

Hillsborough County Public Schools

School Improvement Guidelines

2022-2023

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Chapter 1 School Improvement and Accountability

1. Florida Statute for School Improvement
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5. Assurances
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1. Florida Statute for School Improvement

Florida law requires each school board to maintain a system of school improvement and education accountability as provided by statute and State Board of Education rule (s. 1001.42(18), F.S, 2021). This system of school improvement and education accountability shall be consistent with, and implemented through, the district's continuing system of planning and budgeting. The district school board shall annually approve and require implementation of a new, amended, or continuation school improvement plan for each school. The improvement plan of a school shall include strategies for improving results using data from an early warning system. The district school board shall provide information regarding the performance of students and educational programs in annual public disclosure reports. The district school board shall provide funds to schools for developing and implementing school improvement plans. Such funds shall include those funds appropriated for the purpose of school improvement.

2. Hillsborough County Public Schools (HCPS) Policy – 2120 School Improvement

The school board supports the concept of school improvement as established by the State Board of Education and will seek to create and/or maintain effective schools as defined by Florida statutes. The board shall annually approve and require implementation of a school improvement plan for each school in the district.

In addition to adopting a mission statement and educational philosophy for the district, the board shall create, as needed, policies that support the school improvement process (HCPS, 2014).

The superintendent shall establish administrative procedures that will provide for:

- A. maintenance of a system of school improvement and educational accountability pursuant to Florida statutes and State Board of Education Administrative Rules
- B. school improvement plans which are developed and implemented by school-based teams, working collaboratively, so that both building level and district level goals for students can be identified and correlated, and then achieved through effective planning, problem-solving, and assessment
- C. districtwide school improvement plan which permits building level decision-making regarding program assessment, curriculum review, determination of performance standards, budgetary review, staff development, and the monitoring and assessment
- D. collaboration at both the building and district levels with parents, relevant institutions, and groups and especially those in the community who can support and facilitate school improvement in the district

- E. A System of school reports and dissemination of information regarding the performance of student and educational programs as required for Florida statute and State Board of Education rule

3. The Purpose of the School Improvement Plan

The School Improvement Plan (SIP) provides a means for all district schools to create a plan of action to make the necessary changes to improve student achievement. In partnership, the School Advisory Council (SAC), school leadership team, and staff analyze the school's data and engage in a problem-solving process. Using the problem-solving process, schools identify, and progress monitor specific Areas of Focus, strategies, action steps, and budget resources for their SIPs throughout the school year.

4. Every Student Succeeds Act

Every Student Succeeds Act (ESSA) was signed into law in December 2015, amending the Elementary and Secondary Education Act of 1965 and replacing No Child Left Behind provisions (ESSA, 2015). Every Student Succeeds Act is the nation's main education law for all public schools. The law holds schools accountable for how students learn and achieve.

Florida's state plan establishes ambitious, rigorous academic standards for all students; measures mastery of those standards and publicly reports results; informs parental educational decisions through a simple, easily understood metric for each school based on student performance; and identifies, supports, and, if necessary, closes underperforming schools.

In accordance with the law, students identified in one or more of the subgroups, with scores below the 41st percentile on the Federal Index, will have their needs specifically addressed to make progress towards state standards (Florida Department of Education, 2018). Listed below are the subgroups:

- Economically Disadvantaged Students
- Major racial and ethnic groups (Asian, Black/African American, Hispanic, Multiracial, Native American, Pacific Islander, White)
- Students with Disabilities (SWD)
- English Language Learners (ELLs)

5. Assurances

Each year, the Florida Department of Education must verify that districts meet two requirements (Florida Department of Education, 2021). First, Florida Statutes section 1001.452(1), require that each school's School Advisory Council (SAC) meet composition requirements. Secondly, districts with schools meeting the below requirements must have an approved School Improvement Plan (SIP) pursuant to Florida Statutes section 1001.42(18).

Assurance of School Advisory Council Composition

1. All public schools in the district, except charter schools, shall have a SAC that assists in preparation and evaluation of the SIP. A majority of the members of each SAC shall not be employed by the school district. Except as noted below, each SAC is composed of the principal and an appropriately balanced number of teachers, education support employees, students, parent, and other business and community members who are representative of the ethnic, racial, and economic community

served by the school. High school SACs must include students; middle and junior high school SACs may include students. Pursuant to s. 1001.452(1) (a), F.S.

Assurances of Schoolwide Improvement Plans

1. The district school board shall annually approve and require implementation of a SIP for each public school in the district that has a school grade of "D" or "F" and/or has a significant gap in achievement by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA). This includes Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools. Pursuant to s. 1001.42(18)(a), F.S., and 20 U.S.C. s. 6311(b)(2)(C)(v)(II)
2. The district shall require implementation of a SIP to include an Area of Focus for Instructional Practice Specifically Relating to English Language Arts that explicitly addresses strategies for improving reading performance for each public school identified as the Reading Achievement initiative for Scholastic Excellence (R.A.I.S.E.) program. Pursuant to s. 1001.42(18)(a), F.S.
3. All public schools in the district, except charter schools, that include grades kindergarten through 8 shall have a SIP that includes information and data on the school's early warning system. This information is captured in Part I, Section D of the SIP (Early Warning Systems). Pursuant to s. 1001.42(18)(b), F.S.
4. All public schools in the district, except charter schools, that establish a dropout prevention and academic intervention program shall have a SIP that reflects the program. Pursuant to s. 1003.53(2)(b), F.S.
5. All public high schools in the district, except charter schools, shall have a SIP that includes strategies to improve student readiness for the public postsecondary level based on annual analysis of the postsecondary feedback report data. Pursuant to s. 1008.37(4), F.S.

6. Title I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) provides financial assistance to local educational agencies for children from low-income families to help ensure that all children meet challenging state academic standards. The majority of Title I funds are allocated at the district level in all states, plus the District of Columbia and Puerto Rico, based on mathematical formulas involving the number of children eligible for Title I support and the state per pupil cost of education (National Center for Education Statistics, 2021).

According to HCPS Policy 2261, "the School Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965. The superintendent shall prepare and present to the Department of Education a plan for the delivery of services, which meets the requirements of the law. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan."

Title I, Part A, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires that local educational agencies (LEAs), conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family

members. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children (ESSA Section 1116[a][1]).

LEAs and Schools receiving Title I, Part A funds are required to do the following:

1. The LEA must develop a Parent and Family Engagement Policy as outlined in ESSA Section 1116(a).
2. The LEA must reserve funds to assist schools with Parent and Family Engagement requirements as outlined in ESSA Section 1116(a).
3. The School(s) must develop a Parent and Family Engagement Policy as outlined in ESSA Section 1116(b).
4. The School(s) must adhere to the Parent Involvement Requirements as outlined in ESSA Section 1116(c).
5. The School(s) must develop a shared responsibility for a School-Parent Compact as outlined in ESSA Section 1116(d).
6. The LEA and School(s) must build capacity for involvement as outlined in ESSA Section 1116(e).
7. The LEA and School(s) must provide accessibility to Parents and Family member opportunities to participate as outlined in ESSA Section 1116(f).

7. Comprehensive Needs Assessment

Under the ESSA, schoolwide programs remain a key tool for using Title I funds to improve academic achievement and enable a school to more effectively leverage federal funds to upgrade its entire educational program. There are three required components of a schoolwide program that are essential to effective implementation: conducting a comprehensive needs assessment, preparing a comprehensive schoolwide plan, and annually reviewing and revising, as necessary, the schoolwide plan (U.S. Department of Education, 2016). A Comprehensive Needs Assessment (CNA) is a data analysis tool that assists schools in prioritizing program services. The needs assessment guides the development of the comprehensive school wide plan and its evaluation and is closely linked to all aspects of school wide program implementation. The needs assessment is based on academic information about all students in the school, including economically disadvantaged students, students from major racial and ethnic groups, students with disabilities (SWDs), English language learners (ELLs), and migrant students. The CNA helps schools understand the subjects and skills for which teaching and learning need to be improved. In addition, it assists schools in identifying the specific academic needs of students and groups of students who are not yet achieving Florida's academic proficiency standards (Legal Information Institute, 2019).

The CNA is a problem-solving process that helps schools learn about their individual area of strengths and challenges. Causal factors are identified in the process that help pinpoint reasons for student achievement or lack thereof. The CNA is used to get to the root of a problem. Therefore, the CNA should be the first step in the school improvement process to help schools align evidence-based strategies that are laser focused, provide defined targets, clear direction, and intentional strategies. The school wide activities and purchases should align to the Comprehensive Needs Assessment.

Chapter 2 Office of School Improvement

1. Mission
2. Vision
3. Purpose of the Office of School Improvement

1. Mission

The Office of School Improvement provides assistance to schools in order to build capacity and strengthen systems that support increasing student achievement.

2. Vision

Maximize success for all through collaborative alliances with schools and cross divisional district departments.

3. Purpose of the Office of School Improvement

The purpose of the Office of School Improvement is to provide support, training, direction, and resources that strengthen the school improvement process at all Hillsborough County schools. This office works closely with other divisions to coordinate the school improvement process.

Chapter 3 School Advisory Council (SAC)

1. Purpose of the SAC
2. SAC Bylaws
3. Election or Appointment of SAC Chair
4. Establishing the Composition of the SAC Team
5. SAC Composition Voting Process
6. SAC Attendance and Meetings
7. Documents Required to be Submitted to the District Office
8. Year-At-A-Glance
9. SAC Frequently Asked Questions

1. Purpose of the SAC

The SAC is a partnership between the school and the community it serves. The SAC is responsible for final decision-making at the school relating to the annual implementation of a School Improvement Plan (SIP). The SAC assists in the annual preparation of both the SIP and the school's annual budget, as well as the evaluation of the SIP (2 F.S. § 1001.452).

2. SAC Bylaws

Bylaws give structure to the SAC meeting process, which should be focused on the school improvement plan, student achievement, and budget items. Section 1001.452(1)(d) of Florida Statutes (2021) states each school advisory council shall adopt bylaws establishing procedures for:

1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of membership of the council (51%) constitutes a quorum.
2. Requiring at least three days advance notice in writing to all members of the school advisory council of any matter that is scheduled to come before the council for a vote.
3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
4. Replacing any member who has two unexcused, consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
5. Recording minutes of meetings.

3. Election or Appointment of SAC Chair

The SAC Chair, a district instructional employee at the school, should be elected annually in the second semester, by the SAC, to serve the following school year. In the event only one person is interested, no election is needed, and the SAC Chair may be appointed by the principal. The SAC Chair has no term limit restrictions.

4. Establishing the Composition of the SAC Team

Florida Statute Section 1001.452(1)(a) outlines the following key elements:

- The SAC membership must be representative of the ethnic, racial, and economic community served by the school.
- The majority (at least 51%) of SAC members must be non-school district employees.

- Each advisory council is required to be composed of the principal and an appropriately balanced number of teachers, education support employees, students (only required for career centers and high schools), parents, and other business and community citizens.
- Assistant principals cannot be voting members of SAC; however, they are welcome to attend SAC meetings. Only the school principal is authorized to be a voting member as an administrator.
- Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups in a fair and equitable manner as follows:
 - Teachers shall be elected by teachers.
 - Education support employees shall be elected by education support employees.
 - Students shall be elected by students (career centers and high school SACs shall have student members; middle school SACs may have student members; however, elementary SACs cannot have students).
 - Parents shall be elected by parents (school advisory councils of career centers and adult education centers are not required to include parents as members).
 - Business partners and community members are appointed, not elected. Business partners and community members can be recommended by any SAC member or the principal and require a SAC simple majority vote to approve the appointment.
- In the event of a tie vote, the school must ensure the composition of the SAC is appropriately balanced and meets the criteria according to state law.

The school board must approve the final composition of all SACs in the district to comply with state law. Balance in the SAC's composition is critical and cannot be overemphasized. The SAC Composition Form has been created to assist the school in meeting the criteria for approval. To ensure compliance, the Office of School Improvement has established the following SAC composition requirements:

Membership:

- The SAC membership must be representative of the ethnic, racial, and economic community served by the school. If there is a discrepancy of more than 20% between a SAC ethnic population and a student ethnic population, the school will need to make the necessary adjustment(s) to meet the criteria.
- The majority (at least 51%) of SAC members must be non-school district employees.
- The SAC must include the following:
 - o Principal
 - o SAC Chair, an instructional employee at the school
 - o Hillsborough Classroom Teachers Association (HCTA) building representative at the school (If the HCTA building representative opts not to serve on SAC, then another HCTA member would serve in his/her place.) The HCTA building representative shall ensure the HCTA contract language is correctly used in any waiver voting and assist the SAC Chair and principal with the voting process.
 - o student(s) - required for high schools and career centers enrolled at the school
 - o non-district employees (examples: parents, business partners, community members)
 - o Note: It is recommended to designate a SAC member, at each meeting, to serve as secretary to write minutes. These minutes must be maintained on site for public access for five years.

5. SAC Composition Voting Process

SAC Composition Voting Process	
Before the Vote	Working <u>collaboratively</u> , the principal, SAC Chair, and HCTA building representative organizes and oversees the voting process from beginning to end.
	For each stakeholder group, the <u>nominating</u> period MUST be established and publicized for at least seven days.
	Stakeholders must receive a hard copy or electronic version of the ballot at least <u>three</u> days prior to the advertised voting day/time(s).
	All stakeholders must receive at least <u>three</u> days advance notice of the advertised voting day/time(s).
During the Vote	Voting must occur at the advertised day/time(s).
	The vote is private and must include ballots (not a show of hands).
	Stakeholders are elected through a peer voting system.
After the Vote	The counting of ballots must occur in a public area by the principal, SAC Chair, and HCTA building representative.
	Individuals with the most votes for each stakeholder group become SAC members.
	Announcement of results immediately follows after the count.
	Submit the SAC Composition Form, during the advertised window of time.
	Documentation of the process, including the forms and ballots, must be maintained on site for public access for five years.

The responsibilities outlined in the table above can be found in s. 119.01, F.S. (2021), s. 286.011, F.S. (2021), s. 1001.452, F.S. (2021) and Florida's Government-in-the-Sunshine Manual and Public Records Law Manual (2022).

6. SAC Attendance and Meetings

Following the Sunshine Law, SAC meetings are open to the public at all times. Anyone can attend a SAC meeting and participate in the discussion of topics. However, only the SAC members can vote on SAC agenda items. SAC members are defined as stakeholders who are listed on the SAC Composition Form. If changes in membership occur after the SAC Composition Form has been approved, these changes must be reflected in the SAC meeting minutes. The SAC composition must remain balanced replacing members like-to-like. For example, if a parent who is multiracial is no longer a member of SAC, then another parent who is multiracial will need to be appointed.

The SAC shall periodically monitor the membership composition of their school advisory council to ensure compliance with requirements defined in this chapter of the Guidelines. The SAC has the authority to replace any member who has two unexcused, consecutive absences from a SAC meeting that is properly advertised (1 d 4 F.S. § 1001.452). The principal or SAC Chair should contact these members to inform them they are no longer members of the SAC. The outcomes of the contacts are recorded in the SAC minutes as official documentation of the process.

There is not a set number of required meetings per school year. Given the SAC's responsibilities to assist in the development and approval of the School Improvement Plan (SIP), school annual budget, and evaluation of the SIP, it is important that meetings occur often enough to fulfill those duties. It is recommended that SAC meets monthly.

School Improvement Guidelines

At every SAC meeting, meeting minutes need to be written, either by hand or electronically. The meeting minutes should include:

- name of the school
- attendance
- date and location of the meeting
- call to order
- approval of minutes from the previous meeting
- committee reports (if applicable)
- old business (previous SAC meeting topics)
- new business (new topics)

Note: only in the August meeting, the following occurs: discussion of the bylaws, voting for the School Improvement Plan, and voting for any waivers (if applicable)

- announcements (if any)
- adjournment

SAC meeting minutes are to be maintained at the school site for public access for five years.

Responsibility	SAC Chair	Principal	SAC Members
Per state statute, must be a voting member at SAC meetings	X	X	X
Develop, implement, monitor, and evaluate the SIP during the school year	X	X	X
Ensure that any items to be placed on an upcoming agenda are provided to the SAC Chair and principal at least seven days in advance	X	X	X
Publish each SAC meeting date, time, and location at least three days in advance	X		
Provide SAC meeting dates, times and locations that are accessible to the public and ADA accommodations are met	X	X	
Publish a hard copy or electronic version of SAC agendas at least three days in advance	X		
Follow the school's SAC bylaws	X	X	X
Collaborate to generate SAC agendas	X	X	
Elect a SAC Chair			X
Address SAC member concerns not related to SIP outside of SAC meetings		X	
Facilitate the SAC meetings	X		
Lead the development and monitoring of the SIP with the leadership team, faculty, and SAC		X	
Assist in the development and monitoring of the SIP	X		X
Ensure SIP implementation throughout the school year	X	X	X
Update the SIP at the end of each grading period using the 4-Step Problem Solving Process (as used in MTSS) to progress monitor	X	X	X
Assist in training new SAC members	X	X	
Assist in recruiting and retaining other SAC members	X	X	X
Operate within the Florida's Open Government Sunshine Law	X	X	X
Ensure minutes are taken at each meeting and maintained at the school site for public access for five years	X		
Maintain all records and documentation on site for public access for five years	X	X	
Keep the staff and SAC informed of relevant policies of the school, district, and state as it relates to the school improvement process	X	X	
Assist the principal and leadership team in preparing the SIP in www.floridacims.org	X		

School Improvement Guidelines

Review the SIP, in www.floridacims.org , to ensure the SIP is complete and accurately states what the school is implementing, by the due date		X	
Oversee the planning and implementation process of SAC activities that support the SIP's Area(s) of Focus	X	X	
Assist in the planning and implementation process of SAC activities that support the SIP's Area(s) of Focus			X
Assist principal with data collection	X		
Ensure representation on the ad hoc school committee charged with developing Florida School Recognition Funds (A+ Funds) distribution plan options (when the state awards Hillsborough with funds)	X	X	X

The responsibilities outlined in the table above can be found in s. 119.01, F.S. (2021), s. 286.011, F.S. (2021), s. 1001.452, F.S. (2021) and Florida's Government in the Sunshine Manual and Public Records Law Manual (2022).

7. Documents Required to be Submitted to the District Office

- *SAC Composition Form*: Identifies representation of the individuals who represents the various stakeholder groups on the SAC and ensures state and district compliance.
- *SIP Approval Form*: Captures the voting results from the instructional staff and the School Advisory Council members.
- *Instructional Staff Waiver Form* (if applicable): Required only if the school votes to deviate from a specific section of the HCPS Policy or HCTA Contract.
- *SAC Waiver Form* (if applicable): Required only if the instructional staff votes and approves to deviate from a specific section of the HCPS Policy or HCTA Contract.

Year-At-A-Glance

Task or Activity	Timeframe
Elect or appoint the SAC Chair	April/May
Organize and conduct elections of new SAC members	April/May
Appoint business partners and community members to the SAC	April/May
Review the SAC membership for balance and representation	August
Vote on SIP (and waivers, if applicable) according to the timeline designated by the Office of School Improvement	August
Discuss SAC bylaws at first SAC meeting	August
Review data (e.g., student achievement data, progress monitoring data, discipline data, attendance data)	Quarterly
Complete SIP Mid-Year Reflection	January
Vote on Florida School Recognition Funds (A+ Funds) for disbursement the following school year, if the state awards Hillsborough with funds	January – May
Hold a planning and reflection session to review year-end results for the current year	May

8. SAC Frequently Asked Questions

What can our school do if we have difficulty getting parent participation?

The school should make every effort to seek participation by advertising through a variety of channels (e.g., flyer, website, marquee, email, text, social media, etc.) Another way to increase participation is to ask teachers if

they have students' parents who are regularly involved and might be interested. The school could also consider soliciting PTA members for parents who may want to join. The school could reduce the size of the SAC. The smallest a SAC can be is seven members who would include the principal, HCTA building representative, SAC Chair, and four non-district members (parents, students, community, and business members). Middle schools may have students on SAC. High schools and career centers must have one or more students on SAC.

What happens if there are no volunteers for a specific stakeholder group?

If the election process does not occur for a specific stakeholder group, because no one comes forward to place their name up for nomination, the existing SAC members have the authority to recruit and appoint members. Recommended appointments can come from any SAC member and require a SAC simple majority vote to approve the appointment. Record approved appointments in the SAC minutes.

What are Hillsborough's guidelines for SAC agendas and meetings?

The guidelines for SAC agendas follow the Florida's Open Government Sunshine Law. A few key points to remember:

- The law applies to any gathering of two or more members of the same board or committee to discuss some matter, which will, in the foreseeable future, come before the school board or committee for a vote, action, or discussion. "...no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting" (s. 286.011, F.S.).
- The law applies to any school board appointed committees, including SACs, and their working committees.
- All written documents and e-mails pertaining to SAC issues are public record.
- Official minutes must be promptly recorded, include a record of all votes taken, be kept in a safe place and available for public access for five years.
- The entire decision-making process must be conducted in an open manner and no part of any SAC proceedings can be secret.
- Non-SAC members have the right to speak meaningfully on matters involving the final decision-making of the SAC.
- The following are prohibited:
 - o Circulating e-mails or memos regarding SAC topics among two or more SAC members that pertain to SAC business
 - o Alternates
 - o Proxies
 - o Absentee ballots
 - o Abstentions

If an individual represents more than one role (e.g., is a parent of a student at the school and a teacher at the same school) in which role would the individual serve on SAC?

The role is determined by the stakeholder group (e.g., parents electing parents, teachers electing teachers) who elected the individual. It is not required to be elected by both stakeholder groups.

Are students who are listed on the SAC Composition Form eligible to vote during all SAC voting?

Yes, like all other SAC members, student members are eligible to vote.

Where can I find and submit the SAC Composition Form?

The SAC Composition Form can be found and submitted in the School Improvement Canvas course.

Chapter 4 School Improvement Plan (SIP)

1. Purpose of the SIP
2. Development of the SIP
3. SIP Approval Process
4. District Approval Process
5. Progress Monitoring
6. SIP Frequently Asked Questions

1. Purpose of the SIP

The purpose of the SIP is to guide the school improvement problem-solving and planning process throughout the year to increase student achievement. The school leadership team uses the SIP to assist in the development of a plan to identify and address needs and action steps required to improve student outcomes. This is achieved by analyzing multiple data sources, many of which are embedded within the SIP.

The SIP is the driving force for the Problem Solving/Multi-Tiered System of Supports (PS/MTSS), and Professional Learning Communities (PLCs) throughout the school year. The SIP should serve as the cornerstone for all academic discussions and decisions within school teams (SAC, leadership team, school administration team, instructional leadership team, subject area/department head meetings, steering committee, MTSS meetings, grade-level teams, PLCs, faculty meetings, Parent Teacher Association (PTA), etc.).

The SIP is a working document, which is reviewed, modified, and adjusted throughout the school year. When schools follow this practice, adjustments occur to meet the needs of stakeholders. As schools engage in the problem-solving process, root causes are identified, and areas of focus are determined. Once the area of focus has been developed, schools are able to create and implement effective strategies, action steps, an evaluation process, and professional development to increase student achievement.

2. Development of the SIP



Title I schools are required to complete a CNA prior to developing the SIP. Federal funding is required to be aligned to the action steps listed in the CNA and SIP (34 CFR § 200.26, 2019).

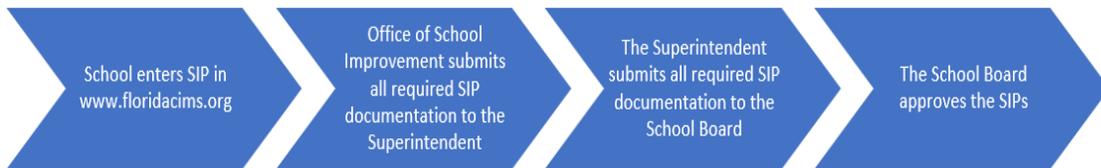
Schools complete the SIP using the Florida Department of Education (FLDOE) online template accessed through the FLDOE's Continuous Improvement Management System (CIMS) website (www.floridacims.org). A copy of each school's SIP is linked on the school's website for public access.

3. SIP Approval Process

SIP Voting Process		Staff	SAC
Before the Vote	Working <u>collaboratively</u> , the principal, SAC Chair, and HCTA building representative organizes and oversees the voting process from beginning to end.	✓	✓
	All stakeholders must receive at least <u>three</u> days advance notice of the advertised voting day/time(s).	✓	✓
	Stakeholders must receive a hard copy or electronic version of the ballot at least three days prior to the advertised voting day/time.	✓	✓
	A quorum (51% or more) must be present for a vote to occur.		✓
	There shall be no proxy or absentee voting.	✓	✓
During the Vote	The vote is private and must include ballots (not a show of hands) within the contractual day.	✓	
	The vote is public, and the outcome recorded in the SAC meeting minutes.		✓
	Voting must occur at the advertised day/time(s).	✓	✓
	Administration is allowed to vote.	✓	✓
After the Vote	The counting of ballots must occur in a public area by the principal, SAC Chair, and HCTA building representative.	✓	✓
	Approval is <u>two-thirds</u> of the people <u>who cast votes</u> during the advertised days/time(s).	✓	✓
	Announcement of results follows immediately after the count.	✓	✓
	Submit the SIP Approval Form with original signatures, during the advertised window of time.	✓	✓
	Documentation of the process, including the forms and ballots, must be maintained on site for public access for five years.	✓	✓

The responsibilities outlined in the table above can be found in s. 119.01, F.S. (2021), s. 286.011, F.S. (2021), s. 1001.452, F.S. (2021) and Florida's Government in the Sunshine Manual and Public Records Law Manual (2022).

4. District Approval Process



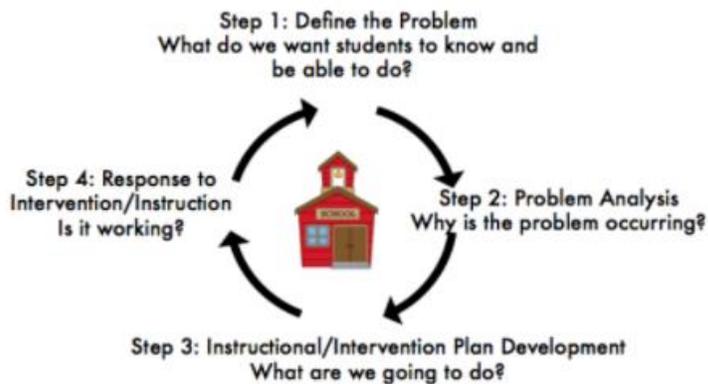
District approval of SIPs involves the following steps:

1. The Office of School Improvement:
 - provides, where needed, school training, technical assistance sessions and one-on-one support and feedback to ensure high quality SIPs that meet the district, state, and federal requirements.
 - reviews all SIP Approval Forms.
 - ensures completion of the SIPs.
 - submits all completed School Improvement Plans to the superintendent/school board.
2. The superintendent submits plans to the school board.
3. The school board determines if SIPs are approved.

5. Progress Monitoring

Progress monitoring occurs when a school collects data to determine the effectiveness of implementation. The SIP should be a document that is reviewed, modified, and adjusted throughout the school year. When schools follow this practice, the SIP becomes a fluid document (not a static document), adjusted to meet the needs of stakeholders.

The stakeholder groups should use the four-step problem solving cycle, which is a proven and well-established method of identifying, implementing, and evaluating educational solutions designed to improve performance. Key aspects of the problem-solving cycle include using data to identify an Area of Focus, current level of performance, and the gap between the current and desired performance (PSRtl, 2022).



The recommended practice is to conduct quarterly progress monitoring to determine progress toward the measurable outcome. Adjustments to Actions Steps can be made to reflect current needs to accomplish the intended outcome(s) for any Area(s) of Focus. A Mid-Year Reflection is part of the SIP and serves as an opportunity to reflect and monitor the progress of the first half of the school year to determine what changes/additions are needed in the second half of the school year to ensure student success.

6. SIP Frequently Asked Questions

Who is the primary leader of the SIP?

Each school principal must provide instructional leadership in the development, revision, and implementation of a School Improvement Plan pursuant to s. 1001.42(18) [(2)] (2021).

Are all instructional staff/administrators required to cast a vote?

No – voting for SIP approval is optional. The vote is calculated using ONLY the number of instructional staff/administrators who cast a vote since the voting time has been advertised for at least three days.

What if a staff or SAC member has a SIP voting procedural concern?

If any staff or SAC member has a procedural concern related to the voting process at the school, site-based efforts to resolve the issue should be exhausted. If the concern is not resolved, then a request for an examination into the matter may be submitted to the Office of School Improvement. After investigation, if the Office of School Improvement determines the voting process was compromised, then the Office of School Improvement would advise the school of the next steps.

What parts of the SIP cannot be changed after the staff and SAC vote?

The only item(s) that cannot be changed after the voting process are the Area(s) of Focus.

Where can I find and submit the SIP Approval Form?

The SIP Approval Form can be found and submitted in the School Improvement Canvas course.

Chapter 5 Waivers

1. Purpose of a Waiver
2. Waiver Forms
3. Waiver Approval Process
4. Waiver Voting Process
5. Waiver Frequently Asked Questions

1. Purpose of a Waiver

Florida Statute 1001.42 (2021) provides the opportunity for schools to waive HCPS policy or HCTA contract items that may impede the progress of the school improvement plan activities. Schools may not submit a waiver that violates Florida Statutes. If a barrier to school improvement is identified, instructional staff and SAC have the option to request one or more waivers, to be held harmless for deviating from a specific section of HCPS policy or HCTA contract. Waivers are proposed annually, during the designated time period, to the Office of School Improvement and submitted to the school board for approval.

2. Waiver Forms

Schools are not required to have any waivers unless the school votes to deviate from a specific section of HCPS Policy and/or HCTA Contract. If the school votes for any waivers, two votes must occur, and two forms submitted: Waiver Form for Instructional Staff and Waiver Form for SAC. Schools may submit one or more waivers to the Office of School Improvement for approval. Schools only need to fill out and submit one Waiver Form for Instructional Staff and one Waiver Form for SAC, regardless of the number of waivers. The Waiver Forms have three parts, and the form, in its entirety, are required for any waivers.

Part #1

In past years, there were a few waivers, that some schools identified as a need, which were approved by the school board. Listed below are the waivers that have been previously approved:

Parent and Student Communication: Mid-Term Progress Reports (HCPS Policy 5410)

Teachers will increase communication of grades to parents and students by issuing Mid-Term Progress Reports to all students in addition to Report Cards. The type and design of the Mid-Term Progress Report will be a school-based decision.

Parent and Student Communication: Two-Letter Grade Drop (HCPS Policy 5410)

Teachers will communicate grade information by contacting parents and students each time a student has a two-letter grade drop during each grading period either in academics or conduct (via e-mail, planner note, voice mail, Canvas notification, phone conference, progress report, etc.). Teacher documentation of parent contact will be made available to the principal upon request.

Duties and Class Coverage (HCTA Contract 3.4.1)

Teachers may be assigned duties for more than 15 minutes, such as “breakfast in the classroom,” to increase safety and instructional time for students.

Early Release Days – One or Two Additional Hours (HCTA Contract 2.1.9)

Teachers will participate in Professional Development, Professional Learning Communities and/or any other school-based committee/team/department meetings up to **one or two additional hours per month** on early release days (past the one hour contracted time).

Teacher Planning Time – One, Two, Three, or Four Hours (HCTA Contract 2.7.1)

Teachers will participate in Professional Development, Professional Learning Communities and/or other school-based meetings during their planning time (either before school, during school and/or after school) for up to **one, two, three, or four hours per month** beyond the already contracted meeting time.

Grades Online – Update Once a Week (HCTA Contract 3.14.2)

Teachers will post/update grades in the school's designated computerized grade system to communicate with parents and students at least **once a week**. If the teacher is absent on the due date, the teacher will have extended time (equal to the number of days he/she is absent) to update information.

Part #2

If the school identifies the need for a waiver that is not listed in Part #1 above, a table for each waiver, in Part #2 of the Waiver Form for Instructional Staff and the Waiver Form for SAC, is completed.

The waiver(s) in Part #2 may require an additional step, as the waiver(s) may need approval by the appropriate district divisions. The Office of School Improvement will contact the appropriate district division(s) for approval.

For any waiver(s) that pertain to contract language, the waiver(s) must also be reviewed by the HCTA. The Office of School Improvement will submit schools' waivers to HCTA for review.

Waiver Restrictions

Locally, the following district procedures/practices are exempt from waiver requests and will **not** be considered:

- School Boundaries
Boundary changes can be discussed with the appropriate district staff.
- School Choice
Requests to alter or revoke a student who has school choice must be endorsed by the region superintendent.
- Permanent Employees
Although SACs may consider hiring employees on a temporary basis, no waiver will be considered that includes hiring additional permanent employees not included in the unit allocation.
- Limiting/Altering Testing Opportunities
Students must be afforded the mandated number of opportunities to take any test required for advancement.
- State Standards
Students must be afforded access to the locally established benchmarks or statewide standards.
- Personnel Requests
Personnel pool placement follows Human Resources' guidelines.
- Exam Exemptions
District policy regarding exam exemptions must be followed.
- Change of Units
Units are allocated by the district based on FTE.

Part #3

The principal, SAC Chair, and HCTA building representative sign to verify the waiver voting approval process outlined in the School Improvement Guidelines was followed.

3. Waiver Approval Process

Two votes must occur for any waiver(s): instructional staff and SAC.

Instructional Staff

The instructional staff waiver vote must occur during preplanning. The Instructional Staff Waiver Form must be submitted during the time period designated by the Office of School Improvement. The form will be reviewed to ensure it meets all compliance requirements. If the waiver form does not meet all the compliance requirements, the school will be notified with an explanation. The school will have the opportunity to resubmit a waiver form, provided it is within the advertised window of time for submission.

SAC

The SAC waiver vote must occur at the first SAC meeting, in August. The SAC Waiver Form must be submitted during the time period designated by the Office of School Improvement. The form will be reviewed to ensure it meets all compliance requirements. If the waiver form does not meet all the compliance requirements, the school will be notified with an explanation. The school will have the opportunity to resubmit a waiver form, provided it is within the advertised window of time for submission.

After the Waiver Form for Instructional Staff meets all compliance requirements, the Office of School Improvement will notify the school that the waiver(s) has “provisional approval.” The “provisional approval” status gives the school the capability to begin implementation of the waiver immediately. The SAC would then vote on the waiver(s) and if it is approved, the waiver(s) will be submitted to the school board. Once a waiver receives school board approval, it will move from “provisional approval” to “final approval” status.

4. Waiver Voting Process

Waiver Voting Process		Staff	SAC
Before the Vote	Working <u>collaboratively</u> , the principal, SAC Chair, and HCTA building representative organizes and oversees the voting process from beginning to end.	✓	✓
	All stakeholders must receive at least <u>three</u> days advance notice of the advertised voting day/time(s).	✓	✓
	Stakeholders must receive a hard copy or electronic version of the ballot at least <u>three</u> days prior to the advertised voting day/time.	✓	✓
	A quorum (51% or more) must be present for a vote to occur.		✓
	There shall be no proxy or absentee voting.	✓	✓
During the Vote	The vote is private and must include ballots (not a show of hands) within the contractual day.	✓	
	The vote is public, and the outcome recorded in the minutes.		✓
	Voting must occur at the advertised day/time(s).	✓	✓
	The principal is allowed to vote as part of the SAC vote only, not the staff vote. (Assistant principals are not permitted to vote in the staff or SAC elections.)		✓

After the Vote	The counting of ballots must occur in a public area by the principal, SAC Chair, and HCTA building representative.	✓	✓
	Approval is two-thirds of the instructional staff/SAC members <u>who cast votes</u> during the advertised day/time(s).	✓	✓
	Announcement of results follows immediately after the count.	✓	✓
	Submit the Waiver Forms with original signatures, during the advertised window of time.	✓	✓
	Documentation of the process, including the forms and ballots, must be maintained on site for public access for five years.	✓	✓

The responsibilities outlined in the table above can be found in s. 119.01, F.S. (2021), s. 286.011, F.S. (2021), s. 1001.452, F.S. (2021) and Florida's Government in the Sunshine Manual and Public Records Law Manual (2022).

5. Waiver Frequently Asked Questions

How does a school determine if a waiver will be supported by the staff and SAC?

The school would:

- ensure the waiver(s) is aligned with the School Improvement Plan.
- discuss the pros and cons of potential waiver(s) with the staff.
- answer any questions the staff has regarding the potential waiver(s).
- present the waiver(s) to the SAC for a vote at the first SAC meeting.

Can the waiver language on the ballot be worded differently for SAC than staff?

No, the two stakeholder groups (instructional staff and SAC) **MUST** receive a ballot that contains the same language describing the waiver(s).

What are some examples of why a waiver form would be returned to the school for revisions?

- did not use current form
- missing principal signature and date
- missing SAC Chair signature and date
- missing HCTA building representative signature and date
- illegible writing on the form
- missing or incomplete information
- missing voting totals
- request is not a waiver that pertains to the School Improvement Plan
- request does not deviate from HCPS Policy and/or HCTA Contract

What if a staff or SAC member has a waiver procedural concern?

If any staff or SAC member has a procedural concern related to the waiver voting process at the school, site-based efforts to resolve the issue should be exhausted. If the concern is not resolved, then a request for an examination into the matter may be submitted to the Office of School Improvement. After investigation, if the Office of School Improvement determines the voting process was compromised, then the Office of School Improvement would advise the school of the next steps.

Can a waiver be changed after it has been approved by the instructional staff and SAC members?

No, once the waiver has received two-thirds approval by the instructional staff and SAC, it cannot be changed.

Can a waiver be submitted any time during the school year?

No, waivers must be submitted within the time period designated by the Office of School Improvement.

Where can I find and submit the Waiver Forms?

The Instructional Staff Waiver Form and the SAC Waiver Form can be found and submitted in the School Improvement Canvas course.

Is administration allowed to vote for waivers?

The principal, as a voting member of SAC, can vote as part of the SAC vote. However, the principal may not vote as part of the staff vote. Assistant principal(s) may not vote as part of the staff or SAC votes.

Chapter 6 Florida School Recognition Program (A+ Funds)

1. Purpose and Florida Statutes
2. Ad Hoc Committee
3. Survey
4. Creating a Ballot
5. Voting
6. Timeline
7. A+ Funds Frequently Asked Questions

When the state awards Hillsborough with School Recognition Program Funds, the process outlined in this chapter will be followed.

In this chapter there are two terms that are used interchangeably. These two terms are "A+ Funds" and "Florida School Recognition Program." The state's official term is "Florida School Recognition Program." In our district we tend to use the term "A+ Funds."

1. Purpose and Florida Statutes

The Florida School Recognition Program (A+ Funds) is an incentive for schools that:

- earn a school grade of A
- improve at least one letter grade
- improve more than one letter grade and sustain it the following year
- for ESE or Alternative Center schools: receive a rating of Commendable or improve at least one level per Florida Statute 1008.341 (2021)

Florida Statute 1008.36 states:

1. The Legislature finds that there is a need for a performance incentive program for outstanding faculty and staff in highly productive schools. The Legislature further finds that performance-based incentives are commonplace in the private sector and should be infused into the public sector as a reward for productivity.
2. The Florida School Recognition Program is created to provide financial awards to public schools that:
 - a. Sustain high performance by receiving a school grade of A, making excellent progress.
 - or
 - b. Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.
3. All public schools, including charter schools that receive a school grade pursuant to s.1008.34 are eligible to participate in the program.
4. All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and SAC. If school staff and the SAC cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching at the school. If a school selected to receive a school recognition award is no longer

in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

5. School recognition awards must be used for the following:
 - a. Nonrecurring bonuses to the faculty and staff.
 - b. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c. Temporary personnel for the school to assist in maintaining and improving student performance.

Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.

Florida statute, Section 1012.01(2)(a) (2021) states:

Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers.

Even though A+ Funds are not distributed until the following school year, generating the ballot and conducting the vote needs to occur in the second semester of the current school year. This allows the staff, who was at the school the year the grade was earned, the opportunity to participate in the A+ Funds vote. A school staff member is defined as any staff member who is on the school's unit allocation sheet (full time and part time).

2. Ad Hoc Committee

The **principal, HCTA building representative, and SAC Chair** are required to serve on the ad hoc committee. These three individuals are responsible for forming the rest of the committee and ensuring the A+ Funds process is correctly executed at the school.

The ad hoc committee is responsible for:

- developing and publishing the A+ Funds timeline to all staff and SAC members
- electing an A+ Funds Chair to facilitate discussions and lead the group
- using survey results to generate two potential plans for the staff and SAC vote
- explaining the A+ Funds plans to the staff and SAC during scheduled meetings
- generating the A+ Funds ballot for the staff and SAC ballot
- ensuring the voting procedures are followed
- conducting and monitoring the A+ Funds vote
- ensuring the submission of the A+ Funds Distribution Form to the Office of School Improvement
- ensuring all A+ Funds documentation is kept on file at the school site for a minimum of five years

Volunteer Period to Form the Ad Hoc Committee

The A+ Funds Ad Hoc Committee representation is based on the staff size and make-up of the school. Provide seven days for individuals, who represent each stakeholder group, to volunteer to serve on the A+ Funds Ad Hoc Committee. Stakeholder groups include:

- Classroom teachers

- Non-classroom instructional staff (Media Specialist, Student Services, Sensory Programs, Instructional Specialists)
- Instructional Support (Office Staff, Custodial, Student Nutrition Services, Paraprofessionals, etc.)

Create the Ad Hoc Committee

- Stakeholders are elected through a peer voting system (i.e., classroom teachers vote for classroom teachers, non-classroom instructional staff vote for non-classroom instructional staff, and instructional support vote for instructional support).
- Stakeholders must receive a hard copy or electronic version of the ballot at least three days prior to the advertised voting time/day.
- Stakeholders must receive at least three days advance notice of when the voting meeting time(s) will occur.
- Voting procedures operate under Florida's Open Government Sunshine Law.
- No proxies or absentee ballots are allowed.
- Voting must occur at advertised meeting(s) or advertised scheduled time frame(s) within the contractual day.
- The vote is by secret ballot.
- The counting of the ballots must occur in a public area and stakeholders who receive the most votes become part of the A+ Funds Ad-Hoc Committee.
- Announcement of the results follows immediately after the counting of the ballots.
- The stakeholder election ballots are kept on file at the school site for a minimum of five years.

3. Survey

The ad hoc committee generates an A+ Funds information survey for all staff and SAC. The purpose of the survey is to collect data to generate potential A+ Funds plans. The purpose and procedures for completing the survey are reviewed with all staff and the SAC. The ad hoc committee uses stakeholders' responses to build potential plans that are used for the vote with the staff and SAC. Typically, if the survey is completed at a designated meeting, there is a higher return rate compared to setting a due date for surveys to be turned in later. Once the survey has been completed, the survey data will be analyzed, and results will be shared with the staff and SAC. Sample surveys are available in the School Improvement Canvas course.

4. Creating a Ballot

The ad hoc committee will:

- Use the results of the A+ Funds Survey to generate two plans, which will become the same language for the staff and SAC ballots.
- Publish the names on the ballots, of each staff member by role, with each person's dollar amount or percentage representing her/his share. Including the names on the ballots helps ensure that everyone in his/her respective role receives the appropriate A+ Funds payment. This decreases the likelihood of overlooking an eligible employee and having to pay that employee through the school's internal accounts.

5. Voting

A+ Funds Voting Process		All Staff	SAC
Before the Vote	Working <u>collaboratively</u> , the principal, SAC Chair, and HCTA building representative organizes and oversees the voting process from beginning to end.	✓	✓
	The potential A+ Funds plan options are explained to stakeholders.	✓	✓
	All stakeholders must receive at least <u>three</u> days advance notice of the advertised voting day/time(s).	✓	✓
	Stakeholders must receive a hard copy or electronic version of the ballot at least <u>three</u> days prior to the advertised voting day/time.	✓	✓
	A quorum (51% or more) must be present for a vote to occur.		✓
	There shall be no proxy or absentee voting.	✓	✓
	Staff and SAC must receive the same ballot.	✓	✓
During the Vote	The vote is private and must include a ballot (not a show of hands) within the contractual day.	✓	
	The vote is public, and the outcome recorded in the minutes.		✓
	Voting must occur at the advertised day/time(s).	✓	✓
	Administration is allowed to vote.	✓	✓
After the Vote	The counting of ballots must occur in a public area by the principal, SAC Chair, and HCTA building representative.	✓	✓
	Approval is 50% +1 of the people <u>who cast votes</u> during the advertised day/time(s). For the staff vote, it is held within the contractual day.	✓	✓
	Announcement of results follows immediately after the count.	✓	✓
	Submit the A+ Funds Distribution Form with original signatures, and a copy of the A+ Funds ballot, during the advertised window of time.	✓	✓
	Documentation of the process, including the forms and ballots, must be maintained on site for public access for five years.	✓	✓

The responsibilities outlined in the table above can be found in s. 119.01, F.S. (2021), s. 286.011, F.S. (2021), s. 1001.452, F.S. (2021) and Florida's Government in the Sunshine Manual and Public Records Law Manual (2022).

6. Timeline

The tables below represent the A+ Funds cycle. In the 2022-2023 school year, schools will begin in the second semester.

2022-2023		2023-2024	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER
	<ul style="list-style-type: none"> Form ad hoc committee Survey staff Create ballot with two plans Conduct staff and SAC vote Submit A+ Funds Distribution Form and copy of ballot, if 50%+1 approval of ballot Testing during this semester results in the school grade for the school year and determines if the school will qualify for A+ Funds the following year. 	<ul style="list-style-type: none"> If the school qualifies for A+ Funds and 50%+1 approval of ballot was not reached in the previous year's second semester, the voting process would resume until the approval criteria is met. Submit the A+ Funds Distribution Form and copy of ballot. 	<ul style="list-style-type: none"> If the school qualifies for A+ Funds and if staff and SAC cannot reach agreement by February 1, awards must be equally distributed to all classroom teachers currently teaching in the school.

7. A+ Funds Frequently Asked Questions

What happens if only one person volunteers for a particular stakeholder group to serve on the Ad Hoc Committee?

If only one person volunteers for a particular stakeholder group, a formal election does not need to be conducted and that person becomes a member of the A+ Funds Ad-Hoc Committee.

Are stakeholders required to fill out the survey?

No, filling out a survey is optional.

Can any staff member generate an A+ Funds plan for consideration?

Yes, any plans for consideration should be submitted to the A+ Funds Chair. The Chair will present the submitted plans to the Ad Hoc Committee who is responsible for considering plans to go forward for staff and SAC votes.

What are some guidelines for determining the proportional calculation due to time out of school, if the school chooses to include this in the ballot?

Do not include the number of sick days a person uses when determining the proportion earned. For a leave of absence, use the date the absence began and the date the absence ended to calculate.

Is the A+ Ad Hoc Committee required to create all new A+ Funds plan options each time there is a vote?

No, potential A+ Funds plans can be options that were approved in the past, but they are required to have a minimum of **two distinct choices** on the ballot, reflective of the survey results.

Is a staff member, who is also on the SAC, eligible to vote twice?

Yes, as they are members of both groups.

Are all staff members required to cast a vote?

No, voting for a potential A+ Funds plan is optional. The vote is calculated using only the number of staff members who cast a vote at the advertised day/time(s) within the contractual day.

Are itinerant/part-time staff who are on the school's unit allocation, but not the primary hiring site, eligible to vote?

Yes, as they are part of the school's unit allocation.

Are all instructional support staff eligible to vote for A+ Funds plans?

Yes, if they are members of the school's staff and on the school's unit allocation report.

Are Hillsborough County Sheriff/Tampa Police Officers assigned to a school eligible to receive A+ Funds for educational equipment or materials to use at the school?

The sheriff/police, due to their own bylaws, are not allowed to cast a vote nor receive A+ Funds. However, funds can be allocated for the sheriff/officer, from the A+ Funds, to use for nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance.

Are Hillsborough County School Security officers assigned to a school eligible to receive A+ Funds?

Yes, they are allowed to cast a vote and can receive A+ Funds.

Who votes for the A+ Funds plan?

All staff members on the school's unit allocation report are eligible to vote.

What happens if staff and/or SAC do not reach 50%+1 approval on one of the plans on the ballot, during the second semester vote?

Before the end of that school year, the Ad Hoc Committee meets again to:

- seek input from both groups of the changes to include on the ballot.
- develop new plan options.
- conduct a second round of voting following the same guidelines outlined in this chapter.

Note: If the second round of voting does not result in a 50%+1 approval on one of the plans on the ballot, the school conducts additional rounds of voting, following the same guidelines outlined in this chapter, until 50%+1 approval on one of the plans on the ballot is approved.

What happens if staff and/or SAC do not reach 50%+1 approval on one of the plans on the ballot, by the end of that school year?

The voting process would resume the following school year until the approval criteria is met. This must be completed by February 1. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

Who is eligible to vote in the first semester if a vote did not occur in the second semester?

Staff members currently employed at the school and current SAC members may vote.

What are some non-examples of A+ Funds voting procedures?

Some examples include putting the voting ballots in teachers' mailboxes and asking them to return the ballots by a certain date; putting the voting ballots by the sign-in sheet and asking staff to place their vote in a box next to the sign-in sheet; or having a show of hands at a faculty meeting.

What if a staff or SAC member has an A+ voting procedural concern?

Should any staff or SAC member have a procedural concern relating to the voting process at their school, site-based efforts to resolve the issue should be exhausted. If the concern is not resolved, then a request for an examination into the matter may be submitted to the Office of School Improvement. After investigation, if the Office of School Improvement determines the voting process was compromised, then the voting process needs to be repeated using the required procedures outlined by the Office of School Improvement.

After A+ voting is complete what is submitted to the School Improvement Canvas course?

The A+ Funds Distribution Form and the ballot, used with staff and SAC, are submitted.

If it is determined that the school receives the A+ Funds, how are the dollar amounts calculated?

The dollar amounts are calculated using the plan approved in the second semester of the previous school year. If the school did not conduct a vote in the second semester of the previous school year, the school must finalize the vote by February 1 of the school year the funds will be distributed. If the school does not receive the A+ Funds, the plan becomes null and void.

What happens if a school forgets to include an employee and the funds have already been distributed?

If a school leaves out an eligible staff member for A+ Funds, the district does NOT cover the expense for the missed employee's bonus payment. The school will be invoiced for the expense of the missed payment.

If a school is no longer in existence at the time the award is paid, what happens to the funds?

If a plan was approved by the staff and SAC in the school year when the school was open, the funds will be distributed according to the approved plan.

If a plan was not approved by the staff and SAC or no vote occurred, the funds will be distributed to teachers who taught at the school in the previous school year in the form of a bonus, per statute 1008.36.

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