

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District Superintendents

FROM: Dr. Frances Haithcock

DATE: May 15, 2009

**SUBJECT: ANNUAL ASSURANCE OF SCHOOL IMPROVEMENT PLANS AND
SCHOOL ADVISORY COUNCIL COMPOSITION**

Each year, the Department of Education collects, via a Web-based report, assurances on school improvement requirements. The purpose of this memo is to request your assurance that all schools in your district have approved School Improvement Plans and the required School Advisory Council composition. In compliance with Section 1008.345(6)(c), Florida Statutes, "...the Department shall not release funds from the Educational Enhancement Trust Fund to any district in which a school, including schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, does not have an approved school improvement plan, pursuant to s. 1001.42(18), after one full school year of planning and development, or does not comply with school advisory council membership composition requirements pursuant to s. 1001.452."

The 2009 due date for assurance of compliance (during the 2008-2009 school year) is **June 30, 2009**, to ensure receiving district lottery funding in a timely manner. Please forward district information via online reporting.

DR. FRANCES HAITHCOCK
CHANCELLOR OF PUBLIC SCHOOLS

This year, reports from each district will certify the following information:

- Whether **ALL** schools in the district, as established in s. 1001.42(18)(a), F.S., have a new, amended, or continuation School Improvement Plan in the process of revision approved by the school board as of **June 30, 2009**. It is understood that many plans are revised due to 2009 school achievement data. It is also understood that some revisions will be required by the State Board of Education and these revisions will need to be approved by district school boards at a later date.
- Whether **ALL** schools in the district have a School Advisory Council with a majority of its members not employed by the school district, pursuant to s. 1001.452, F.S., as of **June 30, 2009**.
- Whether **ALL** schools in the district have a School Advisory Council (SAC) that is comprised of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school, as established in s. 1001.452, F.S. (If a charter school does not have a SAC, the Governing Body should participate in the School Advisory Council's stead.)
- Whether **ALL** schools in the district operating for the purpose of providing educational services to youth in Department of Juvenile Justice (DJJ) programs have an approved new, amended or continuation individual School Improvement Plan or district plan that covers all DJJ sites as of **June 30, 2009**, as established in s. 1001.42(18)(a), F.S.
- Whether **ALL** schools in the district have a School Improvement Plan designed to achieve the state education priorities pursuant to s. 1000.03(5), F.S. and student proficiency on the Sunshine State Standards pursuant to s. 1003.41, F.S. Each plan addresses student achievement goals and strategies based on state and school district proficiency standards and includes an accurate, data-based analysis of student achievement and other school performance data pursuant to s. 1001.42(18)(a), F.S.
- Whether each secondary school's (grades 6 through 12) plan includes a redesign component based on the ten guiding principles established in s. 1003.413(2)(a-j), F.S.
- Whether each school in the district that earns a school grade of "C" or below, or is required to have a school improvement plan under federal law, has a plan, pursuant to s. 1001.42(18)(a), F.S., that includes:
 1. Professional development that supports enhanced and differentiated instructional strategies to improve teaching and learning.
 2. Continuous use of disaggregated student achievement data to determine effectiveness of instructional strategies.

District Superintendents
May 15, 2009
Page Three

3. Ongoing informal and formal assessments to monitor individual student progress, including progress toward mastery of the Sunshine State Standards, and to redesign instruction if needed.
 4. Alternative instructional delivery methods to support remediation, acceleration, and enrichment strategies.
- Whether each school that establishes a dropout prevention and academic intervention program at that school site reflects that program in the School Improvement Plan, as established in s. 1003.53(2)(b), F.S.
 - Whether each school district and high school develops strategies as a part of the School Improvement Plan to improve student readiness for the public postsecondary level based on annual analysis of the postsecondary feedback report data, as established in s. 1008.37(4), F.S.

This year, reporting is to be done online at the following Web site:

<http://www.flbsi.org/SIPAssurance/login.aspx>.

Should any schools NOT be in compliance, you are to check those individual schools by name as provided in the online district list. If any school or DJJ site needs to be reported but is not on the list, you should list each missing school in the fields provided.

If you have any questions, please contact Dr. Sandra Dilger, Bureau of School Improvement, at sandra.dilger@fldoe.org for assistance. In support of Florida's education goal for Highest Student Achievement and the implementation of the State Board of Education's Next Generation PreK-20 Strategic Plan, the Florida Department of Education appreciates your continued commitment to enhancing the quality of education of all of Florida's students.

FH/sdf

cc: District School Improvement Contacts
District Directors of Charter Schools
District Juvenile Justice Contract Managers
District Educational Administrators for DJJ Programs
District Finance Officers
Linda Champion, Deputy Commissioner