a ~~local~~ District or State regulation that presents a barrier to
221 improved student achievement and implementation of the School Improvement
222 Plan, the SAC may submit a request to the District's School Waiver Committee
223 (SWC), a committee that is subject to Florida's Sunshine Law.

- 224 a. The SWC may recommend a waiver of School Board Policy to the Board
225 pursuant to Fla. Stat. §1001.42(19)(b), as long as the waiver would not be
226 inconsistent with the underlying state statutes or State Board of Education
227 rules.
- 228 i. Following a vote of the SAC, the principal submits the waiver request
229 for review to the Area Superintendent/designee and
230 Superintendent/designee.
 - 231 ii. The Superintendent/designee forwards the waiver to the SWC
232 Committee. The Committee consists of:
 - 233 A. One elementary, middle, and high school Principal selected
234 by their respective Principals Associations;
 - 235 B. One department representative as appointed by the
236 Superintendent and when the waiver is applicable to that
237 department;
 - 238 C. ~~The One representative from the~~ Classroom Teachers
239 Association (CTA); ~~with one representative on the District's~~
240 ~~School Waiver Committee.~~ The CTA shall review each waiver

- 241 pursuant to the standards set forth in the CTA Bargaining
 242 Agreement, to determine if the waiver constitutes a change in
 243 employee hours, terms or conditions of employment (the CTA
 244 Board of Directors is the governing body authorized to accept
 245 waivers, reject waivers, or accept waivers with conditions if
 246 they require a waiver of contract standards)];
- 247 D. One representative from The Association of Educational
 248 Secretaries and Office Personnel (AESOP) when the waiver is
 249 applicable to ~~their~~ its constituency; and
- 250 E. One representative from the Florida Public Services Union-
 251 Service Employees International Union, Local 1227 (FPSU-
 252 SEIU) when the waiver is applicable to ~~their~~ its constituency.
- 253 b. The SWC will review and make recommendations to the
 254 Superintendent/designee on each waiver, considering the following factors:
- 255 i. Whether the waiver of School Board Policy under Fla. Stat.
 256 §1001.42(19) is possible without incurring inconsistency with the
 257 underlying State Statutes or State Board of Education Rules;
- 258 ii. Whether the waiver is focused on maximizing student outcomes;
- 259 iii. Whether the waiver is based on research and best practices.
- 260 c. If the waiver is not recommended, the Principal and SAC will be notified
 261 by the Superintendent/designee of any issues or questions the SWC has
 262 regarding the waiver and will have an opportunity to amend the waiver for
 263 further consideration.
- 264 d. If the waiver of Board Policy is recommended by the SWC, the
 265 Superintendent may submit the waiver request(s) to the Board for approval.
- 266 ~~e. If the requested waiver of Board Policy would be inconsistent with the~~
 267 ~~underlying state statutes or State Board of Education rules, the SWC may~~
 268 ~~transmit the request to the Charter District Advisory Committee as a~~
 269 ~~possibility for the School Board to pursue as an exemption under charter~~
 270 ~~district status.~~
- 271

272 10. Training and Support

- 273 a. Training, support, and written materials shall be available for SAC
 274 members that include State and local District requirements for SACs, roles
 275 and responsibilities of SAC members, use of data for decision-making, the
 276 budget process, and timelines for developing the School Improvement Plan.
 277 All SAC members are encouraged to review the SAC materials posted on
 278 the web site of the District's Department of School Improvement and District
 279 Accreditation.
- 280 b. If a SAC member or other member of the school community has a
 281 concern about the SAC's operation or compliance with this Policy, such
 282 person may contact the District's Department of School Improvement and
 283 District Accreditation. The Department of School Improvement and District

284 Accreditation will coordinate resolution of the issue, with the advice and
285 assistance of appropriate sources as needed, such as the Principal, Area
286 Superintendent, Chief Academic Officer, or Department of Legal Services.
287

288 11. School Budget

- 289 a. Each SAC shall assist in the preparation of the school's annual budget,
290 which is prepared by Budget Services, as required by Fla. Stat.
291 §§1001.452(2) and 1008.385(1).
292 b. To facilitate this budgeting process, the SAC will have the school's
293 previous year's June 30th Budget Status Summary with supporting
294 documentation, the current fiscal year's Budget Status Summary with
295 supporting documentation, and the proposed fiscal year's budget, as
296 provided by Budget Services.
297 c. The school's current fiscal year's Budget Status Summary, prepared by
298 Budget Services, will be provided to the SAC on an annual basis in
299 accordance with Fla. Stat. §§1001.452(2) and 1008.385(1).
300 d. Information regarding other resources of the school, such as internal
301 accounts, will be shared with the SAC on an annual basis for information
302 purposes only.
303 e. If requested by a majority vote of the SAC, quarterly reports of the current
304 year's budget by project, function and object, including a percentage
305 comparison of amended budgets spent to date, will be provided by Budget
306 Services. These reports can be used to compare the current year's budget
307 with the previous year's budget.
308

309 12. District-Wide Meetings

- 310 a. The Superintendent shall schedule at least two (2) district-wide meetings
311 regarding School Improvement and SACs each school year. One meeting in
312 the summer/fall will provide School Improvement Training, and one meeting
313 in the spring will provide School Advisory Council training and also provide
314 an opportunity for SAC members to give input on School Improvement to the
315 Superintendent/designee.
316 b. These meetings are intended for SAC members, Reform Panel members
317 as established by the CTA Collective Bargaining Agreement, and School
318 Board members to exchange programs, ideas, and other information on
319 School Improvement.
320

321 13. Sample SAC Bylaws

322 Sample bylaws that are consistent with Florida Statutes and Board policy are

323 provided on the web site of the Department of School Improvement and District
324 Accreditation to assist SACs in the development of their bylaws. These bylaws
325 serve only as an example, although some content is required by the cited Statutes.

326 ~~14. All forms referenced within this Policy are incorporated herein by reference as part~~
327 ~~of this Policy and can be found on the District Forms website.~~
328

STATUTORY AUTHORITY: Fla. Stat. §§ [1001.41\(2\)](#); [1001.42\(17\)](#), ~~[\(18\)](#)~~ & ~~[\(257\)](#)~~, [1001.43\(6\)](#)

LAWS IMPLEMENTED: Fla. Stat. §§ [24.121\(5\)\(c\)](#); ~~[1000.03\(5\)](#)~~; [1001.54\(2\)](#); [1008.33](#); [1008.345\(6\)](#);
[1008.36\(4\)](#) & [\(5\)](#); ~~[1008.385\(1\)](#)~~; [1001.42\(18\)](#); [1001.42\(19\)\(b\)](#);
[1001.452](#)

HISTORY: 7/21/1982; 02/25/2002; 12/8/2003; 7/13/2005; 9/13/2006; 8/22/2007;
3/3/10; 8/1/2012; ___/___/2013

329

330

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.09 and finds it legally sufficient for adoption by the Board.

Bruce A. Harris 10/2/13
Attorney Date

Additional information:

- Florida Statute (Fla. Stat.) 1003.42(2) referenced in policy 2.09 (8)(b) currently contains twenty (20) requirements for instruction, (a) through (t), including, “(h) The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society. Instructional materials shall include the contributions of African Americans to American society.
- Policy 2.09 addresses the Board’s request for schools to include “Infusion of African and African American Studies” in each school’s School Improvement Plan, as well as all other areas of instruction required in that Statute.

- Section J of the School Improvement Plan – Additional Targets:

All schools are required to describe how the school infused the content as required by Florida Statute 1003.42(2) and S.B. Policy 2.09 (8)(b), as applicable to appropriate grade levels, including but not limited to:

- History of Holocaust
 - History of Africans and African Americans
 - Hispanic Contributions
 - Women’s Contributions
 - Sacrifices of Veterans
- Communication and Training for Policy 2.09:
 - School Improvement staff will:
 - Develop and post a bulletin, and
 - Provide School Improvement Plan (SIP) template training for schools, which will include directions for adding an additional target to address required instruction identified in Fla. Stat. 1003.42(2). These trainings were held on:
 - August 14, 2013
 - August 15, 2013
 - August 20, 2013
 - August 21, 2013
 - August 22, 2013
 - August 28, 2013
- Monitoring:

- Principals add an additional target in the School Improvement Plan to address required instruction identified in Fla. Stat. 1003.42(2) then submit eForm PBSD 2248 to their Area Superintendents. (Please note that the attachment, DRAFT eForm PBSD 2248, identifies necessary statements for the SIP in red.)
- Area Superintendents verify that required components of the SIP accountability process are addressed by 100% of their area's schools, including the additional target added to address required instruction identified in Fla. Stat. 1003.42(2).

Inserts –

Fla. Stat. 1001.42(18) 2013 law

DRAFT PBSD eForm 2248

DRAFT PBSD eForm 2250

Curriculum matrix (From the Curriculum Department)



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
School Improvement Plan (SIP) Checklist

School Year _____

School

Directions: School Advisory Council (SAC) chairs, principals, and area superintendents review the SIP using this checklist. Read each statement and select the appropriate response.

PART I: CURRENT SCHOOL STATUS

A. School-Level and District-Level Information The school name, principal, school advisory council chairperson, school-based leadership team, district name, superintendent, and date of School Board approval are identified.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. School Advisory Council (SAC) The school described SAC membership, involvement in the development of SIP, activities for upcoming year, projected use of funds, and adherence to membership compliance.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Highly Qualified Staff The school provided the information required in this section for administrators, instructional coaches, classroom teachers, education paraprofessionals, other instructional personnel, teacher recruitment/retention strategies, and teacher mentoring program.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Multi-Tiered System of Support The school described and identified the MTSS system, people responsible, and plan for data-based problem solving.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Increased Learning Time/Extended Learning Opportunities The school described research-based strategies and data used to increase the amount and quality of learning time.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Literacy Leadership Team (LLT) The school described the school-based LLT functions, initiatives, and the people responsible.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Every Teacher Contributes to Reading Improvement – GRADES 6-12 The school described how every teacher contributes to reading improvement for every student.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Preschool Transition - ELEMENTARY SCHOOLS ONLY – GRADES K-2 The school described the strategies for assisting preschool children transition from early childhood programs into the elementary school	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. College and Career Readiness - SECONDARY SCHOOLS ONLY The school described how career planning and the use of applied and integrated courses are incorporated to help students see relationships between subjects and relevance to their future.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART II: EXPECTED IMPROVEMENTS

SECTIONS A-I - DATA COMPONENT FOR: Reading, Writing, Mathematics (including Algebra 1 and Geometry EOCs), Science (including Biology 1 EOC), Science/Technology/Engineering/Mathematics (STEM), Career/Technical Education (CTE), Social Studies (including U.S. History and Civics EOCs), Early Warning System Indicators, and Parental Involvement The school considered student data from all indicators and assessments in the development of expected improvements, (as applicable for grade level and content area).	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION J – ADDITIONAL TARGETS ALL SCHOOLS described how the school infused the content as required by Florida Statute 1003.42(2) and S.B. Policy 2.09 (8)(b), as applicable to appropriate grade levels, including but not limited to: <ul style="list-style-type: none"> • History of Holocaust • History of Africans and African Americans • Hispanic Contributions • Women's Contributions • Sacrifices of Veterans 	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION K – PROBLEM-SOLVING The school identified 2-3 key goals based on the data targeted in previous sections and other data sources then used the eight-step problem solving process for each desired outcome.	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART III: COORDINATION AND INTEGRATION

The school described how federal, state, and local funds, services, and programs were coordinated. (Included in this section is information about funds from Title I, Title II, Title III Title VI, Title X, Migrant, Supplemental Academic Instruction, violence prevention programs, nutrition programs, housing programs, Head Start, adult education, CTE and job training (as applicable for grade level and content area).	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALL SCHOOLS included a description of how the school integrates <i>Single School Culture</i> (the district-wide belief system about academics, climate, and behavior) and appreciation for multicultural diversity.(S.B. Policy 2.09(8)(b))	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Improvement Plan Checklist

School

School Year _____

PART IV: PROFESSIONAL DEVELOPMENT The school described high-quality and ongoing professional development activities provided for teachers, principals, paraprofessionals, and staff aligned to the 2-3 previously targeted goals.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
PART V: BUDGET The school described the budget created for each school-funded activity related to each identified goal.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
SCHOOL ADVISORY COUNCIL (SAC) ACTIONS							
MISSION AND VISION STATEMENTS REVIEWED The school reviewed and attained School Advisory Council approval for the Vision and Mission statements.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
UNDERSTANDING OF SUNSHINE LAW The School Advisory Council members were briefed on Florida Sunshine Law F.S. 286.011 requirements.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
SAC AGENDAS AND MINUTES OF MEETINGS The SAC agendas and minutes of meetings are approved and retained at the school.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
SAC BYLAWS The SAC bylaws have been reviewed and are annually updated to ensure alignment with current statutes and School Board Policy (S. B. Policy 2.09(5)(c)).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
PREPARATION OF SCHOOL IMPROVEMENT PLAN (SIP) The SAC assisted in the preparation of the School Improvement Plan. (F.S. 1001.452(2), 1001.42(18), S. B. Policy 2.09(8)).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
SAC approved the SIP on: _____ (indicate date of SAC approved SIP - documented in SAC minutes)							
ADDITIONAL ACTIONS							
RECORDS RETENTION The school has retained the following documents for five years: School Improvement Plan (SIP) (PDF version), SAC minutes documenting approval of SIP, SAC meeting schedule, and SAC bylaws.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
DISTRICT ACCREDITATION The school has updated the school information and Executive Summary as required by the accreditation agency, <i>AdvancED</i> . The <i>AdvancED's Standards for Quality Schools</i> have been reviewed with the faculty and School Advisory Council.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YES</td> <td style="width: 33%;">NO</td> <td style="width: 33%;">NA</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Required Signatures: The signatures below confirm completion of *School Improvement Plan (SIP) Checklist (PBSD 2248)*. The school is in compliance with all District and State requirements there within. Area superintendents confirm completion by all area schools through the submission of *School Improvement Plan Confirmation Receipt (PBSD 2250)*.

Signature of SAC Chair	Date	Print Name
Signature of Principal	Date	Print Name
Signature of Area Superintendent/Asst. Superintendent	Date	Print Name

SCHOOL IMPROVEMENT PLAN (SIP) REVIEW PROCESS:

Principals will:

1. Print, complete, sign, date, and send eForm 2248, *School Improvement Plan (SIP) Checklist* to Area Superintendent
2. Email the following to Area Superintendent:
 - SAC minutes documenting approval of SIP
 - SAC Bylaws
 - New EDW Compliance of School Advisory Membership Report - RXOOA0521
 - SAC meeting schedule
3. Email a copy of the Bylaws to the Department of School Improvement

Area Superintendents will:

1. Review, sign, date, and return completed eForm PBSD 2248, *School Improvement Plan (SIP) Checklist* to principals
2. Email SAC meeting schedule to Public Affairs
3. Complete eForm PBSD 2250, *School Improvement Plan Confirmation Receipt Area Checklist*

Sample of District eForm #2250



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

School Improvement Plan Confirmation Receipt

The Area/Assistant Superintendent or office designee is to verify the school Improvement Plan (SIP) accountability process by electronically confirming that 100% of their respective area's School Improvement Plans, School Advisory Council minutes documenting approval of SIP, School Advisory Council Bylaws, [New EDW Compliance of School Advisory Membership – RXOOA0521](#), and *School Improvement Plan (SIP) Checklist – PBS D eForm #2248* have been reviewed and approved.

CERTIFICATION STATEMENT

All of the items listed below have been reviewed and approved for each school in the selected area:

Select One

1. School Improvement Plan (SIP)
2. [School Advisory Council Minutes Documenting Approval of SIP](#)
3. School Advisory Council Bylaws
4. [New EDW Compliance of School Advisory Membership – RXOOA0521](#)
5. *School Improvement Plan (SIP) Checklist – PBS D 2248*

Area 1
Area 2
Area 3
Area 4
Area 5
Learning Environment

Click signature box to sign document.

Signature of Area/Assistant Superintendent

To print, press the print button. (Optional)

Print

1003.42(2)(a)	(a) The history and content of the <i>Declaration of Independence</i> , including national sovereignty, natural law, self-evident truth, equality of all persons, limited government, popular sovereignty, and inalienable rights of life, liberty, and property, and how they form the philosophical foundation of our government.
1003.42(2)(b)	(b) The history, meaning, significance, and effect of the provisions of the <i>Constitution</i> of the United States and amendments thereto, with emphasis on each of the 10 amendments that make up the Bill of Rights and how the constitution provides the structure of our government.
1003.42(2)(c)	(c) The arguments in support of adopting our republican form of government, as they are embodied in the most important of the <i>Federalist Papers</i> .
1003.42(2)(d)	(d) Flag education, including proper flag display and flag salute.
1003.42(2)(e)	(e) The elements of civil government, including the primary functions of and interrelationships between the Federal Government, the state, and its counties, municipalities, school districts, and special districts.
1003.42(2)(f)	(f) The history of the United States, including the period of discovery, early colonies, the War for Independence, the Civil War, the expansion of the United States to its present boundaries, the world wars, and the civil rights movement to the present. American history shall be viewed as factual, not as constructed, shall be viewed as knowable, teachable, and testable, and shall be defined as the creation of a new nation based largely on the universal principles stated in the <i>Declaration of Independence</i> .
1003.42(2)(g)	(g) The history of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany, a watershed event in the history of humanity, to be taught in a manner that leads to an investigation of human behavior, an understanding of the ramifications of prejudice, racism, and stereotyping, and an examination of what it means to be a responsible and respectful person, for the purposes of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions.
1003.42(2)(h)	(h) The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society. Instructional materials shall include the contributions of African Americans to American society.
1003.42(2)(i)	(i) The elementary principles of agriculture.
1003.42(2)(j)	(j) The true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind.
1003.42(2)(k)	(k) Kindness to animals.
1003.42(2)(l)	(l) The history of the state.
1003.42(2)(m)	(m) The conservation of natural resources.
1003.42(2)(n)	(n) Comprehensive health education that addresses concepts of community health, consumer health, environmental health, family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; internet safety; nutrition; personal health; prevention and control of disease; and substance use and abuse. The health education curriculum for students in grades 7 through 12 shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.
1003.42(2)(o)	(o) Such additional materials, subjects, courses, or fields in such grades as are prescribed by law or by rules of the State Board of Education and the district school board in fulfilling the requirements of law.
1003.42(2)(p)	(p) The study of Hispanic contributions to the United States.
1003.42(2)(q)	(q) The study of women's contributions to the United States.
1003.42(2)(r)	(r) The nature and importance of free enterprise to the United States economy.
1003.42(2)(s)	(s) A character-development program in the elementary schools, similar to Character First or Character Counts, which is secular in nature. Beginning in school year 2004-2005, the character-development program shall be required in kindergarten through grade 12. Each district school board shall develop or adopt a curriculum for the character-development program that shall be submitted to the department for approval. The character-development curriculum shall stress the qualities of patriotism; responsibility; citizenship; kindness; respect for authority; life, liberty, and personal property; honesty; charity; self-control; racial, ethnic, and religious tolerance; and cooperation.
1003.42(2)(t)	(t) In order to encourage patriotism, the sacrifices that veterans have made in serving our country and protecting democratic values worldwide. Such instruction must occur on or before Veterans' Day and Memorial Day. Members of the instructional staff are encouraged to use the assistance of local veterans when practicable.