

Subject: RE: ALL PRINCIPALS/APs: 2012-2013 School Improvement Plan Technical Assistance for all Schools

Briefing ID #: 11713

ALL PRINCIPALS/APs: 2012-2013 School Improvement Plan Technical Assistance for all Schools
Category: Required Action

Audience: All Principals/APs

Due Date: Jun 22, 2012

Meeting Date: n/a

Attachment(s): [11541_SIP_EOY_2011-2012.pdf](#)
[SIP_EOY_Review_2011-2012.doc](#)
[SIP_Verification_form_2011-2012.doc](#)

To inform all principals of the technical assistance processes for developing and completing the required 2012-2013 School Improvement Plan.

SCHOOL IMPROVEMENT PLANS FOR 2012-2013

- All Miami-Dade County Public Schools including Charters and designated Alternative, Specialized, and Vocational/Adult Education Centers are required to write and submit a School Improvement Plan (SIP) for the 2012-2013 school year using the Florida Department of Education, Bureau of School Improvement (FLBSI) template.
- Refer to **Weekly Briefing #11541** (attached), posted on 3/8/12, for instructions on the review of the 2011-2012 SIP strategies (*SIP End-of-Year Review 2011-2012* form) and data by the staff and the Educational Excellence School Advisory Council (EESAC) in preparation for the development of the 2012-2013 SIP.
- **REMINDER:** The **SIP Verification form 2011-2012** (also attached to Weekly Briefing #11541) must be submitted to the Office of School Improvement (OSI) by **Friday, May 11, 2012**.

PROCESS

- Collect the completed *SIP End-of-Year Review 2011-2012* forms from the grade levels/departments, which were attached to Weekly Briefing #11541 (also available on the OSI website at: <http://osi.dadeschools.net>).
- Schedule an EESAC meeting, which should be held by **May 11, 2012**, to review the 2011-2012 SIP and to provide an opportunity for recommendations from the members for the development of the 2012-2013 SIP. Include the review and recommendations in the minutes of the EESAC meeting.
- Identify a 2012-2013 SIP writing team, provide the team with the completed *SIP End-of-Year 2011-2012 Review* forms, and register the team members to one of the Technical Assistance Training sessions.
- Compile available data.
 - School Performance Reports are accessible through: <http://curriculum.dadeschools.net/schoolperformancereports.asp>
 - District and School Profiles (including Graduation, Attendance, and Suspension data) and School Performance Trends may be found at: <http://oada.dadeschools.net/SchoolPerformanceData/SchoolPerformanceData.asp>

TECHNICAL ASSISTANCE MEETINGS

The Office of School Improvement (OSI) is providing Technical Assistance Training sessions by Region in order to disseminate information from the FLBSI and to provide guidance to schools in the development of the 2012-2013 SIP.

- Schools should send the SIP writing team, including one administrator and up to four other persons (maximum total of 5) who will be working on the 2012-2013 SIP.
- Charter Schools, Alternative Schools, Specialized Centers, and applicable Vocational Centers/Adult Education Centers should attend a meeting closest to their facility.
- **Participants should bring a copy of the PowerPoint presentation for the training session, which will be available at: <http://osi.dadeschools.net> (To be posted by Wednesday, May 16, 2012.)**
- **All participants must PRE-REGISTER through the PD Portal in order to receive MPPs.**
 - **No MPPs will be awarded to unregistered participants.**
 - **K-8 schools should attend both sessions, morning and afternoon.**
 - **Secondary schools** (including middle/senior, K-8, adult/vocational, alternative, and special centers) should register for a morning session.
 - **Elementary schools** (including elementary and K-8) should register for an afternoon session.
 - A total of 4 MPPs will be given upon the upload of the **DRAFT** of the 2012-2013 SIP to the OSI website: <http://osi.dadeschools.net> .
 - **The upload of the 2012-2013 SIP Draft must be completed by Friday, June 22, 2012, in order to receive the MPPs.**
- **Sign-in for the Secondary session will be from 8:00-8:30 a.m., and the sign-in for the Elementary session will be from 12:00-12:30 p.m. Credit for MPPs will not be awarded unless the participant signs in.**
- Complete the registration process by selecting one of PD course/sections on the chart below:

Region	North	North Central	South Central	South
Location	Dr. Michael Krop SHS	Miami Spring SHS	South Miami SHS	Robert Morgan Ed. Center
Address	1410 NE 215 St.	751 Dove Ave.	6856 SW 53 St.	18180 SW 122 Ave.
Day/Date	Wed. - 5/23/12	Tues. - 5/22/12	Thurs. - 5/24/12	Mon. - 5/21/12
Secondary	8:30-11:30 a.m. (Sec.)	8:30-11:30 a.m. (Sec.)	8:30-11:30 a.m. (Sec.)	8:30-11:30 a.m. (Sec.)
PD #	4-401-001-0740	4-401-001-0738	4-401-001-0742	4-401-001-0736
Elementary	12:30-3:30 p.m. (Elem.)	12:30-3:30 p.m. (Elem.)	12:30-3:30 p.m. (Elem.)	12:30-3:30 p.m. (Elem.)
PD #	4-401-001-0739	4-401-001-0737	4-401-001-0741	4-401-001-0743

TIMELINES FOR DEVELOPMENT AND POSTING

- Upload the SIP DRAFT by **Friday, June 22, 2012, at: <http://osi.dadeschools.net>**
- Additional timelines will be released as they become available from the FLBSI.

If you need further assistance, please contact a representative from the Office of School Improvement.

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Department: Office of School Improvement