



POLICY 2.09

4-A I recommend that the Board adopt the proposed revised Policy revised, entitled "School Advisory Councils."

[Contact: Denise Doyle, PX 48848.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on September 30, 2009. Changes to the policy following the development reading appear on lines 130-131 (as the Statute does not provide a definition for that provision) and between lines 230-249 to indicate the membership and the number of specific representatives who serve on the District's School Waiver (SWC) Committee and to clarify situations when they serve. Lines 28-32 have been returned pursuant to Board member request at the January 6, 2010 meeting.
- To avoid confusion with the District's Charter District Waiver Committee, this Policy renames the committee for school waivers as the District's School Waiver Committee.
- The policy provides that SAC members shall register using the Volunteer Tracking System (VIPS) and complete e-form PBSD 1710 (School Advisory Council Membership Report).
- Each school's SAC will vote to approve a school improvement plan at a SAC meeting.
- Schools are required to submit a completed PBSD 2248 (SIP Checklist) to their respective Area Superintendent. Each Area Superintendent will electronically submit e-form PBSD 2250 (School Improvement Plan Area Checklist) to the Department of School Improvement.
- School improvement and SAC District forms are included in the revised policy and sets forth the process for the school to submit the School Improvement Plan.
- This revision also updates statutory references.
- All changes are highlighted.

POLICY 2.09

SCHOOL ADVISORY COUNCILS

1
2
3 1. School Advisory Council.-- Each school in this school district shall have a School
4 Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

5 2. Composition of Councils

6 a. Membership of the SAC shall meet the requirements within Fla. Stat. §
7 1001.452(1)(a). These requirements include that the SAC Fla. Stat. §
8 ~~1001.452(1)(a) requires that school advisory council membership include~~ be
9 composed of the school principal/director (who, pursuant to Fla. Stat. §
10 1001.54(2), must provide instructional leadership in the development, revision,
11 and implementation of the school improvement plan) and an appropriately
12 balanced number of teachers, education support employees, students (where
13 appropriate), parents, and business and community representatives.

14 i. Middle and junior high schools must include student representation on
15 their SACs.

16 ii. Vocational-Technical centers and high schools must include student
17 representatives on their SACs.

18 iii. Vocational-Technical centers and adult education centers are not
19 required to have parent participation on the SACs.

20 iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education
21 support employee" as used here in refers to any person who is employed
22 by a school who is not defined as instructional or administrative personnel
23 pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or
24 more hours in each normal working week.

25 v. For purposes of school advisory council membership, the term "teacher"
26 includes classroom teachers, certified student services personnel, and
27 media specialists pursuant to Fla. Stat. § 1001.452(1)(a).

28 b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one
29 (50% + 1)) of the members of the SAC shall be persons who are not employed
30 by the school district.

31 c. Membership shall be representative of the ethnic, racial, and economic
32 community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

33 3. Selection of Council Members

- 34 a. All council members shall be elected by their respective peer group, except for
35 business and community representatives and the school principal/director. The
36 SAC bylaws will establish the term of membership and a process for ensuring
37 staggered terms to provide continuity on the SAC.
- 38 b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall
39 be elected by their respective peer group in a fair and equitable manner
40 through an election as set forth in the bylaws of the SAC. Procedures in the
41 bylaws should include the means of ensuring wide notice of vacancies and
42 elections through such means as the school marquee, school newsletter,
43 Parent Teacher Association/Parent Teacher Organization (PTA/PTO)
44 meetings, and announcements at open house, etc.
- 45 i. Teacher(s) shall be elected by teachers;
- 46 ii. Education support employee(s) shall be elected by education support
47 employees;
- 48 iii. Student(s), when appropriate, shall be elected by students; and
- 49 iv. Parent(s) members shall be elected by parents in general, with all parents
50 having an opportunity to participate in voting for any parent as set forth in
51 the bylaws of the SAC.
- 52 c. Any SAC member may recommend the appointment of business and
53 community member(s) to serve on the SAC. The procedures in the SAC
54 bylaws will include the means of ensuring wide notice of vacancies through
55 methods such as school marquee, school newsletter, and instructional
56 television, and of taking input on possible members from local business,
57 chambers of commerce, community and civic organizations and groups, and
58 the public at large. Business and community members will be appointed by the
59 principal following the advice and consent of the SAC.
- 60 d. The bylaws of the SAC must set forth a process for appointment of additional
61 SAC members if the election process does not produce representative
62 membership as provided within Fla. Stat. § 1001.452(1)(a) specified above. If
63 the process set forth in the SAC bylaws still does not produce representative
64 membership, the Board will appoint additional SAC members, as set forth in
65 Paragraph 5 below.
- 66 e. Each school year and prior to or at the beginning of the first SAC meeting,
67 each SAC member shall register as: a) a volunteer using the Volunteer
68 Tracking System, subject to the provisions within School Board Policy 2.53 -
69 Volunteers in Public Schools; and b) a SAC member for that school by
70 submitting online a completed PBSD e-form 1710.

71 4. SAC Governance

72 a. Each SAC shall be governed by the Sunshine Law (Fla. Stat. § 286.011), the
73 Public Records Law (Fla. Stat. Chapter 119), the SAC Statute (Fla. Stat. §
74 1001.452), and other relevant Florida statutes and State Board of Education
75 Rules relating to SACs.

76 b. Each SAC will adopt bylaws, including membership selection procedures that
77 meet the requirements of Florida Statutes, State Board of Education Rule, and
78 this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must
79 establish procedures for the following:

80 i. Requiring a quorum to be present before a vote may be taken by the
81 school advisory council. A majority of the membership of the council
82 constitutes a quorum.

83 ii. Requiring at least three (3) business days' advance notice in writing to all
84 members of the advisory council of any matter that is scheduled to come
85 before the council for a vote. (This notice to members is in addition to the
86 meeting notice for the general public under the Sunshine Law).

87 iii. Scheduling meetings when parents, students, teachers, businesspersons,
88 and members of the community can attend.

89 iv. Replacing any member who has two consecutive unexcused absences
90 (as determined by the SAC Chair) from SAC meetings scheduled
91 according to the procedures in the bylaws.

92 v. Recording minutes of meetings (and, as required by Fla. Stat. §
93 1001.452(1)(d)5, the School Board shall maintain a record of minutes of
94 council meetings).

95 c. The SAC shall annually review its bylaws to ensure alignment with current
96 statutes and Board Policy.

97 d. The SAC shall submit the SAC bylaws when submitting the school
98 improvement plan for Board approval.

99 5. Validation of SAC Membership Composition

100 a. The Superintendent/designee will validate each school's membership
101 composition, including reviewing whether "schools have maximized their
102 efforts to include minority persons and persons of lower socioeconomic
103 status," pursuant to Fla. Stat. § 1001.452(1)(a).

104 b. The Superintendent shall annually submit the membership lists of all SACs to

105 the School Board for review during a regular or special Board meeting in, or
106 before, December of each school year.

107 i. The School Board shall review the SAC membership composition to
108 determine if it is representative of the ethnic, racial, and economic
109 community served by the school, as required by Fla. Stat. §
110 1001.452(1)(a).

111 ii. If necessary to achieve proper representation, the School Board, based
112 on the recommendation of the Board member in whose district the school
113 is located, shall vote to appoint additional members to a SAC.

114 **6. SAC Powers and Duties**

115 a. Each SAC has the authority to exercise the functions and duties provided to
116 SACs by the Florida Statutes and State Board of Education rules, but has no
117 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §
118 1001.452(1)(a), the SAC shall be the sole body responsible for final decision-
119 making at the school relating to implementation of §§ 1001.42(18) and
120 1008.345, regarding school improvement and accountability.

121 b. Each SAC shall assist in the preparation and evaluation of the school
122 improvement plan required by Fla. Stat. § 1001.42(18). Technical assistance
123 from the DOE may be requested as needed.

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

126 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used
127 for purposes listed in [§ 1008.36](5) as determined jointly by the school's staff
128 and school advisory council." For purposes of this subsection, "school staff"
129 means all employees assigned to that school at the time of the decision,
130 including ~~that school's~~ instructional, paraprofessional, clerical, facilities, and
131 food service personnel, consistent with Fla. Stat. § 1012.01(2), (3), (6), (7).

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

134 A. Nonrecurring bonuses to the faculty and staff;

135 B. Nonrecurring expenditures for educational equipment or materials to
136 assist in maintaining and improving student performance; or

137 C. Temporary personnel for the school to assist in maintaining and
138 improving student performance.

139 ii. ~~The following suggested steps could be used for joint determination of the~~
140 ~~use of school recognition funds: A) the staff and SAC creates proposals~~
141 ~~for expenditure of the funds; B) the SAC approves by majority vote~~
142 ~~(50%+1) the final ballot which indicates approval of the proposals on the~~
143 ~~ballot; BC) the written proposals ballot including plus a choice of "None of~~
144 ~~the Above" are is presented to the staff three business days prior to the~~
145 ~~vote; CD) school staff vote by secret ballot on the proposals; and DE) the~~
146 ~~proposal with the majority of most votes is implemented (but if no~~
147 ~~proposal, or "None of the Above," receives at least 50%+1 of the most~~
148 ~~votes, the staff and SAC reconvenes and creates different proposals to~~
149 ~~be presented to staff). This paragraph is illustrative only; different~~
150 ~~procedures may be used for joint determination of the use of funds.~~

151 ii. Pursuant to Fla. Stat. § 1008.36(4), if ~~if~~ school staff and the school
152 advisory council cannot reach agreement by the date specified in the
153 Statute, November 1, "the awards must be equally distributed to all
154 classroom teachers currently teaching in the school." The term
155 "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff
156 members assigned the professional activity of instructing students in
157 courses in classroom situations, including basic instruction, exceptional
158 student education, career ~~and technical~~ education, and adult education,
159 including substitute teachers" who are assigned to that school as of the
160 November 1 deadline stated above. (The term does not include other
161 instructional personnel which are separately defined in § 1012.01(2)(b)-
162 (e)).

163 e. Each SAC shall have access to the District's web site as a means of providing
164 information to the public and other SACs.

165 7. School Improvement Plan (SIP)

166 a. Each SAC shall assist in the preparation and evaluation of the school
167 improvement plan pursuant to Fla. Stat. §§ 1001.42(18) ~~and~~ 1001.452(2),
168 24.121(5), and 1008.33. Each school must have an approved school
169 improvement plan, pursuant to § 1001.42(18), after one (1) full school year of
170 planning and development, as required by § 1008.345(6)(c). Accordingly, new
171 schools must have a school improvement plan upon completing one full school
172 year of operation.

173 b. The school improvement plan shall address single school culture as well as
174 appreciation of multicultural diversity, and shall include all matters required by
175 federal law, Fla. Stat. § 1001.42(18)(a) and other Florida Statutes, the State
176 Board of Education, or the Florida Department of Education. The student
177 performance standards to be addressed include both Florida state standards
178 and the federal No Child Left Behind Act.

- 179 c. ~~Although the school improvement plan is for one year, SACs are also~~
180 ~~encouraged to adopt long-range goals and objectives that cover a multiyear~~
181 ~~time frame.~~
- 182 d. ~~The school improvement plan must have annual objectives based on an~~
183 ~~annual analysis of student achievement and other school performance data.~~
- 184 c. Each school's SAC shall vote to approve the SIP at a SAC meeting. The
185 individual school Principal and with its SAC consent shall verify and save
186 submit the school improvement plan on the Florida Department of Education
187 (DOE) school improvement plan template by the last Friday in September to
188 the Superintendent/designee by the last Friday in October of each year
189 (absent extenuating circumstances) or as required by DOE, whichever is
190 earlier. The Principal and SAC Chairperson(s) shall verify, sign, and send the
191 school improvement plan checklist (PBSD 2248) to the designated Supervisor.
- 192 d. The Supervisor/designee shall review and verify respective school
193 improvement plans, as well as the school's SAC bylaws, by submitting PBSD
194 e-form 2250. to the School District's Department of School Improvement.
- 195 e. The Superintendent shall submit the school improvement plan for each school
196 to the Board for approval by December 31st of each year, and the Board must
197 annually approve and require implementation of a new, amended, or
198 continuation school improvement plan for each school in the district, as
199 required by Fla. Stat. § 1001.42(18)(a).
- 200 f. The Board shall provide school improvement funds to schools for developing
201 and implementing school improvement plans pursuant to Fla. Stat. §
202 1001.42(18)(c).
- 203 i. Such funds shall include those funds appropriated for the purpose of
204 school improvement pursuant to Fla. Stat. § 24.121(5)(c).
- 205 ii. School improvement funds provided under Fla. Stat. § 24.121(5)(c) may
206 be expended only on programs or projects selected by the SAC for
207 enhancing school performance through development and implementation
208 of a school improvement plan. As stated in § 24.121(5)(c), the school
209 principal may not override the recommendations of the SAC on use of
210 these funds.
- 211 iii. These moneys may not be used for capital improvements, nor may they
212 be used for any project or program that has a duration of more than one
213 (1) year; however, as allowed by § 24.121(5)(c), a SAC may
214 independently determine that a program or project formerly funded under
215 this paragraph should receive funds in a subsequent year.

- 216 8. Waiver of Local or State Regulation.-- Should a school identify a local or state
217 regulation that presents a barrier to improved student achievement and
218 implementation of the school improvement plan, the SAC may submit a request to
219 the District District's School Waiver Committee (SWC), a committee that is subject
220 to Florida's Sunshine Law.
- 221 a. The SWC may recommend a waiver of School Board Policy to the Board
222 pursuant to Fla. Stat. § 1001.42(19)(b), as long as the waiver would not be
223 inconsistent with the underlying state statutes or State Board of Education
224 rules.
- 225 i. Following a vote of the SAC, the principal submits the waiver request for
226 review to the area superintendent/designee and
227 Superintendent/designee.
- 228 ii. The Superintendent/designee forwards the waiver to the District SWC
229 Committee. The Committee consists of:
- 230 A. One elementary, middle, and high school principals selected by their
231 respective Principals Associations;
- 232 B. One Department representation representative as appointed by the
233 Superintendent and as appropriate for the waiver when the waiver is
234 applicable to that department;
- 235 C. The Classroom Teacher's Association (CTA), with one
236 representative membership on the District's School Waiver
237 Committee, shall review each waiver pursuant to the standards set
238 forth in the CTA Bargaining Agreement, to determine if the waiver
239 constitutes a change in employee hours, terms or conditions of
240 employment (the CTA Board of Directors is the governing body
241 authorized to accept waivers, reject waivers, or accept waivers with
242 conditions if they require a waiver of contract standards);
- 243 D. One Representative from The Association of Educational
244 Secretaries and Office Personnel (AESOP) when the waiver is
245 applicable to their constituency; and
- 246 E. One Representative from the National Conference of Firemen and
247 Oilers, Inc., Local 1227 (NCFO) Florida Public Services Union-
248 Service Employees International Union, Local 1227 (FPSU-SEIU
249 when the waiver is applicable to their constituency.
- 250 b. The DSWC will review and make recommendations to the Superintendent/
251 designee on each waiver, considering the following factors:

- 252 i. Whether the waiver of School Board Policy under Fla. Stat. §
253 1001.42(19)(b) is possible without incurring inconsistency with the
254 underlying state statutes or State Board of Education rules;
- 255 ii. Whether the waiver is focused on maximizing student outcomes;
- 256 iii. Whether the waiver is based on research and best practices.
- 257 c. If the waiver is not recommended, the principal and SAC will be notified by the
258 Superintendent/designee of any issues or questions the SWC District Waiver
259 Committee has regarding the waiver and will have an opportunity to amend
260 the waiver for further consideration.
- 261 d. If the waiver of Board Policy is recommended by the DSWC, the
262 Superintendent may submit the waiver request(s) to the Board for approval.
- 263 e. If the requested waiver of Board Policy would be inconsistent with the
264 underlying state statutes or State Board of Education rules, the DSWC may
265 transmit the request to the Charter District Advisory Committee as a possibility
266 for the School Board to pursue as an exemption under charter district status.

267 9. Training and Support

- 268 a. Training, support, and written materials shall be available for SAC members
269 that include state and local requirements for SACs, roles and responsibilities
270 of SAC members, use of data for decision-making, the budget process, and
271 timelines for developing the school improvement plan. All SAC members are
272 encouraged to review the SAC materials posted on the web site of the
273 District's Department of School Improvement.
- 274 b. If a SAC member or other member of the school community has a concern
275 about the SAC's operation or compliance with this Policy, such person may
276 contact the District's Department of School Improvement. The Department of
277 School Improvement will coordinate resolution of the issue, with the advice
278 and assistance of appropriate sources as needed, such as the principal, area
279 superintendent, Chief Academic Officer, or Department of Legal Services.

280 10. School Budget

- 281 a. Each SAC shall assist in the preparation of the school's annual budget, which
282 is prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and
283 1008.385(1).
- 284 b. To facilitate this budgeting process, the SAC will have the school's previous
285 year's June 30th Budget Status Summary with supporting documentation, the
286 current fiscal year's Budget Status Summary with supporting documentation,

287 and the proposed fiscal year's budget, as provided by Budget Services.

288 c. The school's current fiscal year's Budget Status Summary, prepared by
289 Budget Services, will be provided to the SAC on an annual basis in
290 accordance with Fla. Stat. § 1001.452(2) and 1008.385(1).

291 d. Information regarding other resources of the school, such as internal accounts,
292 will be shared with the SAC on an annual basis for information purposes only.

293 e. If requested by a majority vote of the SAC, quarterly reports of the current
294 year's budget by project, function and object, including a percentage
295 comparison of amended budgets spent to date, will be provided by Budget
296 Services. These reports can be used to compare the current year's budget
297 with the previous year's budget.

298 11. District-Wide Meetings

299 a. The Superintendent shall schedule at least two (2) district-wide meetings
300 regarding school improvement and SACs each school year. One meeting in
301 the summer/fall will provide school improvement training ~~for SAC members~~,
302 and one meeting in the spring will provide school advisory council
303 improvement training ~~for SAC members~~ and also provide an opportunity for
304 SAC members to give input on school improvement to the
305 Superintendent/designee.

306 b. These meetings are intended for SAC members, Reform Panel members as
307 established by the CTA Collective Bargaining Agreement, and School Board
308 members to exchange programs, ideas, and other information on school
309 improvement.

310 12. Sample SAC Bylaws. Sample bylaws that are consistent with Florida Statutes and
311 Board policy are provided on the Web site of the Department of School
312 Improvement to assist SACs in the development of their bylaws. These bylaws
313 serve only as an example, although some content is required by the cited statutes.

314 13. All forms referenced within this Policy are incorporated herein by reference as part
315 of this Policy and can be found on the [District Forms website](#).

316 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2), 1001.42(17), (25)
317 LAWS IMPLEMENTED: Fla. Stat. §§ 24.121(5)(c); 1000.03(5); 1001.54(2); 1008.33;
318 1008.345(6); 1008.36(4), (5); 1008.385(1); 1001.42(18); 1001.42(19)(b); 1001.452
319 HISTORY: 7/21/1982; 02/25/2002; 12/8/2003; 7/13/2005; 9/13/2006; 8/22/2007;
320 ___/___/10

Legal Signoff:

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

Attorney

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

School Advisory Council (SAC) Member

Each School Advisory Council (SAC) member is required to complete and submit the following information.

School

School Year

Member Name

I am a SAC Chairperson/Co-Chairperson

E-mail

I understand that as a member of a SAC the information on this form is subject to the Public Records Act.

Ethnicity

- Race American Indian/Alaskan Native
 Asian
 Black/African American
 Native Hawaiian/Other Pacific Islander
 White

Title/Position

When you have completed entering the information above choose "Submit" in the field drop-down menu below and press "Go"



School Improvement Plan (SIP) Checklist School Year _____

School

The purpose of this form is to ensure that the required components of the School Improvement Plan (SIP) are documented.

Directions: School Advisory Council (SAC) chairs, principals, and area superintendents review the school improvement plan (SIP) using this checklist. Check YES if the SIP has adequately addressed the questions in each category. If NO, provide an explanation in the field provided after each category. SAC Chairs and principals print the completed form, sign, date, and pony to area superintendents. Keep a copy for your records.

Area superintendents review, sign, and date completed SIP checklists. Then complete the web-based form PBSB 2250 *School Improvement Plan Area Checklist*.

VISION / MISSION STATEMENTS	YES	NO	NA
The vision statement answers the question, "What are we working to become?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The mission statement answers the question, "Why do we exist?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation if necessary:			

Part I: Current School Status			
SCHOOL PROFILE/DEMOGRAPHICS	YES	NO	NA
Did the school address a brief history and background, unique strengths, unique weaknesses, student demographics, student attendance rates, student mobility, student suspension rates, class size, academic performance of feeder pattern, and partnerships and grants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation if necessary:			
HIGHLY QUALIFIED ADMINISTRATORS	YES	NO	NA
The position, name, degree(s)/certification(s), number of years at current school, number of years as an administrator, and prior performance record are addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIGHLY QUALIFIED INSTRUCTIONAL COACHES	YES	NO	NA
The position, name, degree(s)/certification(s), number of years at current school, number of years as an administrator, and prior performance record are addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIGHLY QUALIFIED TEACHERS	YES	NO	NA
The school described the school-based strategies that will be used to recruit and retain high quality, highly qualified teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Highly Qualified Instructors	YES	NO	NA
The school listed all instructional staff and paraprofessionals who are teaching out-of-field and/or are NOT highly qualified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Demographics	YES	NO	NA
The demographic information about the instructional staff members who are teaching at least one academic course is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Mentoring Program	YES	NO	NA
The school described the teacher mentoring program for new and struggling teachers by including the names of mentors, the name(s) of mentees, rationale for the pairing, and the planned mentoring activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Improvement Plan Checklist

School _____

School Year _____

ADDITIONAL REQUIREMENTS		
Coordination and Integration (for Title I schools only)	YES	NO NA
The Title School described how federal, state, and local services and programs will be coordinated and integrated in the school and included all areas of coordination and integration appropriate to the site.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Explanation if necessary:		
Response to Instruction/Intervention (RtI)	YES	NO NA
The school described the school-based RtI team and the RtI training and implementation. All subsections of RtI have been addressed.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Explanation if necessary:		
School Wide Florida's Continuous Improvement Model	YES	NO NA
The school described in detail the implementation of the continuous improvement model at your school All subsections of have been addressed.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Explanation if necessary:		
Professional Learning Communities	YES	NO NA
The school described the use of Professional Learning Communities as a vehicle for maintaining and improving the instructional focus. Include details such as LTMs, grade-level meetings, leadership meetings, etc.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
NCLB Public School Choice (for Title I schools only)	YES	NO NA
Title I Schools identified as SINI attached the three notification letters	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pre-School Transition	YES	NO NA
The elementary school described plans for assisting preschool children in transition from early childhood programs to the site	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Postsecondary Transition	YES	NO NA
The high school described strategies for improving student readiness for the public postsecondary level based on annual analysis of the High School Feedback Report .	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Part II: Expected Improvements

GOALS	YES	NO NA
Do reading, math, science, writing, parent involvement, and other goals in the plan address the rigorous requirements, required by Florida Law?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Are the goals aligned with the school's vision and mission, as well as District, State, and Federal requirements?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

School Improvement Plan Checklist

School Year _____	School _____
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GOALS (continued)	YES	NO	NA
Do the objectives within each goal area include measurable expectations for all students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are objectives aligned with the school, district, state, and federal goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is each objective supported by the needs of the student population?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When appropriate, is there an objective addressing the needs of students in the lowest 25%?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do objectives address curriculum alignment with the Sunshine State Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do objectives address NCLB subgroups not meeting AYP proficiency targets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are action steps clearly targeted to meet the objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for monitoring the action step noted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the determination of the effectiveness of the action step described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The evaluation tool is listed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional development is aligned with objectives and all parts are complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the reading goal, the secondary school described the plan to ensure the responsibility of teaching reading for every teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The budget is aligned to the objectives and action steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation if necessary:			
Differentiated Accountability	YES	NO	NA
Differentiated schools identified the accountability status: Intervene, Correct II, Prevent II, Prevent I, or Correct I and attached the school's Differentiated Accountability Checklist of Compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Advisory Council	YES	NO	NA
The school noted membership compliance, projected use of funds, and listed its membership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part III: Quality Assurance

SCHOOL ADVISORY COUNCIL UNDERSTANDING OF SUNSHINE LAW	YES	NO
<p>SAC Members were briefed on and understand Florida's Sunshine Law The school advisory council is subject to Sunshine Law. Any member who violates any provision of Sunshine Law is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.</p>	<input type="checkbox"/>	<input type="checkbox"/>
SCHOOL ADVISORY COUNCIL MEMBERSHIP SIGNATURES	YES	NO
<p>SAC Signatures Page is completed and retained at the school. The School maintains an official signatures page of all voting and non-voting members of SAC. Please check YES or NO.</p>	<input type="checkbox"/>	<input type="checkbox"/>
MEMBERSHIP COMPLIANCE CHECKS	YES	NO
<p>Compliance Check #1 Non-District Majority The SAC Voting Body contains a majority of persons who are not employed by the school district. Please check YES or NO.</p>	<input type="checkbox"/>	<input type="checkbox"/>

School Improvement Plan Checklist

School _____

School Year _____

MEMBERSHIP COMPLIANCE CHECKS (continued)	YES	NO
<p>Compliance Check #2 Balanced Categories The SAC Voting Body includes the principal/director and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens. Students are not mandated for elementary schools. Please check YES or NO</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Compliance Check #3 Appropriate Representation The SAC Voting Body is representative of the ethnic, racial, and economic community served by the school. Please check YES or NO</p>	<input type="checkbox"/>	<input type="checkbox"/>

The above five assurances demonstrate, per State statute 1001.452, that the SAC at this school is compliant. The signatures below verify the completion of the SAC compliance analysis.

SAC Chair(s)	Signature	Date

For additional information, go to www.flbsi.org

Required Signatures: Schools pony this completed document to the area superintendent's office. Area superintendent's pony SIP Checklists to the Office of School Improvement and confirm completion by submitting the web-based form PBSD 2250 *School Improvement Plan Area Checklist*.

<i>Signature of Principal</i>	<i>Date</i>	<i>Print name of Principal</i>
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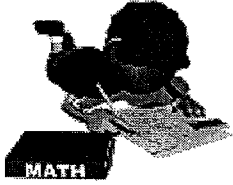
<i>Signature of Area Superintendent/Assistant Superintendent</i>	<i>Date</i>	<i>Print name of Area Superintendent/Assistant Superintendent</i>
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Volunteers in Public Schools
&
Partners in Education



VIPS Sample School



Visitor



Volunteer



Substitute



**M & PO
Facilities Management**



ITCS



Volunteers in Public Schools
&
Partners in Education



VIPS Sample School

Volunteers

Please enter your Login information and then press the **SignIn/SignOut** button

Enter Last Name.....

Enter First Initial

Enter Last 4 of SSN

(Your correct Last 4 of Social Security Number or Student ID is Required)



Volunteers in Public Schools
&
Partners in Education



VIPS Sample School

User ending with is not on file
If you would like to sign up to register as a volunteer
Please press the **Click to Continue** button

[Click to Continue](#)

[Cancel](#)

Welcome

This is your official registration form for the current school year.

Please note: *This application is a public record, accessible to the public upon request, under Floridas Public Records Act, including cell phone numbers, unlisted/unpublished numbers, home address, birthdate, e-mail address, etc. State law allows only a few items to be redacted (e.g. your social security number). Any statements about any criminal history are of public record (except for statements about records that were sealed or expunged by a court; statements about sealed or expunged records are confidential.)*

Please type your user information for background check.

*Enter first 5 of SSN: - (Your correct Social Security Number Required)

*Complete First Name:

Last Name:

*Date of Birth:

*Race:

*Sex:

***Have you ever had any of these issues:**

- Have criminal charges now pending against you,
- Been convicted,
- Pled no contest (nolo contendere).

NO YES (If YES, a detailed written explanation must be given in the box below)

***Do you agree to the following terms of volunteering:**

- TRUTHFULNESS in completing the registration process
- CONFIDENTIALITY of student information must be maintained

I understand that I am offering my services to the Palm Beach County Public Schools without compensation. I certify that all information given in the on-line application is true and complete. I understand that any misrepresentation, omission, or incorrect statement of facts called for in the application may be cause for immediate dismissal of me as a volunteer. A volunteer's service may be terminated at any time, at the discretion of either the School District of Palm Beach County or the Volunteer, subject to provisions of state or federal law. I understand that all involvement with students is restricted to the school day, on the school grounds or at school sponsored activities.

I agree, if I am a volunteer, to abide by all School Board rules, regulations and policies, either published or in effect by usage, and all rules, regulations and laws of the state of Florida as may be required by Florida Statutes, Florida Department of Education and the School Board of Palm Beach County, including Policy 3.96, Drug- and Alcohol-Free Workplace. By checking the I Agree box below, I acknowledge that I have received a copy of and have read the online policy statement/notice regarding that Policy and the Districts drug-free workplace program at www.palmbeach.k12.fl.us/policies/drug-free-policy-notice.htm.

I AGREE

Statement on the Collection, Use or Release of Social Security Numbers of Volunteers***

The School District of Palm Beach County is authorized to collect, use or release social security number (SSN) of volunteers*** for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §119.071(5) (a) 2 & 3].

1. **Registration information regarding sexual predators and sexual offenders** [Authorized by Fla. Stat. § 943.04351 and required by Fla. Stat. § 119.071(5) (a) 2 & 6]
2. **Criminal history, Level 1 and level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement**, if SSN is available [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a) 6]
3. **Reports required to be submitted to Florida Department of Education (DOE)** [Authorized and required by Fla. Stat. § 119.071(5) (a) 2 & 6]
4. **Tort claims and tort notices of claim against the School Board** [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071 (5) (a) 6]
5. **Reporting to and reports of worker's compensation injury or death, including for DWC-1** [Required by Fla. Stat. §440.185 and Fla. Admin. Code 69L-3.003 et seq. and Fla. Stat. § 119.071(5) (a) 6]
6. **Worker's compensation petitions for benefits and responses thereto** [Authorized by Fla. Admin. Code 60Q-6.103 and Fla. Stat. § 119.071(5) (a) 6]
7. **Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license,** [Authorized by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071(5) (a) 6]
8. **Identification of blood donors** [Authorized by 42 U.S.C. 405 (c)(2)(D)(i) and Fla. Stat. § 119.071(5) (a) 6]
9. **Collection and/ or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network** [Authorized by Fla. Stat. § 119.071(5) (a) 6 and required by Fla. Stat. § 119.071(5) (a) 2]
10. **The disclosure of the social security number is expressly required by federal or state law or a court order** [Required by Fla. Stat. §§ 1012.56 and 119.071(5) (a) 6]
11. **The individual expressly consents in writing to the disclosure of his or her social security number** [Authorized by Fla. Stat. § 119.071(5) (a) 6]
12. **The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224** [Required by Fla. Stat. § 119.071(5) (a) 6]
13. **The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in Fla. Stat. § 119.071** [Authorized by Fla. Stat. § 119.071 (5)(a)6]
14. **The disclosure of the social security number is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State** [Required by Fla. Stat. § 119.071(5)(a)6]

*** Note, this statement states the reasons for collecting, using or releasing the social security numbers **only of volunteers**. Separate statements set forth the reasons for collecting, using or releasing the social security numbers of students, parents, employees, and individuals other than volunteers. PBSD 2272 may be found on the [District's forms website](#) and the statement for student/parents will be in the Family Student handbook.

I hereby acknowledge viewing the above statement relating to social security numbers

Nondiscrimination Policy

THE SCHOOL DISTRICT OF PALM BEACH COUNTY IS AN
EQUAL EDUCATION OPPORTUNITY PROVIDER AND EMPLOYER

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

State and Federal laws and regulations require institutions to designate one or more persons to coordinate compliance with civil rights protections. One person may be designated for compliance with all applicable laws, or separate individuals may be designated for specific laws. The School District of Palm Beach County coordinators are as follows:

American with Disabilities Act (ADA)/504
Debra A. Neeson Okell, ADA/504 Specialist
3308 Forest Hill Blvd., C-143
West Palm Beach, Florida 33406-5869
(561)434-8814

Americans with Disabilities Act (ADA) Facilities
Carey Kelly, Existing Structures, Program
Management
Thomas Hogarth, New Structures, Building
Department
3300 Summit Boulevard
West Palm Beach, Florida 33406

Equal Employment Opportunity (EEO)
Americans with Disabilities Act (ADA)/Accommodation
Angelette Green, Director, Employee Relations
3362 Forest Hill Blvd., A-115
West Palm Beach, FL 33406-5870
(561)434-8408

Florida Educational Equity Act Coordinator
Janice S. Cover, Ed.D, Assistant Superintendent
3300 Forest Hill Blvd, Florida 33406
(561) 434-8963

Gender Equity in Athletics/Title IX
Yetta Greene, Assistant Principal on Assignment for
Athletics
3310 Forest Hill Blvd., C-223
West Palm Beach, Florida 33406-5813
(561)963-3872

Next

Cancel



VIPS Sample School

Please enter the **required** District information and then press the **Click to Finish** button

The following information is required for the District

Please note: This application is a public record, accessible by the public upon request, under Fla. Stat. § 119.07. State law allows only a few items to be redacted (blanked out) before public inspection or copying (e.g. your social security number and any confidential student information). All other items, including home address and phone number, cell phone number, unlisted/unpublished phone numbers, e-mail addresses, birthdate, etc., are public record.

USER ID:XXX-XX-

Last Name:

Date of Birth:

Sex:

(mm/dd/yyyy)

Active:Yes

First Name:

Race:

Status:Waiting

School Code: 9000

***Please choose the one that applies to you.**

- I am a current student in The School District of Palm Beach County.
If yes, which school?
- I am a current employee of The School District of Palm Beach County.
If yes, which department\school?
- I am a former employee of The School District of Palm Beach County.
If yes, which department\school?
- None of the above.

Next

Cancel



The following information is required for the District and must be accurate.

Please note: This application is a public record, accessible by the public upon request, under Fla. Stat. § 119.07. State law allows only a few items to be redacted (blacked out) before public inspection or copying (e.g. your social security number and any confidential student information.). All other items, including home address and phone number, cell phone number, unlisted/unpublished phone numbers, e-mail addresses, birth date, etc., are public record.

You may qualify to keep your home address and home phone number confidential if you are a current or former police officer, etc. (see below).

Volunteer Name: USER ID: XXX-XX-
School Name: VIPS Sample School

* Denotes required informaton

Please enter the information for School use only, then press the **Click to Finish** button

*Address:

*City:

*State: FL

*Zip:

*Home Phone:

Cell/Work Phone:

E-mail:

In case of emergency, please notify:

Emergency contact phone number:

Business/Organization Represented:

Are you Bilingual: Yes; No. . What languages?: Spanish Creole Portuguese Other:

Experiences/Talents: Athletics Career Ed. Carpentry Clerical Crafts Environment/Agriculture
 Mechanical Medical Music Science Storytelling/Theater Technical
 Travel/Geography Tutor

..Other:

Are you a mentor: Yes No

If 'Yes'-List Program you A= Big Brothers Big Sisters B= Best Buddies C= HOSTS D= Take Stock in Children

currently Mentor with: E= C.R.O.P. F= Gear Up G= Youth Motivators H= Teen Trendsetters

I= Boys and Girls Clubs J= Other Mentoring (School or District Programs)

Z= Not Applicable

Grade level(s) preferred: PreK (Kindergarten) K-2 3-5 6-8 9-12 Community School Adult

Are you a parent, guardian, family member of (a) student(s) in the School District of Palm Beach County? Yes No

Are you a parent, guardian, family member of (a) student(s) in this school(s)? Yes No

List name(s) of your child(ren) in this school and his/her home room teacher(s):

Child's Name Grade Teacher/Team

1):

2):

3):

Days/Times Available:

Volunteer Job/Interests: Art America Reads Business Partner Chaperone Classroom
 Clerical Clinic English for Speakers of Other Languages (ESOL)
 Exceptional Education Field Trips Foster Grandparents Junior Achievement
 Listener Media Center Room Parent School Advisory Council (SAC)
 Special Activities Tutor

Other Job/Interests:

Location of Volunteer Job:

Volunteer Supervisor:

Student Volunteers Only

Name of school you attend:

Grade:

Which of the following, if any, applies to you.(check one)

College/University Intern Work/Study Student Need to receive community service credit NA

Volunteer Information Exemption from Public Records

Reasons for completing this section of the application: 1) to exclude (as exempt under Florida Statutes § 119.071) their home address and telephone number (and in many cases, their photograph) from disclosure in response to public records requests (based on their own current/past employment or being the spouse or child of a qualifying person), as well as 2) to exempt certain information, as specified in the Statute, from disclosure relating to their spouse and children. Per Florida Statutes Chapter 119, it is the policy of this State that "every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so Providing access to public records is a duty of each agency." Failure to correctly complete this portion of the application may result in disclosure of certain information, including your home address and telephone numbers (including unlisted/unpublished numbers) and/or photograph, in response to a public records request.

- No, I do not qualify for any of the exemptions below at this time.
(NOTE: If you, your spouse, your child(dren) or a child residing with you, do qualify for an exemption at some point in the future, be sure to personally edit your online application. It is the volunteer's responsibility to notify The Office of Community Involvement in order to ensure that appropriate public records exemptions are applied.)
- Yes, I qualify for one of the exemption categories below
(specify a category, 1-15, by checking the appropriate box):
- 1. Firefighter certified under Florida Statutes § 633.35 (including certified Forestry firefighters)
 - 2. Judge or justice of the Florida Supreme Court; a district court of appeal; circuit court; or county court
 - 3. Current or former law enforcement officer (including corrections deputy)
 - 4. Current or former correctional or correctional probation officer
 - 5. Current or former personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities
 - 6. Current or former personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect
 - 7. Current or former personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement of child support
 - 8. Current or former code-enforcement officer
 - 9. Current or former federal judge (U.S. Court of Appeals, U.S. District Court, or U.S. Magistrate judge)
 - 10. Current or former state attorney, assistant state attorney, statewide prosecutor, or assistant statewide prosecutor
 - 11. Current or former federal prosecutor (U.S. attorney or assistant U.S. attorney)
 - 12. Current or former Human Resources/Labor Relations/Employee Relations director, assistant director, manager, or assistant manager, of any local government agency or water management district, whose duties include(d) hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties
 - 13. General magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support enforcement hearing officer
 - 14. Current or former guardian ad litem, under Florida Statutes § 39.820
 - 15. Current or former juvenile probation officer, juvenile probation supervisor, detention superintendent, assistant detention superintendent, senior juvenile detention officer, juvenile detention officer supervisor, juvenile detention officer, house parent I or II, house parent supervisor, group treatment leader, group treatment leader supervisor, rehabilitation therapist, or social services counselor of the Department of Juvenile Justice

BASIS FOR EXEMPTION

- I am the person described in a category (1-15) above.
- I am the spouse of a person described in a category (1-15) above.
- I am the child of a person described in a category (1-15) above.
- A child residing with me is the child of a person described in a category (1-15) above.

Specify the exact position and location of current/former employment qualifying you for any exemption(s) claimed above:

Employment Position held in one of the 15 categories above:

Location and Name of the government agency where the qualifying position is (was) held:

By submitting this form online, I hereby certify that my answers herein are truthful and accurate; I understand that Florida Statutes § 837.06 makes it a second-degree misdemeanor to knowingly make a false statement in writing with the intent to mislead a

public servant in the performance of his/her official duty. (For volunteers who have checked box numbers 13 or 14 above: I am also certifying that I have made reasonable efforts to protect such information from being accessible through other means available to the public.)

[Click to Finish](#)