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| **Briefing ID #: 13600**ALL PRINCIPALS/APs: 2012-2013 School Improvement Plan End-of-Year Processes for all Schools Category:  |
|   |   |
| **Audience:** | All Principals/APs |
|   |   |
| Due Date: | May 31, 2013 |
| Meeting Date: | n/a |
|   |   |
| **Attachment(s):** | [SIP\_EOY\_Review\_2012-2013.doc](http://briefings.dadeschools.net/files/92450_SIP_EOY_Review_2012-2013.doc)[2012-2013\_SIP\_Verification\_and\_Development\_form\_.docx](http://briefings.dadeschools.net/files/97150_2012-2013_SIP_Verification_and_Development_form_.docx) |

To inform all principals and EESACs of the requirement to address all 2012-2013 SIP compliance elements for the end of the year and to initiate recommendations for the 2013-2014 SIP. **SCHOOL IMPROVEMENT PLANS** * Schedule a **faculty** **meeting** for **April or May** in which a designated time is set aside for the review of the 2012-2013 SIP and Mid-year Reports, as applicable. Recommendations should be documented for strategies which may be considered for inclusion in the 2013-2014 SIP.
	+ The attached *SIP End-of-Year (EOY) Review* may be distributed to grade levels and/or departments in order to provide feedback and recommendations to the designated writing team for the development of the 2013-2014 SIP. The SIP-EOY form is for internal(school) use only and does not require submission to Region or District offices.
	+ The SIP writing team will be notified of the school’s technical assistance meeting, tentatively scheduled for May 2013.
	+ The EOY Review form may be distributed prior to a faculty meeting in order for recommendations to be generated and to lead discussion at the scheduled faculty meeting.
	+ Copies of your school's SIP and Mid-year Report (as applicable) are available at: [http://www.flbsi.org](http://www.flbsi.org/).
* Schedule an **EESAC** **meeting** for **April or May** and include on the agenda a review of the 2012-2013 SIP.
	+ The *SIP End-of-Year (EOY) Review form*should be used for this meeting.
	+ Copies of the SIP and Mid-year Report (as applicable) are available at: [http://www.flbsi.org](http://www.flbsi.org/) .
	+ The 2012-2013 SIP review and all recommendations for the 2013-2014 SIP **must** be documented in the Minutes of the EESAC meeting and posted by **Friday, May 31, 2013,** to the Office of School Improvement website: [http://osi.dadeschools.net](http://osi.dadeschools.net/).

**VERIFICATION OF SIP REVIEW AND DEVELOPMENT BY STAFF AND EESAC** * **Both the Principal and EESAC Chairperson** must sign the *SIP Review and Development Staff and EESAC Verification* form.
* Include the names of the designated staff who will attend the 2013-2014 SIP Technical Assistance (TA) meeting (May 2013). Designated staff must complete the online PD registration for the appropriate TA meeting.
* Submit the form to the Office of School Improvement (OSI) by **Friday, May 10, 2013,** via FAX: (305) 995-2910.

If you have questions or need assistance, please contact the Department of School Improvement staff.Ms. Linda G. Fife, 305-995-2692, lfife@dadeschools.net Ms. Dolores de la Guardia, 305-995-7686, ddelaguardia1@dadeschools.net Dr. Sherian Demetrius, 305-995-7046, sdemetrius@dadeschools.net Ms. Pamela Wentworth, 305-995-1520, pwentworth@dadeschools.net

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| **Contact:** | Ms. Linda G. Fife ( 305-995-2692 )  |
| **Department:** | Department of School Improvement |

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