

SCHOOL IMPROVEMENT MINI LAB

Wednesday, October 2, 2024

School Improvement Team
School Transformation Office

AGENDA

**1.
School Advisory
Council and School
Advisory Forum
Meeting Upload
Requirements**



**3.
New and
Continuation Waiver
Process and
Timelines**



**2.
Florida School
Recognition Program
(A+ Funds)**



1.

**School Advisory Council
(SAC) and School
Advisory Forum (SAF)
Meeting Upload
Requirements**



2024-2025 School Improvement Timeline



2024-2025 School Improvement Timeline



DEADLINES	School Improvement Events
Quarter 1	
Thursday, August 15, 2024	FLDOE SIPs due in CIMS2 for CSI schools only @ https://cims2.floridacims.org/ (New web address and platform).
Thursday, August 22, 2024	FLDOE SIPs due in CIMS2 for ATSI, TSI and RAISE schools only @ https://cims2.floridacims.org/ (New web address and platform). BCPS SIPs due in BCPS Central for schools not completing an FLDOE SIP @ https://web01.browardschools.com/ospa/ospa-central2/login.asp . • Only the Area(s) of Focus (formerly Goals, Strategies & Activities) is due.
Wednesday, September 11 - Friday, September 13, 2024	Quarter 1 School Improvement Meeting PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: School Improvement Timeline, SAC and SAF Information, BCPS and FLDOE SIPs, District Department Plans, Waivers, School Recognition (A+) Funds and School Improvement Support/Updates
Friday, September 20, 2024	<ul style="list-style-type: none"> 2023-2024 BCPS SIP Closeout (End of Year Results) only for schools that entered Goals, Strategies & Activities in the 2023-2024 BCPS SIP. Note: This does not apply to schools that completed a 2023-2024 FLDOE SIP. Complete and/or upload the 2024-2025 SIP components below in BCPS Central (All Schools) <ul style="list-style-type: none"> Executive Summary School Budget Signature Page Early Warning Indicators Response Professional Learning Communities Meeting Schedule MTSS CPS Team Meeting Schedule 2023-2024 BCPS Customer Survey (Cognia eProve) Results District Department Plans 2024-2025 SAC and SAF Requirements: <ul style="list-style-type: none"> SAC Meeting Dates Flyer SAF Meeting Dates Flyer (new) <p>Note: SAC and SAF meetings must be scheduled on the 1st and 4th weeks of the month.</p>
Monday, October 7, 2024	2024-2025 SAC Composition Report, SAC Bylaws, SAF Bylaws (Obtain from SAF Chair). Complete and upload in BCPS Central.

DEADLINES	School Improvement Events
Quarter 2	
Friday, October 18, 2024	SAC Upload Center Requirements ALL 1 st Quarter (Aug. 12 thru Oct. 14, 2024) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Friday, November 1, 2024	New Waiver Intent to Apply Form Schools applying for a New Waiver or those that have a waiver ending in 2024-2025 can access the form at https://www.browardschools.com/Page/35407 .
Wednesday, November 13 - Friday, November 15, 2024	Quarter 2 School Improvement Meeting PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: SIP Monitoring, SAC and SAF Information, Waivers, Mid-Year Reflection, School Recognition (A+) Funds (if applicable) and School Improvement Support/Updates

*Dates subject to change. Acronym Key: FLDOE (Florida Department of Education); BCPS (Broward County Public Schools); SIP (School Improvement Plan); SAC (School Advisory Council); SAF (School Advisory Forum)

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8/6/2024



2024-2025 School Improvement Timeline



DEADLINES	School Improvement Events
Quarter 3	
Friday, January 10, 2025	SAC Upload Center Requirements ALL 2 nd Quarter (Oct. 15, 2024 thru Jan. 6, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Wednesday, January 15 - Friday, January 17, 2025	Quarter 3 School Improvement Meeting PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: SIP Monitoring, 2024-2025 BCPS Customer Survey, SAC and SAF Information, School Recognition (A+) Funds (if applicable), District Department Updates and School Improvement Support/Updates
Friday, January 31, 2025	SIP Mid-Year Reflection Complete in Florida CIMS2 (for CSI, ATSI, TSI & RAISE schools) or BCPS Central (for schools that completed Areas of Focus in the BCPS SIP) Florida School Recognition Program (A+ Funds) Requirements Qualifying schools must complete and upload all documentation in BCPS Central. New Waiver Applications Completed and Submit Documentation Complete the application in the Waiver Database in BCPS Central and submit signed copies to the School Improvement Coordinator for approval. Upload all supporting documentation per the New Waiver Checklist in BCPS Central. https://web01.browardschools.com/ospa/ospa-central2/login.asp
Monday, March 3 - Friday, May 2, 2025	2024-2025 BCPS Customer Survey: Cognia eProve Annual survey window open for schools' stakeholders (Staff, Students and Parents).

DEADLINES	School Improvement Events
Quarter 4	
Friday, April 4, 2025	SAC Upload Center Requirements ALL 3 rd Quarter (Jan. 7 thru Mar. 21, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).
Wednesday, April 9 - Friday, April 11, 2025	Quarter 4 School Improvement Meeting PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: School Improvement Planning for 2025-2026, Writing SIP Goals, Election of SAC & SAF members for the 2025-2026 school year and School Improvement Support/Updates.
Friday, April 11, 2025	Continuation Waiver Applications Updated and Submit Documentation Update the continuation waiver application in the Waiver Database in BCPS Central and upload all supporting documentation per the Continuation Waiver Checklist in BCPS Central.
Friday, May 23, 2025	SAC Upload Center Requirements ALL 4 th Quarter (Apr. 1 thru Jun. 4, 2025) SAC and SAF Meeting Agendas, Minutes (as draft if not yet approved) and Sign-In Sheets (use BCPS Central sheets).

*Dates subject to change. Acronym Key: FLDOE (Florida Department of Education); BCPS (Broward County Public Schools); SIP (School Improvement Plan); SAC (School Advisory Council); SAF (School Advisory Forum)

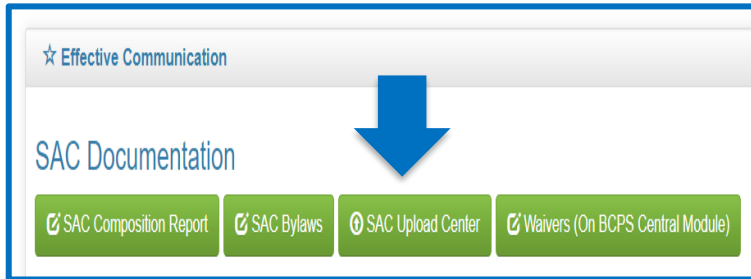
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SAC and SAF Required Uploads

School Advisory Council and School Advisory Forum documents must be maintained and uploaded in the SAC Upload Center.



Upload these documents
by **October 7, 2024.**



Upload these meeting
documents **monthly**
after each SAC
and SAF meeting.



Note: If changes are made to any SAC or SAF documents, upload the revised copies immediately.



SAC MEETING DATES

Expectations

- ☐ Meet regularly.
- ☐ Hold meetings on the 1st and 4th week of the month at a convenient time for all stakeholders.
- ☐ Determine the 24-25 meeting schedule and publish it in September.
- ☐ SAC and SAF will schedule 2 joint meetings semi-annually.
- ☐ SAC Meeting flyer should include:
 - School Name
 - Title “School Advisory Council” (spell out, do not abbreviate)
 - Meeting dates, time and location
 - The two (2) joint SAC and SAF Meeting dates



Lauderhill Paul Turner E.S.

2024-2025

School Advisory Council

Meeting Schedule

SAC Meeting Time 2:15 PM-3:15PM

Month	Date
August	28 th
September (joint meeting)	25 th
October	30 th
November	20 th
December	18 th
January (joint meeting)	29 th
February	26 th
March	19 th
April	30 th
May	28 th

4th Wednesday of the Month
Meeting in the Media Center



SAF MEETING DATES

Expectations

- ❑ SAF Meeting Flyer should include:
 - School Name
 - Title “School Advisory Forum” (spell out, do not abbreviate)
 - Meeting dates, time and location
 - The two (2) joint SAC and SAF Meeting dates



Nob Hill Elementary
School Advisory Forum
2024-2025



Meeting Dates

Wednesday, August 28th @ 6:45 p.m.

Wednesday, September 25th @ 3:30 p.m.

Wednesday, October 30th @ 3:00 p.m.
(SAC/SAF Joint Meeting)

Wednesday, November 20th @ 3:30 p.m.

Wednesday, December 18th @ 3:30 p.m.

Wednesday, January 29th @ 3:30 p.m.

Wednesday, February 26th @ 3:30 p.m.

Wednesday, March 19th @ 3:30 p.m.

Wednesday, April 30th @ 3:00 p.m.
(SAC/SAF Joint Meeting)

Wednesday, May 28th @ 3:30 p.m.

All meetings will be held in Nob Hill's Media Center



School Advisory Council Bylaws

Due October 7, 2024



ARTICLE III. MEMBERSHIP

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, etc.) Vacancies will be filled by special elections as needed in the same general manner. Changes in the SAC Composition during the school year must be approved by the Research, Evaluation and Accountability Department and noted in SAC meeting minutes.

- Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken. All votes must be conducted orally. All members of the Council shall have one vote each. A voting member must be present in person to vote. (See Section Article VI, Section 9.)
- Section 2. Term of Membership: Members of the SAC should attend SAC meetings on a regular basis. A SAC member will be removed from membership after two (2) unexcused consecutive absences from properly noticed SAC meetings. Vacancies will

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern (9997) School Advisory Council.

Annual Ratification 08/29/2023

Amended mm/dd/yyyy

Submit

Cancel

2024-2025 SY



Every year, the Bylaws must be:

1. Ratified
2. Amended (Only if changes are being made in Articles III or IV of the previous year's bylaws.)
3. Reflected in the minutes

- A. There shall be a nominating committee composed of three members who shall be elected by the School Advisory Council at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.
- B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.
- C. Nominations for officers will be made from the floor at a School Advisory Council meeting.

or term(s). ✓
announcements



School Advisory Forum Bylaws

Due October 7, 2024

(School Name)
**SCHOOL ADVISORY FORUM
BYLAWS (TEMPLATE)**

ARTICLE I: NAME

The name of this forum shall be the (name of school) School Advisory Forum. It shall operate under Broward County School Board Policy 1.3.

ARTICLE II: OBJECTIVES

Section 1: Mission Statement: The mission of the (name of school) School Advisory Forum is to communicate between its stakeholders, to provide recommendations, concerns, and input to the School Board.

Section 2: Duties:

1. All duties will be advisory in nature, not binding, and shall be reserved by law, policy or administrative action.
2. Actively participate with the School Board in the development of priorities of the school.
3. Actively participate with the principal in the development of related concerns after each FTE count.
4. Indicate awareness of the program and the budget when it is submitted for district review.
5. Assist in the identification and coordination of resources for achievement and school effectiveness.
6. Address parent/community concerns; work to bring about a desirable change.
7. Assist in increasing/sustaining high level of achievement.
8. Assist in planning, developing and implementing the school program.
9. Participate in joint training opportunities with the School Board.
10. In addition to individual School Advisory Forum members, the School Advisory Council.
11. The School Advisory Forum shall use the School Board's procedural bylaws, conduct meetings in accordance with Robert's Rules of Order.
12. As an apolitical organization, officers and members shall not use public monies and/or materials may not be used for political purposes.

ARTICLE III: MEMBERSHIP

ARTICLE IV: OFFICERS

Section 1: Officers. The officers shall be the Chairperson, Vice-Chairperson, and Recording Secretary. They should be elected annually at the final meeting of the school year but no later than the first meeting of the next school year.

Section 2: Eligibility: The Chairperson and the Vice-chairperson shall be a parent or custodian of a student who will be enrolled and attending the school during their term of service and employed by the School Board of Broward County at the school where they will serve.

Section 3: Term of Office: Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for (number) consecutive terms.

Section 4: Election of Officers: Nominations shall be taken in accordance with Article V. The election shall be by a written and signed ballot when there is more than one candidate for an office. Ballots will be counted by a member of School Administration, a member of the Nominations Committee, and a voting member of the Advisory Forum who is not on the ballot.

Section 5: Chairperson Duties. The Chairperson shall have the following duties:

- a. Preside at all the (name of school) SAF meetings;
- b. Sign all correspondence as well as, distribute all correspondence to the elected officers of the (name of school) SAF;
- c. Attend all Area Advisory Meetings
- d. Attend the School Advisory Council meetings as a voting member or appoint a permanent representative to attend the meetings;
- e. Act in a professional, prompt and organized manner at all times and,
- f. Represent the majority opinion of the (name of school) SAF.

Section 6: Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties:

- a. Assume all the duties of the Chairperson in the event that s/he becomes incapacitated or must step down;

ARTICLE VII: AMENDMENTS

These bylaws of the (name of school) SAF may be amended at any regular meeting by a two-thirds affirmative vote of those eligible voters in attendance, provided that the amendment has been submitted in writing at the previous meeting. Any amendment must conform to the Broward County School Board Policy for School Advisory Forums; Policy 1.3.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the (name of school) School Advisory Forum.

Adopted
Date

Every year, the Bylaws must be:

1. Adopted
2. Reflected in the minutes

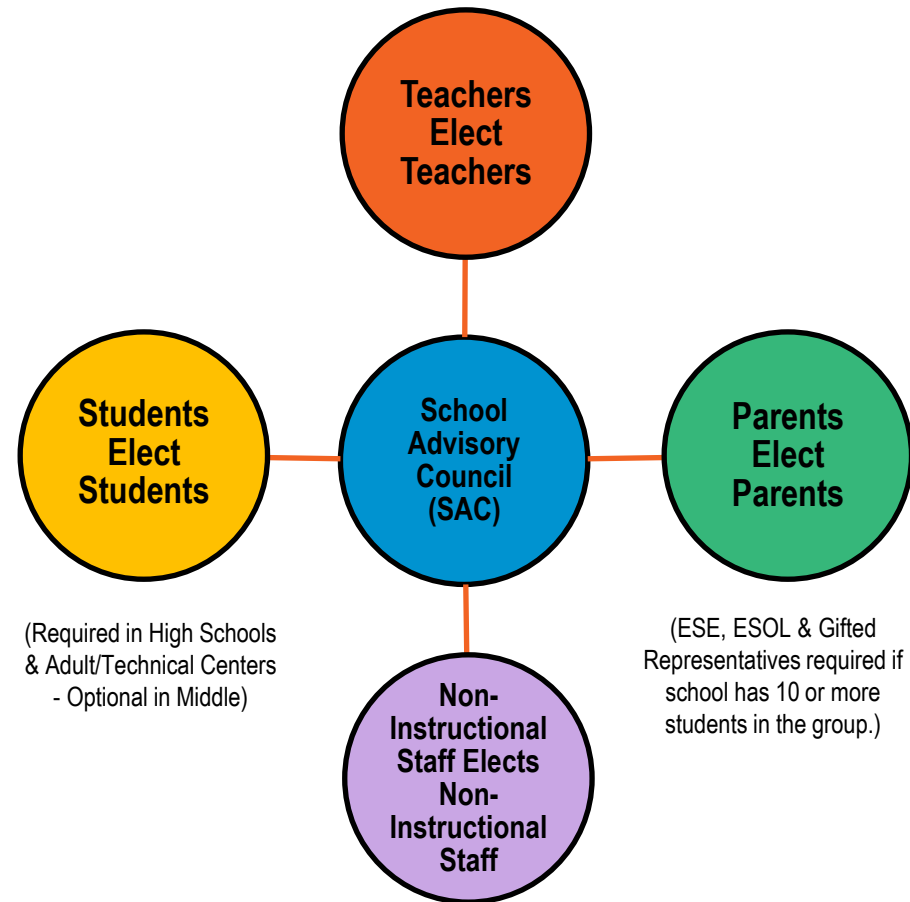


SAC Composition (Membership)

More than half (51% or more) of SAC members MUST BE non BCPS employees.













Each peer group shall elect their respective representatives in a fair and equitable manner at a scheduled general meeting.

- Principal
- BTU Steward
- Community/Business Representative
- Community School Representative *(if applicable)*
- **Teachers**
- **Non-instructional Support Employees**
- **Parents**
- SAF Chair (Elected by SAF)
- I-Zone Representative *(parent, elected by SAC)*
- ESOL Representative *(parent of a student at the school)*
- ESE Representative *(parent of a student at the school)*
- Gifted Representative *(parent of a student at the school)*
- Pre-K Representative *(if applicable – parent or certified teacher)*
- **Students** *(required for high schools and adult/technical centers)*
- **SAC Officers** (Chair/Co-Chairs and Secretary) elected by SAC



Entering SAC Members

- Each component below must be entered accurately.
- The demographic percentages must be aligned for each ethnicity at +/- 20 percentage points.

☆ SAC Composition										
10 ▾ records per page		Search: <input type="text"/>								
#	Name	Position	Gender	Ethnicity	SBBC Employee	Parent of Student	Email	Add Date	Resigned	
1	Jamillah Chair	BTU Steward (or designee)	Female	Black/African Americans	Yes	No	abc@abc.com	2023-06-06		 
2	jay Bee	SAC Chair	Male	Hispanic/Latino	Yes	No	abc@abc.com	2023-06-07		 
3	Jay Cee	ESE Parent of a student at the school	Female	Asian	No	Yes	abc@abc.com	2023-06-08		 
4	Jay Dee	ESOL Parent of a student at the school	Female	Hispanic/Latino	No	Yes	abc@abc.com	2023-06-09		 
5	Janet Jackson	Gifted Parent of a student at the school	Female	Black/African Americans	No	Yes	abc@abc.com	2023-06-12		 
6	Tom Jones	Community / Business Representatives	Male	Asian	No	Yes	abc@abc.com	2023-06-01		 



SAC Composition (Membership)

Due October 7, 2024

★ Effective Communication

SAC Documentation

📄 SAC Composition Report

📄 SAC Bylaws

📄 SAC Upload Center

📄 Waivers (On BCPS Central Module)

Name	Gender		Ethnicity					
	M	F	W	B	H	A	AI	MR
TOTALS	5	20	5	9	11	0	0	0
SAC Percentages <small>*Due to rounding, percentages may not total 100%.</small>	20	80	20	36	44	0	0	0
School Demographics Percentages <small>Each group's SAC percentage to be +/- 20 points of school's demographics percentage</small>	47	53	10	34	50	3	0	3

Make sure all fields are green to be in compliance

Employed by District (49% or less)

Not Employed by District (51% or More)

Make sure all fields are green to be in compliance

Name	Gender		Ethnicity					
	M	F	W	B	H	A	AI	MR
TOTALS	3	23	13	6	6	0	0	1
SAC Percentages <small>*Due to rounding, percentages may not total 100%.</small>	12	88	50	23	23	0	0	4
School Demographics Percentages <small>Each group's SAC percentage to be +/- 20 points of school's demographics percentage</small>	50	50	21	13	59	5	0	2

Make sure all fields are green to be in compliance

Employed by District (49% or less)

Not Employed by District (51% or More)

Make sure all fields are green to be in compliance



SAC Membership Demographics and +/- 20 Points

- ❑ Each ethnic group's SAC percentage should be +/- 20 points of school's demographics percentage.
- ❑ 51% or more of SAC members MUST BE non BCPS employees.

☆ Demographic Data for Beachside Montessori Village (2041)

	Gender		Ethnicity					
Name	M	F	W	B	H	A	AI	MR
TOTALS	6	21	18	1	4	0	3	1
SAC Percentages <small>*Due to rounding, percentages may not total 100%.</small>	22	78	67	4	15	0	11	4
School Demographics Percentages <small>Each group's SAC percentage to be +/- 20 points of school's demographics percentage</small>	49	51	44 ↓ High = 64 Low = 24	8 ↓ High = 28 Low = 0	39 ↓ High = 59 Low = 19	3 ↓ High = 23 Low = 0	0 ↓ High = 20 Low = 0	6 ↓ High = 26 Low = 0

Make sure all fields are green to be in compliance

☆ Employed / Not Employed

Employed by District (49% or less)

30

Not Employed by District (51% or More)

70

Make sure all fields are green to be in compliance



SAC Reminders

✓ Meeting Advertisements

Advertise 3 full business/workdays in advance to **ALL** stakeholders.
Must include the agenda per Bylaws Article VI, Section 5.

✓ Membership

Changes to your SAC Composition **must** be reflected in the SAC minutes. Fill vacancies per Bylaws Articles III & IV.



✓ Meeting Agendas, Attendance and Minutes

Make sure agendas are followed (include SESIR and Accountability Funds balance), attendance is taken and minutes reflect all discussions, motions, and votes per Bylaws Articles III & VI, Section 3.

✓ Meeting Quorum

A quorum **must** be met (**50% plus 1 of the total SAC membership**) before voting takes place by SAC (approval of minutes, changes in membership, bylaws, accountability funds, waivers, A+ Funds, etc.) per Bylaws Article VI, Section 7.

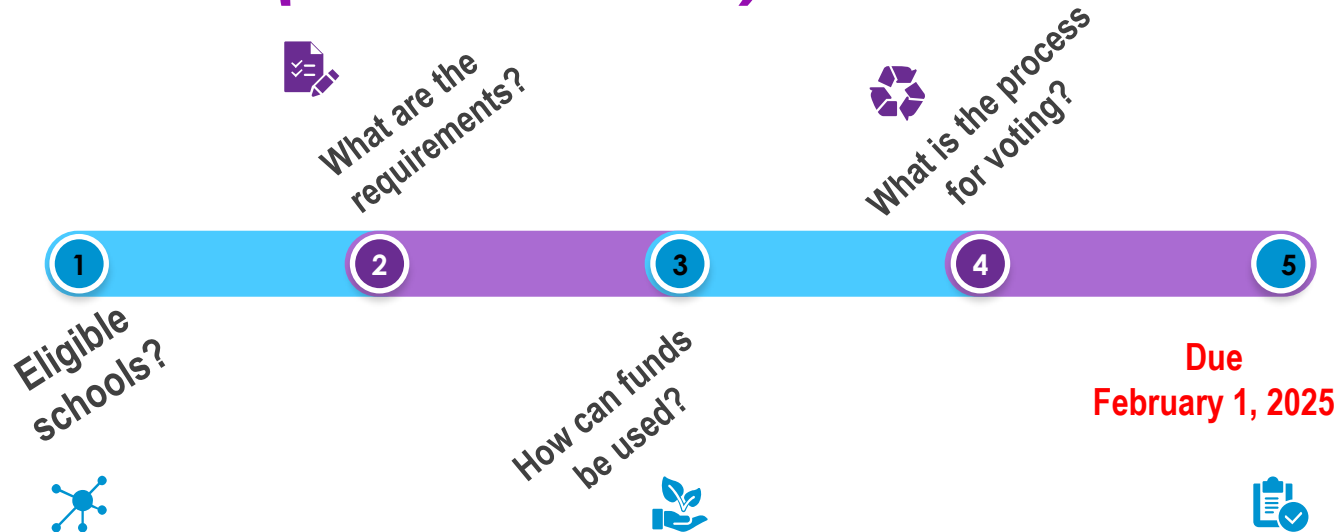


2.

Florida School Recognition Program (A+ Funds)



Florida School Recognition Program (A+ Funds)



Florida Statute 1008.36 states that, “If school staff and the School Advisory Council cannot reach agreement by February 1st, the awards must be equally distributed to all classroom teachers currently teaching in the school.” For clarification purposes, a classroom teacher is one who is assigned to a classroom with students on a daily basis.



Steps to Prepare

1

Meet with your Administrator to:

- Determine a process & timeline for completion **by February 1, 2025.**
- Visit our website to review the 2023-2024 A+ Funds information and resources **(Subject to change).**
- Identify a process for gathering and submitting proposals from staff to SAC.
- Identify point people & process for the staff vote and ballot counting.

2

2024-2025 Staff Roster

- Use as a reference document to show current eligible voters.

2023-2024 Staff Roster

- Use as a reference document to identify the previous year's staff.

3

Schedule/Identify your meeting dates for:

- **SAC Meeting(s)** - to develop proposals and ballot.
 - Additional meeting dates may need to be scheduled.
- **Staff Advertisement** - to distribute the proposals and announce the date for the staff vote.
- **Staff Meeting** - to vote on proposals.
 - If the vote fails, SAC to restarts the process of developing proposals and a ballot.



Complete the process **by February 1, 2025.**

Florida School Recognition Program

The staff **and** School Advisory Council jointly decide how to use the financial award. Per statute, schools must use their awards for one or any combination of the following:

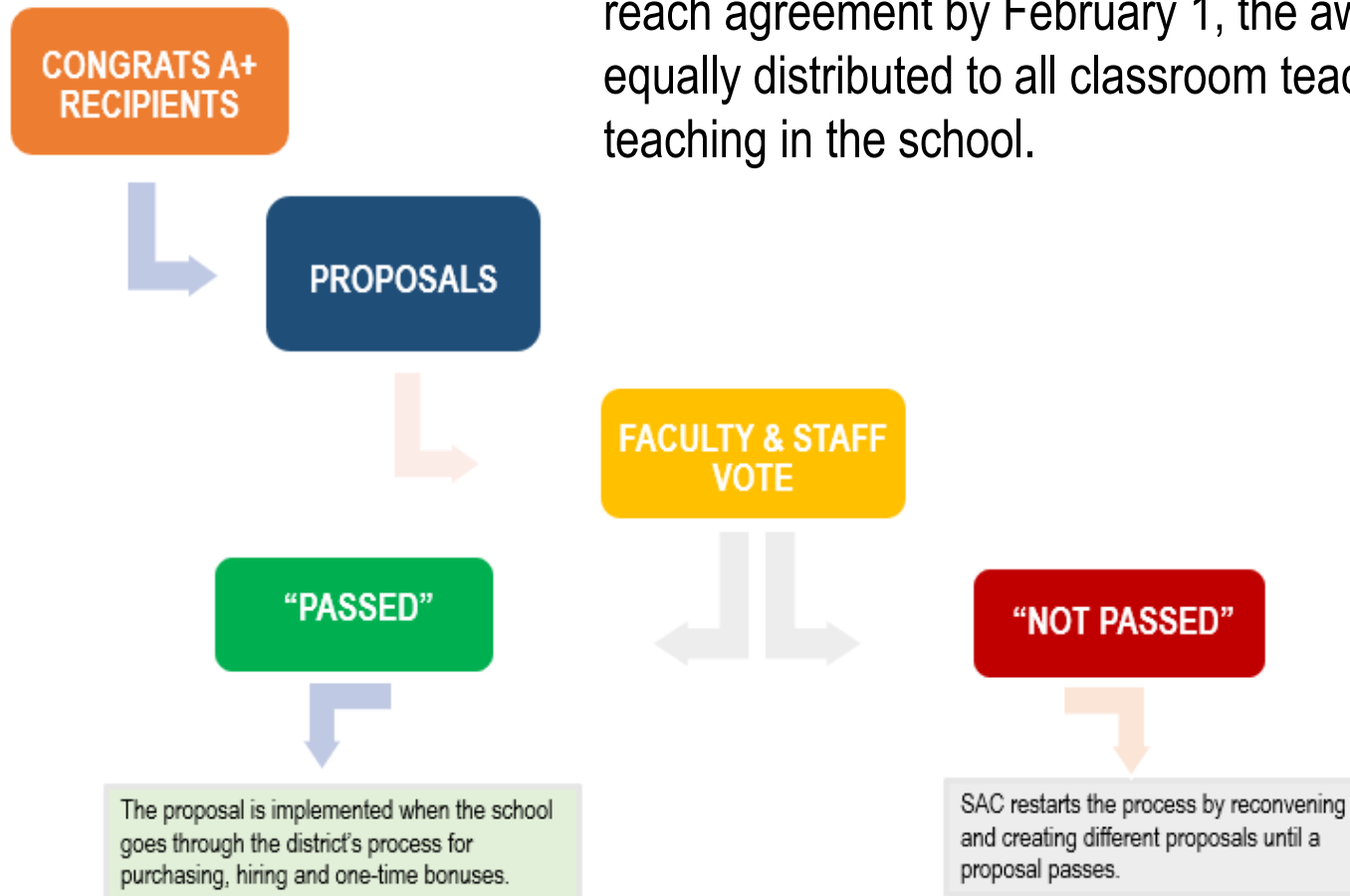


- ☐ Nonrecurring faculty and staff bonuses;
- ☐ Nonrecurring expenditures for educational equipment and materials; or
- ☐ Temporary personnel to assist in maintaining or improving student performance.



Florida School Recognition Program

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.



3.

New and Continuation Waiver Process



What is a Waiver?

A formal request to modify school district policy or contract governed by Florida statute, Board policy and BTU contract.

Waivers Must:

- Support the District's Strategic Plan
- Be cost neutral and equitable to all students
- Be focused on improved performance
- Be shared with the community
- Be approved by a minimum two thirds (66 2/3%) faculty vote or affected departments/grade levels



Examples

- ✓ Professional Study Days
- ✓ Exam Exemptions
- ✓ Early Release Days
- ✓ Four Day School Week



New Waiver Timeline

Feb. – May

District Waiver Review Panel and Board Approval

By Jan. 31

Dec. – Jan. 31

Nov. – Dec.

Oct. – Nov. 1

★ Aug. – Oct.

SAC Meeting

Identify need, discuss data and rationale, develop waiver request

Intent to Apply Form

Complete and email; District approves or denies waiver moving forward

Community Meeting for Waiver

Advertise meeting, review waiver request, get feedback, share with SAC

School Advisory Council Meeting

Share community feedback, vote on waiver, create faculty ballot (if approved by SAC)

Faculty Vote

Conduct vote, 66 2/3% must approve waiver

Community Endorsement Waiver Meeting

Advertise meeting, review waiver request updates, get feedback

Waiver Application

Complete in database, email copy to School Improvement

Due Date:

Friday, January 31, 2025

New Waiver Process and Procedures

New Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

Florida Statute 1001.42 and BBOC Policy 1403 provide opportunities for schools to waive District policy, approved School Board guidelines and contract items that may create barriers to successful implementation of the School Improvement Plan (SIP) objectives.

Use this document, along with the New Waiver Process Checklist and the New Waiver Application SIP Site to ensure a successful process. All guidance documents are available on the [School Improvement Website](#). Email all required documents as PDFs to Kelli Blackburn, School Improvement Coordinator and Jamillah Shaki, no later than one (1) week after each SAC/Community meeting or faculty vote.

Note: For items below with a blue star (★), refer to with the New Waiver Process Checklist for detailed instructions.

Month	New Waiver Process and Procedures
August - October	<ol style="list-style-type: none"> New Waiver Baseline Data <ul style="list-style-type: none"> Collect baseline data for the new waiver request for all affected departments, subject areas and/or grade levels. Present baseline data to the School Advisory Council (SAC) and faculty. School Advisory Council (SAC) Meeting (Agenda must include "New Waiver" as a topic.) <ul style="list-style-type: none"> New waiver requests must be initiated and discussed by the SAC at a regularly scheduled meeting. All waivers must be cost neutral and cannot waive State Statute. Present baseline data and complete the New Waiver Intent to Apply Form. ★ Advise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
November	<ol style="list-style-type: none"> New Waiver Intent to Apply Form https://www.sarasotask12schools.com/Page/32540 <ul style="list-style-type: none"> Download, complete and email the New Waiver Intent to Apply Form by November 1, 2024. Upon review, the intent to apply will be returned to the school with the signature of the school improvement coordinator, along with a decision indicating if the waiver request is supported to continue with the process. If the new waiver is supported to continue, the school will receive a New Waiver Checklist, which maps out the school's new waiver process. Complete and email the checklist to the School Improvement Office per the directions on the form.
November - December	<ol style="list-style-type: none"> Community Meeting to Discuss the New Waiver Request <ul style="list-style-type: none"> Policy requires at least one advertised open community meeting to be scheduled before the faculty vote for the sole purpose of presenting the waiver. The principal and SAC Chair/Co-Chairs must attend. This should not be a SAC or SAF meeting. Community feedback should be charted at the meeting, recorded in the minutes and shared at the next SAC meeting. ★ Advise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
December - January	<ol style="list-style-type: none"> School Advisory Council (SAC) Meeting (Agenda includes "New Waiver Vote" as a topic.) <ul style="list-style-type: none"> Any matter scheduled to come before SAC for a vote requires at least three (3) full business/work days advanced written notice to all SAC members and all stakeholders must be notified of the meeting. <ul style="list-style-type: none"> Items requiring a vote must be included on the agenda with voting scheduled early during the meeting. A quorum (51% plus 1 of the total SAC members) must be physically present at the meeting for voting to take place. Must be a Roll Call vote. The community meeting input is presented. Upon discussion, SAC has the option to approve the waiver request as originally written, revise it per community input or vote not to pursue the waiver. The new waiver SAC vote must be reflected in the minutes, which should include: <ul style="list-style-type: none"> A brief description of the discussion, the motions (1st & 2nd), names of motion makers, the number of Yes and Nay votes and the outcome of the vote. If SAC votes to go forward with the new waiver, a ballot for the faculty vote must also be created/approved. ★ Advise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.

[Policy 1403, School Improvement and Innovation](#) (outlines the requirements for developing a waiver)

[Policy 1403.4, Waiver Guidelines for School Improvement and Innovation](#) (outlines information for process and notification timeline)

[SIP Site](#) (School Improvement Website) (outlines the process for the faculty to vote on a waiver)

6-6-2024

New Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

Month	New Waiver Process and Procedures
January	<ol style="list-style-type: none"> Faculty Vote <ul style="list-style-type: none"> If the School Advisory Council votes to bring the new waiver forward, the waiver information and ballot is presented to the faculty for their vote. The process for conducting the faculty vote by secret ballot is detailed in Article 15 of the Broward Teachers Union (BTU) Contract. <ul style="list-style-type: none"> The new waiver with baseline data and the ballot must be presented to the faculty in writing not less than three (3) full business/workdays before the secret ballot vote is conducted. The faculty vote should be conducted through secret ballot by the BTU Steward. A current faculty roster for the school year should be used to identify eligible voters affected by the new waiver. All faculty members affected by the new waiver must be physically present to vote and sign the faculty roster (sign-in sheet) next to their names. Absent employees, who return to work no later than one (1) business/work day after the election, may procure an absentee ballot at the school, fill it out and turn it in to BTU Steward. ★ Advise the faculty vote, include the data and ballot, have voters physically present to vote and sign the faculty roster and email all meeting documents to the School Improvement Office no later than 1 week after the meeting. Faculty Vote Results <ul style="list-style-type: none"> Waivers must be approved by two-thirds (66 2/3%) of all faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds (66 2/3%) of the affected departments, subject areas and/or grade levels. ★ Once the results are tabulated, complete the Faculty Waiver Vote Summary Sheet. Community Endorsement Meeting <ul style="list-style-type: none"> After the faculty vote is conducted, the new waiver results must be reviewed and endorsed by the community at an advertised open meeting for the sole purpose of presenting the waiver. This should not be a SAC or SAF meeting. The school must discuss the outcome of the new waiver request and faculty vote with the community. ★ Advise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office. New Waiver Application <ul style="list-style-type: none"> Once a school's faculty approves a waiver, the New Waiver Application must be completed in the waiver database in GCPS Central. <ul style="list-style-type: none"> To complete the application, follow the directions in the New Waiver Application SIP Site on the School Improvement Website under the Waivers tab. Download the completed application and obtain the required signatures. Email it as a PDF to the School Improvement Office by Friday, January 31, 2025.
February	<ol style="list-style-type: none"> Waiver Review Panel <ul style="list-style-type: none"> The submitted new waiver application and supporting documentation will be reviewed by the district. Schools will receive feedback.
March - April	<ol style="list-style-type: none"> School Board Approval <ul style="list-style-type: none"> The School Improvement Office will submit the New Waiver Applications to the School Board for approval. Waivers may be approved for up to five years.

[Policy 1403, School Improvement and Innovation](#) (outlines the requirements for developing a waiver)

[Policy 1403.4, Waiver Guidelines for School Improvement and Innovation](#) (outlines information for process and notification timeline)

[SIP Site](#) (School Improvement Website) (outlines the process for the faculty to vote on a waiver)

6-6-2024



New Waiver Process Checklist

New Waiver Process Checklist

Kelli S. Blackburn, School Improvement Coordinator

Directions: Upon completion, *email all required documents as PDFs to the School Improvement Coordinator, Kelli Blackburn and Jamilah Shakir, no later than one (1) week after each action below. Refer to the New Waiver Process and Procedures document for specific information related to this checklist on our website at <https://web01.browardschools.com/caspe/caspe-central2/login.asp>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone photos of documents will not be accepted)	Completed	*Emailed (no later than 1 week after action)
August - September	1. New Waiver Baseline Data Schools should collect baseline data for all affected departments and/or grade levels to support a need for the waiver.	*No Documents Required - Present baseline data during SAC meeting (#2 below)		
September - October	2. School Advisory Council (SAC) Meeting Baseline data must be reviewed by the SAC in a meeting to discuss the need for a waiver. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting. NOTE: Submit Required Documents for this SAC meeting when submitting the Community Meeting documents in step 4.	Meeting Advertisement w/Agenda • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include agenda, date, time and location of meeting Agenda • "New Waiver" is listed as a topic Minutes • Must reflect the discussion of new waiver request and supporting baseline data Sign-In Sheets • For SAC members and guests from BCPB Central only		See Note See Note See Note
November	3. New Waiver Intent to Apply Form Complete and *email the form by the deadline. 3a. District Response	New Waiver Intent to Apply Form • Email completed form by Friday, November 1, 2024.		See Note
November - January	4. Community Meeting Schedule and advertise an open community meeting for the sole purpose of reviewing the new waiver request. (This is not a SAC or SAF meeting.) Policy requires at least one community meeting to be scheduled. The Principal & SAC Chair must attend. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting.	Meeting Advertisement w/Agenda • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include agenda, date, time and location of meeting Agenda • "New Waiver" is listed as a topic Minutes • Must reflect the community's feedback Sign-In Sheets • For all attendees		
December - January	5. School Advisory Council (SAC) Meeting SAC votes on the need for a new waiver and creates the faculty new waiver ballot. Any matter scheduled to come before the SAC for a vote requires at least three (3) full business/work days advanced written notice to all SAC members. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting.	Meeting Advertisement w/Agenda • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include agenda, date, time and location of meeting Agenda • "New Waiver Vote" is listed as a topic Minutes • Must reflect the discussion and SAC's vote (include the motion, names of motion makers, the number of Yea and Nay votes and outcome of the vote) Sign-In Sheets • For SAC members and guests from BCPB Central only		

Refer: 1206 School Accountability and Transparency (outlines the requirements for developing a waiver)
Refer: 1206a Examples/Signatures for School Accountability and Transparency (outlines information for new and continuation waivers)
Refer: 1206c Waiver Application (outlines the process for the faculty to vote on a waiver)

6-5-2024

New Waiver Process Checklist

Kelli S. Blackburn, School Improvement Coordinator

Directions: Upon completion, *email all required documents as PDFs to the School Improvement Coordinator, Kelli Blackburn and Jamilah Shakir, no later than one (1) week after each action below. Refer to the New Waiver Process and Procedures document for specific information related to this checklist on our website at <https://web01.browardschools.com/caspe/caspe-central2/login.asp>.

Timeline	Action (Must happen in the order presented)	Required Documents (*Email all documents upon completion of each action)	Completed	*Emailed (no later than 1 week after action)
	6. Faculty Vote The process for conducting the faculty vote is detailed in Article 15 of the BTU Educational Professional Contract. **Advertise the date, time and location of the vote in written form to all faculty members at least three (3) full business/workdays prior to voting.	Written Advertisement to Faculty (via email, posted notice, etc.) • Must include purpose of vote, copy of New Waiver Ballot, date, time and location of the vote 2024-2025 Faculty Roster of Eligible Voters • All faculty members that vote must sign next to their names on the faculty roster (only signatures will be accepted). New Waiver Faculty Ballot • A copy of New Waiver ballot		
December - January	7. Faculty Vote Results Waivers must be approved by two-thirds (66 2/3%) of all faculty members or two-thirds (66 2/3%) of all affected departments or grade levels.	Faculty Waiver Vote Summary Sheet • Each section of the form must be completed and have all required signatures.		
	8. Community Endorsement Meeting - After the faculty vote is conducted, the waiver request must be reviewed and endorsed by the community at an advertised open meeting. The Principal & SAC Chair must attend. Advertise the meeting to all stakeholders at least three (3) full business/workdays prior to the meeting.	Meeting Advertisement w/Agenda • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include agenda, date, time and location of meeting Agenda • "New Waiver Request" is listed as a topic Minutes • Must reflect the community's feedback Sign-In Sheets • For all attendees		
January	9. New Waiver Application A copy of the completed application must be *emailed by the January deadline.	New Waiver Application • Download and *email a copy of the completed New Waiver Application with required staff signatures by Friday, January 31, 2025.		
February	10. Waiver Review Panel The new waiver application and documentation will be reviewed by the district.			
March - April	12. School Board Approval The School Improvement Office will submit New Waiver applications to the School Board for approval. Waivers may be approved for up to five years.	*No Documents Required - Schools will receive notification of status.		

Refer: 1206 School Accountability and Transparency (outlines the requirements for developing a waiver)
Refer: 1206a Examples/Signatures for School Accountability and Transparency (outlines information for new and continuation waivers)
Refer: 1206c Waiver Application (outlines the process for the faculty to vote on a waiver)

6-5-2024



Submit a *New Waiver Intent to Apply Form* if:

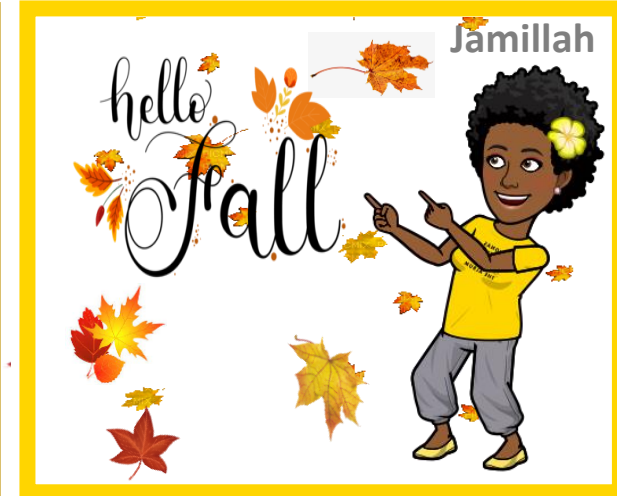
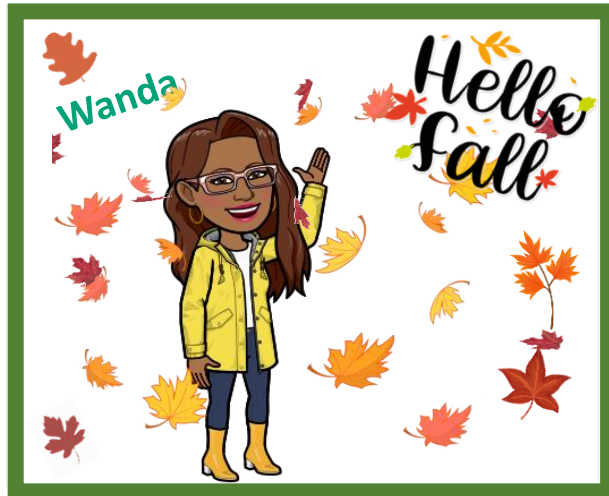
- The school has determined a need for a new waiver.
- The Director supports the need for a new waiver.
- A SAC meeting was held to discuss data and the rationale for a new waiver and develop the waiver request (Intent Form).



The School Improvement Team Is Here To Support YOU!

Email or Call (754) 321-3800 and Visit our School Improvement Website

<https://www.browardschools.com/Page/47653>





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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

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