

FDOE Bureau of School Improvement

# SIP-SAC Assurances How-to Guide

**A Guide to Completing the SIP-SAC Assurances  
Survey in CIMS**



*Welcome to the School Improvement Plan (SIP) – School Advisory Council (SAC) Assurances How-to Guide. The purpose of this guide is to provide step-by-step directions for creating a new SIP-SAC Assurances survey in CIMS and opening, completing, and submitting a survey once created.*

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CIMS is continuously improving! As a result, you may notice slight differences between the screen shots in this guide and what you experience on-screen in CIMS.

# SIP-SAC Assurances How-to Guide

## Introduction

To ensure compliance with [section 1008.345\(6\)\(C\)](#), Florida Statutes, in the release of School Recognition Program and school improvement funds, the Florida Department of Education annually collects assurances from school districts on school improvement plans and School Advisory Council composition. The Continuous Improvement Management System (CIMS) provides the tools and resources necessary to create, complete, and submit a **SIP-SAC Assurances** survey.

This guide is designed for the **General** district contact (as identified on the **Plan Dashboard** for any survey), as well as any Level 3 or 4 user who may assist in editing the survey. Follow the steps to learn about the features and functions of the **SIP-SAC Assurances** survey.

## Creating a SIP-SAC Assurances Survey

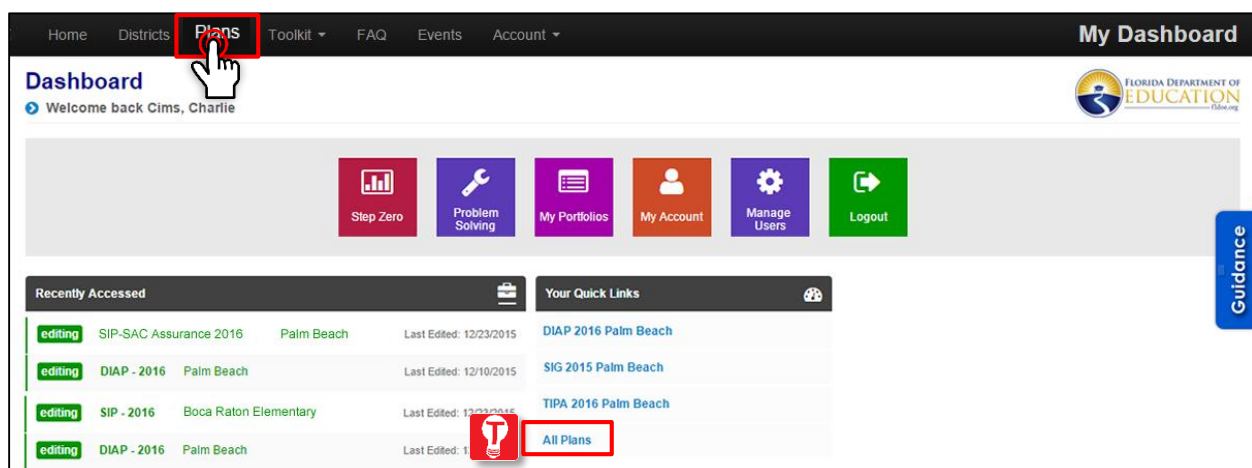
To create a **SIP-SAC Assurances** survey, complete the following steps.

1. Go to <https://www.floridacims.org> and click **Login** to sign in to the CIMS platform.



You will see the **My Dashboard** page.

2. To go to the **Plans** page, click **Plans** on the main menu bar.





**TIP:** You can also access the **Plans** page by clicking on the **All Plans** hyperlink in the **Your Quick Links** pod.

- Click the **green + New Plan** button at the top-right corner of the **Plans** page to create a new **SIP-SAC Assurances** survey.

Plans							
Year	2015-16	Survey	All	Status	All	Assigned To	All
District	Palm Beach	School	All	School Type	All	<b>New Plan</b>	
District	School	Survey	Last Published	Status	Last Edit	Last Reflection	
Palm Beach		TIPA 2015-16		REVIEWING	12/15/2015		<a href="#">Dashboard</a>
Palm Beach	<span>R</span> ✓	DIAP 2015-16	12/16/2015	EDITING	12/10/2015	1/26/2016	<a href="#">Dashboard</a>



**NOTE:** Only **Level 4** users can create a new **SIP-SAC Assurances** survey. If you have the appropriate access level, you will see a **green + New Plan** button. After the survey has been initially created, **Level 3** users can edit it as well.

- Select **SIP-SAC Assurances 2015-16** from the **Survey** drop-down menu. The district name will populate automatically.

Districts	Plans	Toolkit	FAQ	Events	Account	<b>New Plan</b>
Select the appropriate options and create your plan						
Survey						
SIP-SAC Assurances 2015-16						
District						
Palm Beach						
<a href="#">Create Plan</a>						

- Then click the **blue Create Plan** button.

Districts	Plans	Toolkit	FAQ	Events	Account	<b>New Plan</b>
Select the appropriate options and create your plan						
Survey						
SIP-SAC Assurances 2015-16						
District						
Palm Beach						
<a href="#">Create Plan</a>						

## SIP-SAC Assurances How-to Guide

6. Once your survey is created, you will be directed to the first section and can begin.

The screenshot shows the top navigation bar with 'Districts', 'Plans', 'Toolkit', 'FAQ', 'Events', and 'Account'. The 'Edit Plan' button is circled in red. Below the navigation bar, the 'Purpose of Assurances' section is displayed. On the left, a sidebar shows the survey structure: 'SIP-SAC Assurances 2015-16', 'Palm Beach', 'Contact: Charlie Cims', 'I. Purpose of Assurances', and 'II. Annual SIP-SAC Assurances'. The 'Purpose of Assurances' section is highlighted. The main content area shows the text of the section, and the 'This section is:' status is 'Pending'.

7. As you move through the survey, you will notice an orange **Pending** button under the **This section is:** heading at the top-right corner of the page. When you are finished with each page, you must indicate that page is complete by clicking **Complete**.

The screenshot shows the 'Purpose of Assurances' section. A red box highlights the 'This section is:' status, which is 'Pending'. A red arrow points to the 'Complete' button. The 'This section is:' status is 'Pending'.

Once saved (A), the **Complete** status (✓) for that page will be indicated via a marker icon in the navigation tree. This marker will roll up to the header, meaning once you have marked all subsections as **Complete**, the section will be marked ✓ as well (B).

The screenshot shows the 'Purpose of Assurances' section. The 'This section is:' status is 'Complete'. A red box highlights the 'Complete' button. A red arrow points to the 'Complete' button. A red circle with 'A' is next to the 'Save' button, and a red circle with 'B' is next to the 'Complete' button.

- Click the **green Save** button to save your work. It is good practice to save periodically when completing a survey.

**Save**

**I. Purpose of Assurances**

Each year in the General Appropriations Act, the Florida Legislature apportions funding of the Education Enhancement "Lottery" Trust Fund. In Specific Appropriation 9, funds are provided for the Florida School Recognition Program to be allocated as awards of up to \$100 per student to qualified schools, pursuant to section 1008.36, Florida Statutes (F.S.).

If there are funds remaining after payment to qualified schools, the balance must be allocated to all districts based on their K-12 base funding. From these funds, districts must allocate up to \$5 per unweighted student to be used at the discretion of the School Advisory Council, pursuant to section 24.121(5), F.S. If funds are insufficient to provide \$5 per student, the available funds shall be prorated. These funds are referred to as "school improvement funds," as defined in section 1001.42(18)(c), F.S., or "district discretionary lottery funds."

Pursuant to section 1008.345(6)(c), F.S., 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 (DJJ) programs, does not have an approved school improvement plan, pursuant to section 1001.42(18)(a), F.S., after one full school year of planning and development, or does not comply with School Advisory Council membership composition requirements, pursuant to section 1001.452(1), F.S.

☒ I understand

## Opening a SIP-SAC Assurances Survey

- Go to <https://www.floridacims.org> and click **Login** to sign in to the CIMS platform.

**Login**

**Welcome to CIMS**

Continuous Improvement Management System (CIMS), formerly known as *SIP Online*, was developed by the Bureau of School Improvement (BSI) to provide districts and schools with a platform for school improvement planning and problem solving. The system has continued to expand and now includes:

- School and district improvement plans
- School Improvement Grant 1003(g) proposals
- Registration for BSI-hosted professional development opportunities
- Resources, tools and guidance to support continuous improvement

Future enhancements are under construction, such as data visualizations for the purposes of needs assessment

- Go to the **Plans** page, locate the **SIP-SAC Assurances 2015-16** listing, and then click the **teal Dashboard** button. Keep in mind, you may need to use the page filters to locate the survey.

Year	Survey	Status	Assigned To	District	School	School Type	Last Published	Status	Last Edit	Last Reflection	Dashboard
2015-16	TIPA 2015-16	REVIEWING		Palm Beach			12/15/2015				Dashboard
	DIAP 2015-16	EDITING		Palm Beach			12/10/2015		1/26/2016		Dashboard
	SIP-SAC Assurances 2015-16	SUBMITTED		Palm Beach			3/24/2016				Dashboard
	SIP 2015-16	EDITING		Palm Beach	0664 - Academy For Positive Learning		11/2/2015		12/7/2015		Dashboard

If you do not see this option, then the survey has not yet been created. Go to [Creating a SIP-SAC Assurances Survey](#) and follow the steps.





**TIP:** You can also access the **SIP-SAC Assurances 2015-16** survey by clicking the link in the **Recently Accessed** pod, if the survey was one of the last five surveys you accessed in CIMS.

3. You will then be directed to the **Plan Dashboard**.

4. From the **Plan Dashboard** you can open the survey by clicking the **Edit** button in the **Quick Actions Panel**.



**NOTE:** If you do not have editing rights or the survey is not in an editable state, then this button will be labeled **Open** rather than **Edit**.

5. The **SIP-SAC Assurances 2015-16** survey will open to the first page of **I. Purpose of Assurances**.

Districts Plans Toolkit FAQ Events Account Edit Plan

I. Purpose of Assurances Save Prev Next

SIP-SAC Assurances 2015-16  
Palm Beach  
Contact: Charlie Cims  
Read Only  
I. Purpose of Assurances  
II. Annual SIP-SAC Assurances

**I. Purpose of Assurances**

Each year in the General Appropriations Act, the Florida Legislature apportions funding of the Education Enhancement "Lottery" Trust Fund. In Specific Appropriation 9, funds are provided for the Florida School Recognition Program to be allocated as awards of up to \$100 per student to qualified schools, pursuant to section 1008.36, Florida Statutes (F.S.).

If there are funds remaining after payment to qualified schools, the balance must be allocated to all districts based on their K-12 base funding. From these funds, districts must allocate up to \$5 per unweighted student to be used at the discretion of the School Advisory Council, pursuant to section 24.121(5), F.S. If funds are insufficient to provide \$5 per student, the available funds shall be prorated. These funds are referred to as "school improvement funds," as defined in section 1001.42(18)(c), F.S., or "district discretionary lottery funds."

Pursuant to section 1008.345(6)(c), F.S., 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 (DJJ) programs, does not have an approved school improvement plan, pursuant to section 1001.42(18)(a), F.S., after one full school year of planning and development, or does not comply with School Advisory Council membership composition requirements, pursuant to section 1001.452(1), F.S.

☐ I understand

This section is: Pending Complete

Guidance

**TIP:** You may click the teal **Dashboard** button in the navigation tree at any time to return to the **Plan Dashboard** for the survey.

6. When viewing the survey, you will notice a **Read Only** button at the top of the navigation tree. The **Read Only** button allows you to lock the survey to prevent unintended edits. You can enable or disable **Read Only** mode by clicking the gray or red button, respectively.

Districts Plans Toolkit FAQ Events Account Edit Plan

I. Purpose of Assurances Save Prev Next

SIP-SAC Assurances 2015-16  
Palm Beach  
Contact: Charlie Cims  
Read Only  
I. Purpose of Assurances  
II. Annual SIP-SAC Assurances

**I. Purpose of Assurances**

Each year in the General Appropriations Act, the Florida Legislature apportions funding of the Education Enhancement "Lottery" Trust Fund. In Specific Appropriation 9, funds are provided for the Florida School Recognition Program to be allocated as awards of up to \$100 per student to qualified schools, pursuant to section 1008.36, Florida Statutes (F.S.).

If there are funds remaining after payment to qualified schools, the balance must be allocated to all districts based on their K-12 base funding. From these funds, districts must allocate up to \$5 per unweighted student to be used at the discretion of the School Advisory Council, pursuant to section 24.121(5), F.S. If funds are insufficient to provide \$5 per student, the available funds shall be prorated. These funds are referred to as "school improvement funds," as defined in section 1001.42(18)(c), F.S., or "district discretionary lottery funds."

Pursuant to section 1008.345(6)(c), F.S., 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 (DJJ) programs, does not have an approved school improvement plan, pursuant to section 1001.42(18)(a), F.S., after one full school year of planning and development, or does not comply with School Advisory Council membership composition requirements, pursuant to section 1001.452(1), F.S.

☐ I understand

This section is: Pending Complete

Guidance

**TIP:** To find information and tips about the content or functionality of the current page, click the blue **Guidance** tab to open a window populated with useful information. Click the tab again to retract the window.



## Completing a SIP-SAC Assurances Survey

Complete the following steps under each part of the survey.

1. **I. Purpose of Assurances** provides information regarding how school improvement funds are allocated and distributed to districts. Read this section carefully, click the **I understand** box so a check mark appears **(A)**, and then mark the page **Complete (B)**.

The screenshot shows the 'I. Purpose of Assurances' section of the survey. The sidebar on the left lists navigation options: 'I. Purpose of Assurances' (highlighted), 'II. Annual SIP-SAC Assurances', and 'SIP-SAC Assurances 2015-16'. The main content area contains text about the Florida School Recognition Program and school improvement funds. At the bottom, there is a checkbox labeled 'I understand' with a red 'A' pointing to it. On the right, a 'This section is:' box shows 'Pending' and 'Complete' buttons, with a red 'B' pointing to the 'Complete' button. A 'Guidance' button is also visible on the right side.

2. Under **II. Annual SIP-SAC Assurances**, complete **A. SIP Assurances**.

Move through each subsection (i.e., **SIPs for Non-Charter Schools**, **Early Warning Systems**, **Dropout Prevention**, and **Postsecondary Readiness**) and identify any schools not in compliance with the listed requirements. If the district is in full compliance with the requirements, leave the slider at **Yes (A)**.

The screenshot shows the 'II. Annual SIP-SAC Assurances' section, specifically 'A. School Improvement Plan Assurances'. The sidebar on the left lists navigation options: 'I. Purpose of Assurances', 'II. Annual SIP-SAC Assurances' (highlighted), and 'SIP-SAC Assurances 2015-16'. The main content area contains questions about school improvement plans for non-charter schools. At the bottom, there is a 'Yes' button with a red 'A' pointing to it. On the right, a 'This section is:' box shows 'Pending' and 'Complete' buttons, with a red 'B' pointing to the 'Complete' button. A 'Guidance' button is also visible on the right side.

## SIP-SAC Assurances How-to Guide

If the district has one or more schools that are not in compliance, click the slider to display **No (B)**, and identify the specific school(s) out of compliance by clicking the box to the left of the school name. Once all selections have been made, mark the page **Complete (C)** and click the **blue Next button (D)** to move to the next page.

**SIP-SAC Assurances 2015-16**  
**Palm Beach**  
Contact: Charlie Cims

Read Only | Dashboard

**I. Purpose of Assurances** ✓  
**II. Annual SIP-SAC Assurances** ✓  
**A. SIP Assurances** ✓  
**1. SIPs for Non-Charter Schools** ✓  
2. Early Warning Systems  
3. Dropout Prevention  
4. Postsecondary Readiness  
**B. SAC Assurances**

**II. Annual SIP-SAC Assurances**  
**A. School Improvement Plan Assurances**

**1. School Improvement Plans for Non-Charter Schools**  
For the assurance below, indicate whether the district is in full compliance with the requirements listed.

**a.** All non-charter schools in the district opened in or before the 2014-15 school year have a school board-approved improvement plan that was implemented in 2015-16, pursuant to section 1001.42(18)(a)1., F.S. The plan uses student performance data in developing goals, in accordance with section 1008.22(4), F.S. All schools that have a significant gap in achievement on statewide assessments by one or more student subgroups, as defined in 20 U.S.C. § 6311(b)(2)(C)(v)(II); have not significantly decreased the percentage of students scoring below satisfactory on statewide assessments; or have significantly lower graduation rates for a subgroup when compared to the state's graduation rate, have a school improvement plan that includes strategies for improving these results.

**b.** If **No** is selected above, identify the school(s) not in compliance.

☐ Acreage Pines Elementary School ☐ Addison Mizner Elementary School  
☐ Alexander W Dreyfoos Jr School ☐ Allamanda Elementary School  
☐ Alternative Program Central ☐ Atlantic High School

**This section is:**  
**Complete**

**Next**

### 3. Under **II. Annual SIP-SAC Assurances**, complete **B. SAC Assurances**.

Complete **II.B.1. Membership Composition** by identifying any schools not in compliance with the listed requirements for School Advisory Council membership composition. If the district is in full compliance with the requirements listed, leave the slider at **Yes (A)**.

**SIP-SAC Assurances 2015-16**  
**Palm Beach**  
Contact: Charlie Cims

Read Only | Dashboard

**I. Purpose of Assurances** ✓  
**II. Annual SIP-SAC Assurances** ✓  
**A. SIP Assurances** ✓  
**B. SAC Assurances** ✓  
**1. Membership Composition** ✓

**II. Annual SIP-SAC Assurances**  
**B. School Advisory Council Assurances**

**1. Membership Composition**  
For the assurance below, indicate whether the district is in full compliance with the requirements listed.

**a.** All non-charter schools in the district have a school advisory council with a majority of its members not employed by the school district, that is comprised of the principal and an appropriately balanced number of teachers, education support employees, students, parents and other business and community members who are representative of the ethnic, racial and economic community served by the school, pursuant to section 1001.452, F.S.

**b.** If **No** is selected above, identify the school(s) not in compliance.

☐ Acreage Pines Elementary School ☐ Addison Mizner Elementary School  
☐ Alexander W Dreyfoos Jr School ☐ Allamanda Elementary School  
☐ Alternative Program Central ☐ Atlantic High School

**This section is:**  
**Complete**

**Next**

## SIP-SAC Assurances How-to Guide

If the district has one or more schools that are not in compliance, click the slider to display **No (B)**, and identify the specific school(s) out of compliance by clicking the box to the left of the school name. Once all selections have been made, mark the page **Complete (C)**.

The screenshot shows the 'SIP-SAC Assurances 2015-16' form for Palm Beach. The left sidebar lists the survey sections: Purpose of Assurances, II. Annual SIP-SAC Assurances, A. SIP Assurances, B. SAC Assurances, and 1. Membership Composition. The main content area is titled 'II. Annual SIP-SAC Assurances' and 'B. School Advisory Council Assurances'. Under '1. Membership Composition', question 'a.' asks if all non-charter schools have a school advisory council. The 'No' button is selected, indicated by a red circle 'B'. Below this, question 'b.' asks to identify schools not in compliance. A red box highlights a list of schools: Acreage Pines Elementary School, Addison Mizner Elementary School, Alexander W Dreyfoos Jr School, Allamanda Elementary School, Alternative Program Central, and Atlantic High School. A red circle 'C' points to the 'Complete' button in the top right corner.

## Submitting a SIP-SAC Assurances Survey

Before you submit your survey, review the checklist items below.

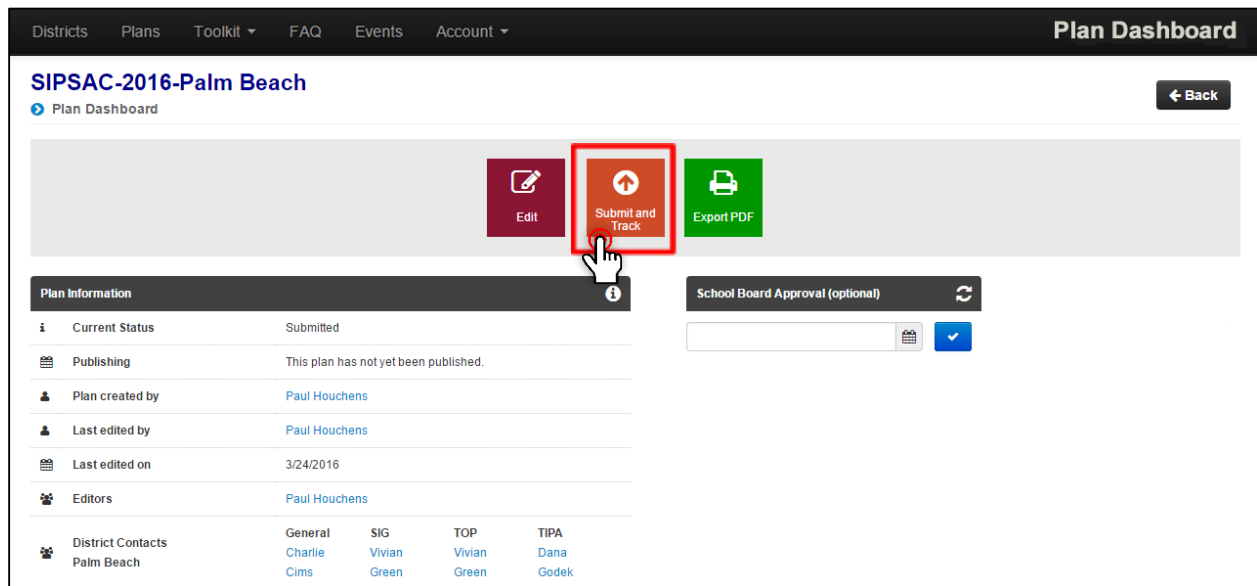
- ☒ Ensure you have sufficiently answered each question, as you cannot edit the survey while its status is **Submitted**.
- ☒ Ensure all parts have been marked **Complete** (✓) to activate the **Submit Plan** button.

This screenshot shows the same survey form as the previous one, but with the 'Yes' button selected for question 'a.' and the 'Complete' status shown in the top right corner. A red arrow points to the 'Submit Plan' button in the bottom right corner, which is now active. The list of schools in question 'b.' is the same as in the previous screenshot.

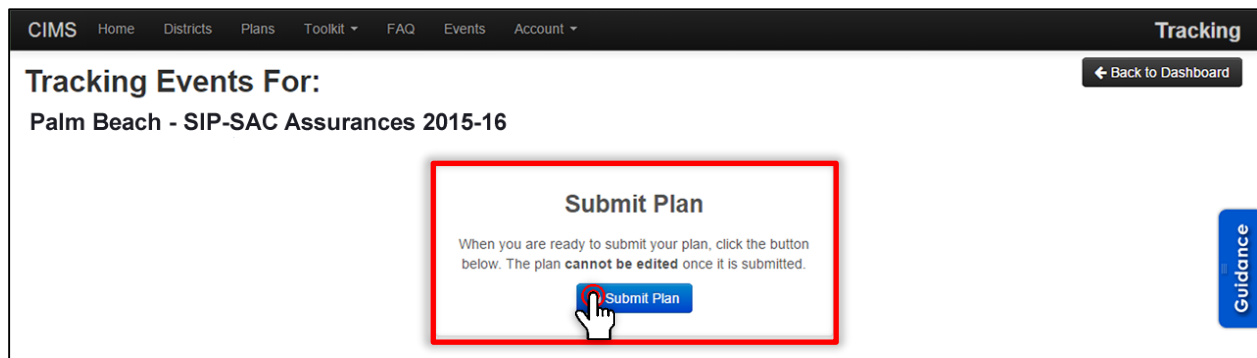
- ☒ Ensure you have appropriate access rights, otherwise you will not see the **blue Submit Plan** button. Only the main district school improvement contact, identified as the **General** contact on the **Plan Dashboard**, can submit the **SIP-SAC Assurances** survey.

When you are ready to submit, complete the following steps.

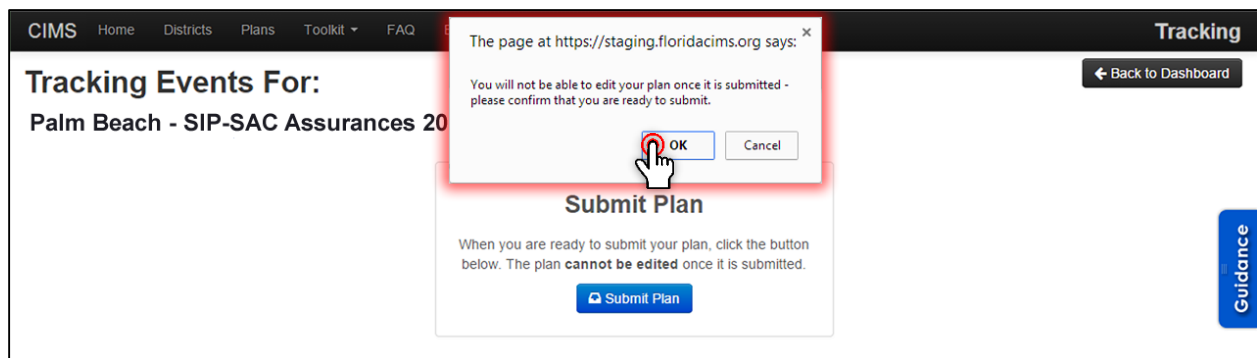
1. Click the **orange Submit and Track** button on the **Plan Dashboard** for the survey.



2. With proper user access and a survey that is in the appropriate state, you will see a **blue Submit Plan** button. Click this button to submit your survey.

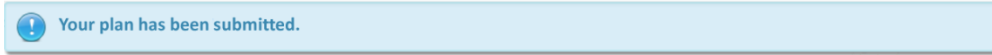


3. You will see a dialog box that indicates the survey will be locked to editing once submitted. Read the warning and click **OK** to proceed.



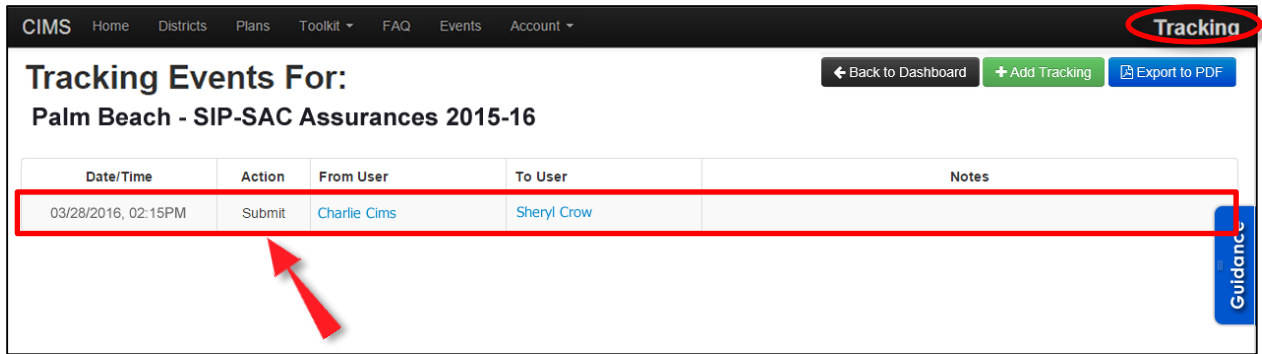


Confirmation of submission is provided via a **light blue** flash message at the top of the **Tracking** page.

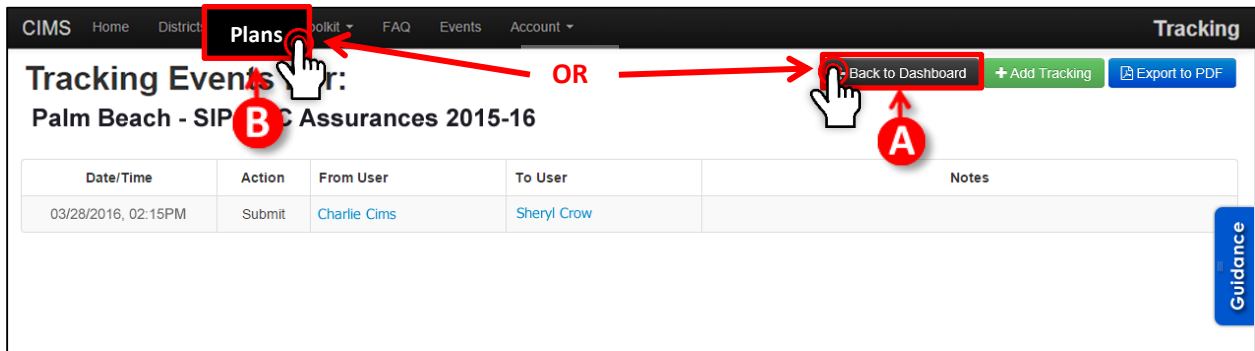


**NOTE:** The Bureau of School Improvement will receive an email message confirming the submission.

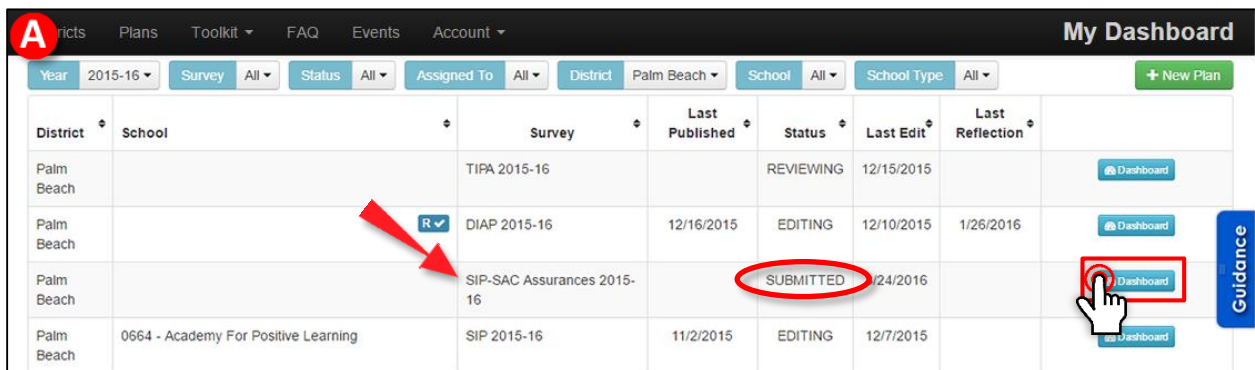
- The **Tracking** page will now contain an entry indicating your survey has been submitted.



- Click the black **Back to Dashboard** button to return to the **Plan Dashboard** for the **SIP-SAC Assurances (A)** OR click **Plans** on the main menu bar to return to the **Plans** page (B).



- To return to the **Tracking** page at any time, click the **teal Dashboard** button next to the survey listing on the **Plans** page (A). You will return to **My Dashboard** where you will see the **Submit and Track** button (B).





B

istricts

Plans

Toolkit

FAQ

Events

Account

Plan Dashboard

SIPSAC-2016-Palm Beach

Plan Dashboard

Back

Edit

Submit and Track

Export PDF

Plan Information

i

Current Status

Submitted

📅

Publishing

This plan has not yet been published.

👤

Plan created by

Paul Houchens

School Board Approval (optional)

📅

✓