

SCHOOL IMPROVEMENT MINI LAB

Tuesday, October 17, 2023 @ 2:30 – 3:30 pm



School Improvement Team

Research, Evaluation & Accountability Department

MINI LAB TOPICS

**1.
School Improvement
Timeline and
Upcoming Meetings**



**3.
New and
Continuation
Waiver
Process**



**2.
School Advisory
Council Meetings
and Upload
Requirements**



1.

SCHOOL IMPROVEMENT TIMELINE AND UPCOMING MEETINGS



SCHOOL IMPROVEMENT EVENTS & DEADLINES

DEADLINES	EVENTS
Friday, October 27, 2023 1st Quarter	SAC Upload Center Requirements ALL 1 st Quarter (Aug. 21 st thru Oct. 23 rd) SAC & SAF Meeting Agendas, Minutes (as a draft, if not yet approved) and Attendance Sheets must be uploaded.
Thursday, November 9, 2023 2nd Quarter	New Waiver Intent to Apply Form Schools applying for a <i>New Waiver</i> or those that have a <i>Waiver ending</i> in 2023-2024 can access the form on our website at https://www.browardschools.com/Page/35407 .
Friday, February 2, 2024 3rd Quarter	New Waiver Applications Complete the application in the Waiver Database in BCPS Central, then email signed copies to the School Improvement Coordinator for approval. https://web01.browardschools.com/ospa/ospa-central2/login.asp
Friday, April 12, 2024 4th Quarter	Continuation Waivers Updated Applications Update the continuation waiver application in the Waiver Database in BCPS Central, then email signed copies to the School Improvement Coordinator for approval.



SCHOOL IMPROVEMENT MEETINGS

DATE	MEETINGS AND LABS ON TEAMS
<ul style="list-style-type: none"> • Wednesday, October 18, 2023 @ 2:30 pm - 3:30 pm • Friday, October 20, 2023 @ 11:30 am - 12:30 pm • Thursday, October 26, 2023 @ 8:30 am - 9:30 am 	<p>Train-the-Trainer Session for SAC Chairs and Co-Chairs</p> <p>Topic: School-based SAC Operations and Responsibilities This session is provided for SAC Chairs/Co-Chairs to use to train their SAC Committee on the operations, roles and responsibilities of SAC.</p> <p>Note: Chairs will receive the training PowerPoint and other resources to train SAC members.</p>
<p>Tuesday, October 24, 2023 1:00 pm - 3:00 pm</p>	<p>Open Lab Q & A Session: Pop in any time with your School Improvement questions.</p>
<p>Wednesday, November 1, 2023 thru Friday, November 3, 2023</p> <p>AM Session: 9:00 am - 11:00 am or PM Session: 1:00 pm - 3:00 pm</p>	<p>Quarter 2 School Improvement Meeting</p> <p>Topics: School Improvement Plan Monitoring, Continuation Waivers, Mid-Year Reflection, School Recognition (A+) Funds (if applicable) and School Improvement Support/Updates</p> <p>PowerPoint will be posted on our website at https://www.browardschools.com/Page/35378</p>



2.

**SCHOOL ADVISORY
COUNCIL (SAC)
MEETINGS AND
UPLOAD
REQUIREMENTS**



SAC MEETING REQUIREMENTS

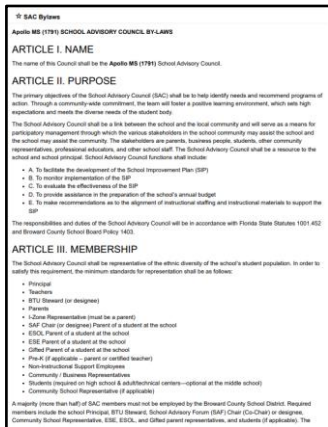
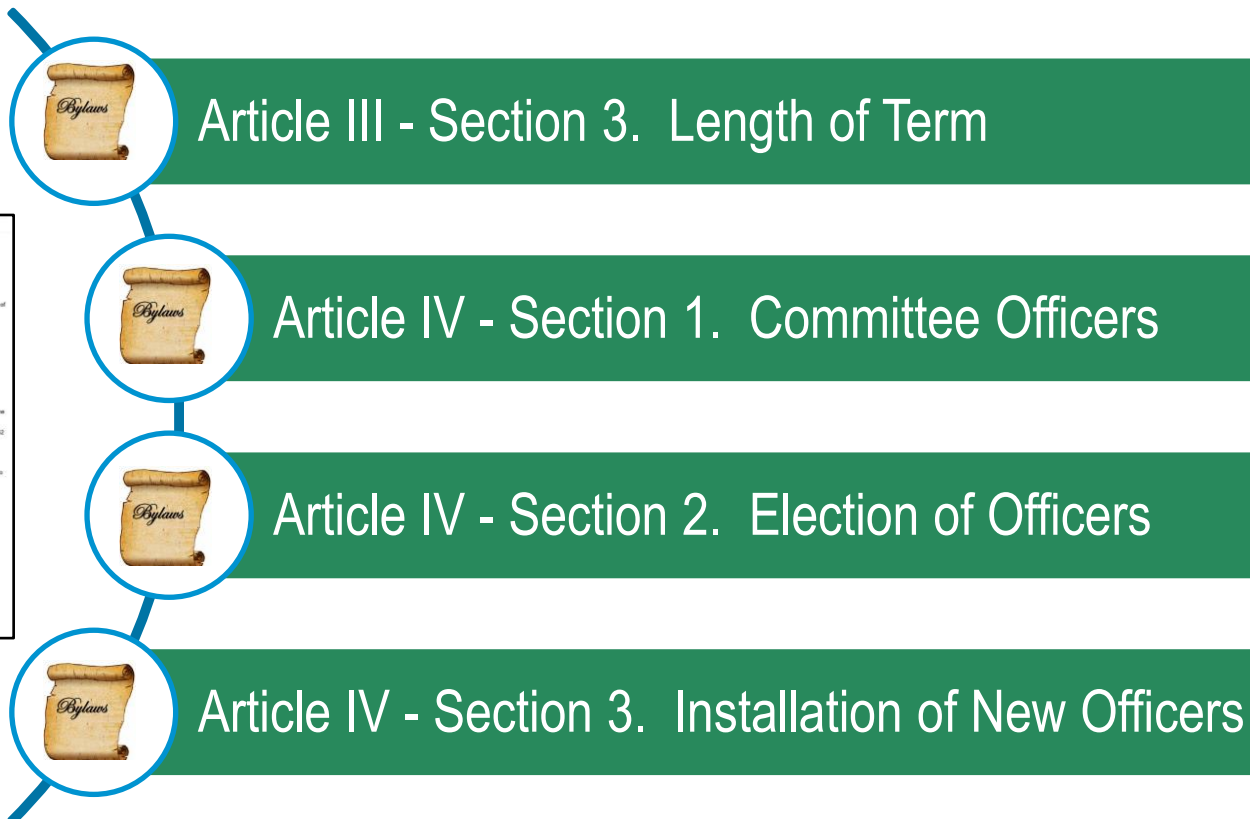
SAC Must:

- ☐ Adhere to Florida Sunshine Law
- ☐ Follow Robert's Rules of Order
- ☐ Collaborate and establish agendas
- ☐ Use the [SAC Agenda Template](#), [SAC Minutes Template](#) and [SAC Sign-in Sheets](#) in the online SAC Composition Program
- ☐ Have a quorum (51% or more of total members) present before voting
- ☐ Post meeting dates, agendas, sign-in sheets and minutes in the SAC Upload Center

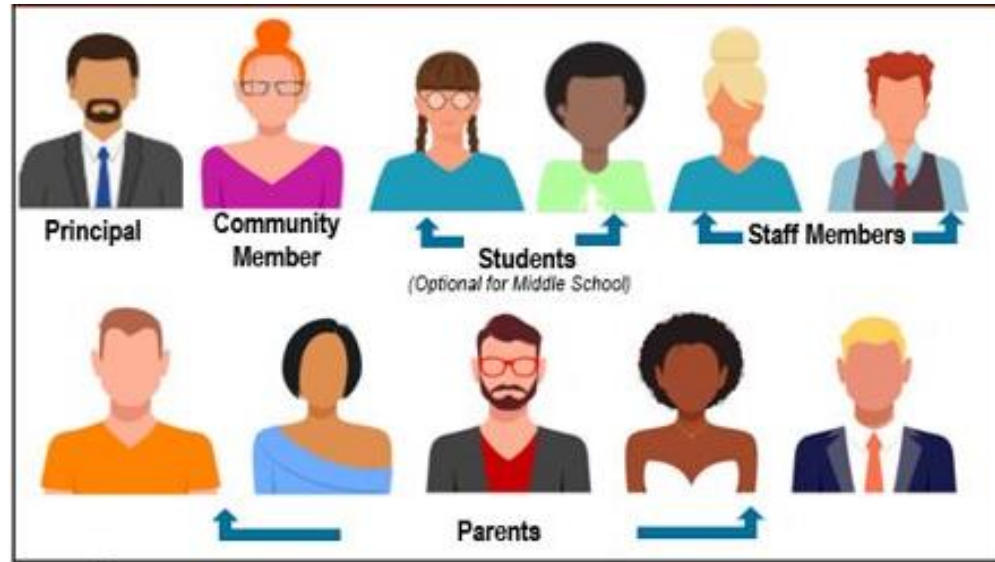


SAC BYLAWS ANNUAL RATIFICATION

School Advisory Council (SAC) must review and revise the Bylaws annually using the SAC Bylaws program in Broward County Public Schools (BCPS) Central.



SAC COMPOSITION



- ☐ SAC is representative of the population served by the school.
- ☐ SAC members must be selected by their peer groups.
- ☐ SAC Compositions must be balanced.
- ☐ Vacancies must be filled by special elections as needed.
- ☐ Changes in the SAC Composition must be approved by the School Improvement Office and must be noted in the SAC meeting minutes.



SAC COMPOSITION IN BCPS CENTRAL

All required positions must be filled for your composition to be compliant with the Bylaws.

☆ Required Positions

The required positions below are still missing from your School Advisory Council.

BTU Steward (or designee)

Community / Business Representatives

Community School Representative (if applicable)

ESE Parent of a student at the school * (Only required if your schools has 10 or more students)

ESOL Parent of a student at the school * (Only required if your schools has 10 or more students)

Gifted Parent of a student at the school * (Only required if your schools has 10 or more students)

I-Zone Representative (must be a parent)

Non-Instructional Support Employees

Parent

Pre-K (if applicable - parent or certified teacher)


Principal

SAC Chair / Co-Chair

SAF Chair (or designee) Parent of a student at the school

Students (required for HS & Centers)

Teacher

















SAC MEMBERSHIP IN BCPS CENTRAL



What can be done if a member does not wish to share their email address?

☆ 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 IN BCPS CENTRAL

☆ Effective Communication

SAC Documentation

📄 SAC Composition Report

📄 SAC Bylaws

📄 SAC Upload Center

📄 Waivers (On BCPS Central Module)

	Gender		Ethnicity					
Name	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)

44

Not Employed by District (51% or More)

56

Make sure all fields are green to be in compliance

	Gender		Ethnicity					
Name	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)

65

Not Employed by District (51% or More)

35

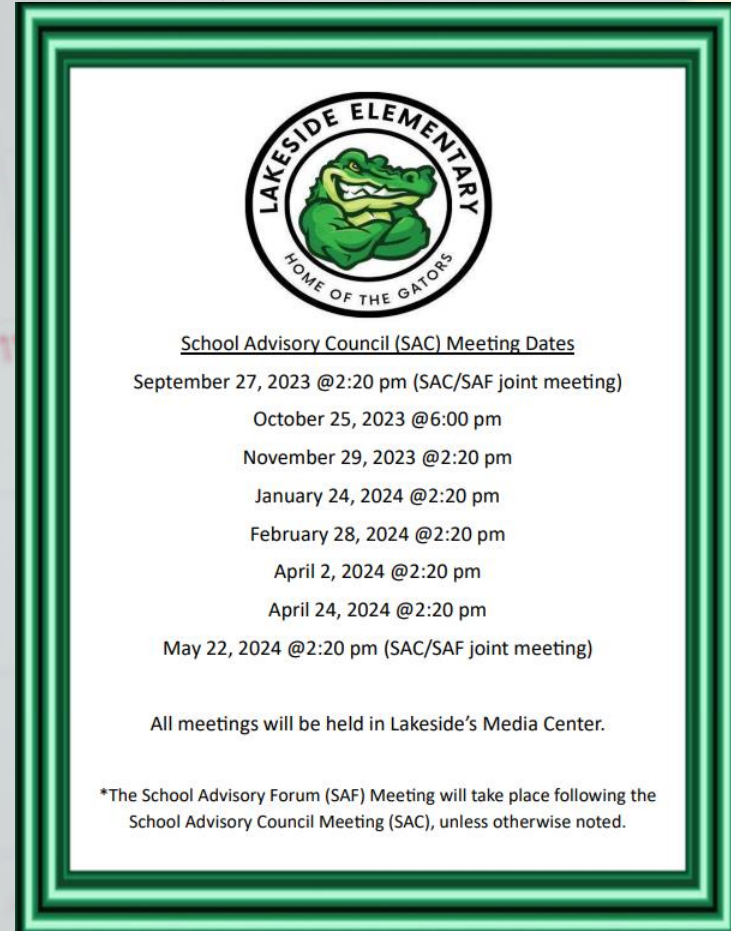
Make sure all fields are green to be in compliance



SAC MEETING DATES

Dates & Flyers

- ☐ The School Advisory Council shall meet regularly.
- ☐ The schedule of meetings for the year should be determined and published in September.
- ☐ SAC Meeting Dates flyer should include:
 - School Name
 - Title “School Advisory Council” spelt out
 - Meeting Dates and Time
 - Location
 - Indicate the joint SAC and SAF Meeting dates
- ☐ The SAC and School Advisory Forum (SAF) will schedule a joint meeting semi-annually.
- ☐ Meetings are held on the 1st and 4th week of the month at a convenient time for all stakeholders.



SAC MEETING NOTIFICATION

At the very minimum, the following must be used to notify all stakeholders of SAC meetings:

- ☐ School Website
- ☐ School Marquee
- ☐ Parent Link

Additional tools for meeting notification

- ☐ School Newsletter
- ☐ Facebook, Instagram, Twitter, etc.
- ☐ Email



SAC REQUIRED DOCUMENTATION

☆ Effective Communication

SAC Documentation

[SAC Composition Report](#) [SAC Bylaws](#) [SAC Upload Center](#) [Waivers \(On BCPS Central Module\)](#)

SAC Upload Center

Required Documentation

The documents below are essential to each School Advisory Council (SAC). Ensure the documents below are created, completed and uploaded as PDFs in the SAC Documentation Center in the District School Improvement Plan (SIP).

If any changes are made to any documents, upload the revised PDF copies upon completion.

- ☐ SAC 23-24 Meeting Dates (by Friday, Sep. 22, 2023)
- ☐ SAC Composition Report* (by Friday, Oct. 6, 2023)
- ☐ SAC Bylaws* (by Friday, Oct. 6, 2023)
- ☐ SAF Bylaws* (by Friday, Oct. 6, 2023)
- ☐ Upload SAC and SAF Agendas (Monthly)
- ☐ Upload SAC and SAF Sign-In Sheets (Monthly)
- ☐ Upload SAC and SAF Minutes (Monthly in draft form if not yet approved by SAC or SAF)



SCHOOL IMPROVEMENT PROCESS (SIP) BITES

Visit our [School Improvement Website](#) to find resources and more for all your School Improvement needs!

The screenshot displays the School Improvement Website interface. At the top is a blue navigation bar with links: [Home](#), [ABOUT US](#), [ACADEMICS](#), [DIRECTORY](#), [SCHOOL BOARD](#), [COMMUNITY](#), [CAREERS](#), [CONTACT US](#), and a [SEARCH](#) button. Below the navigation bar, on the left, are three categories: **School Advisory Forum (SAF)**, **School Improvement: Plans, Resources, and Support**, and **Waivers**. In the center, there is a list of resources with a link to [Expand All](#). The resources listed are: [Florida Sunshine Law](#), [SAC Bylaws](#), [Membership](#), and [Meetings](#). On the right side, there is a **RESOURCES** section with a list of links: [2023 Sunshine Law Manual](#), [2022 - 2023 SAC Technical Assistance Guide](#), [+ SAC Meetings](#), [✓ SIP Bites 2023 - 2024](#) (highlighted with a green circle), [SAC Membership](#), [SAC Bylaws](#), [SAC Meetings](#), [SAC Agenda](#), [SAC Minutes](#), [SAC Quorum and Voting](#), [SIP Closeout](#), [Policy 1403](#), and [Policy 1403 - A](#). At the bottom of the page, there are two sample documents: **SIP Bites –SAC Agenda** and **SIP Bites – SAC Minutes**.

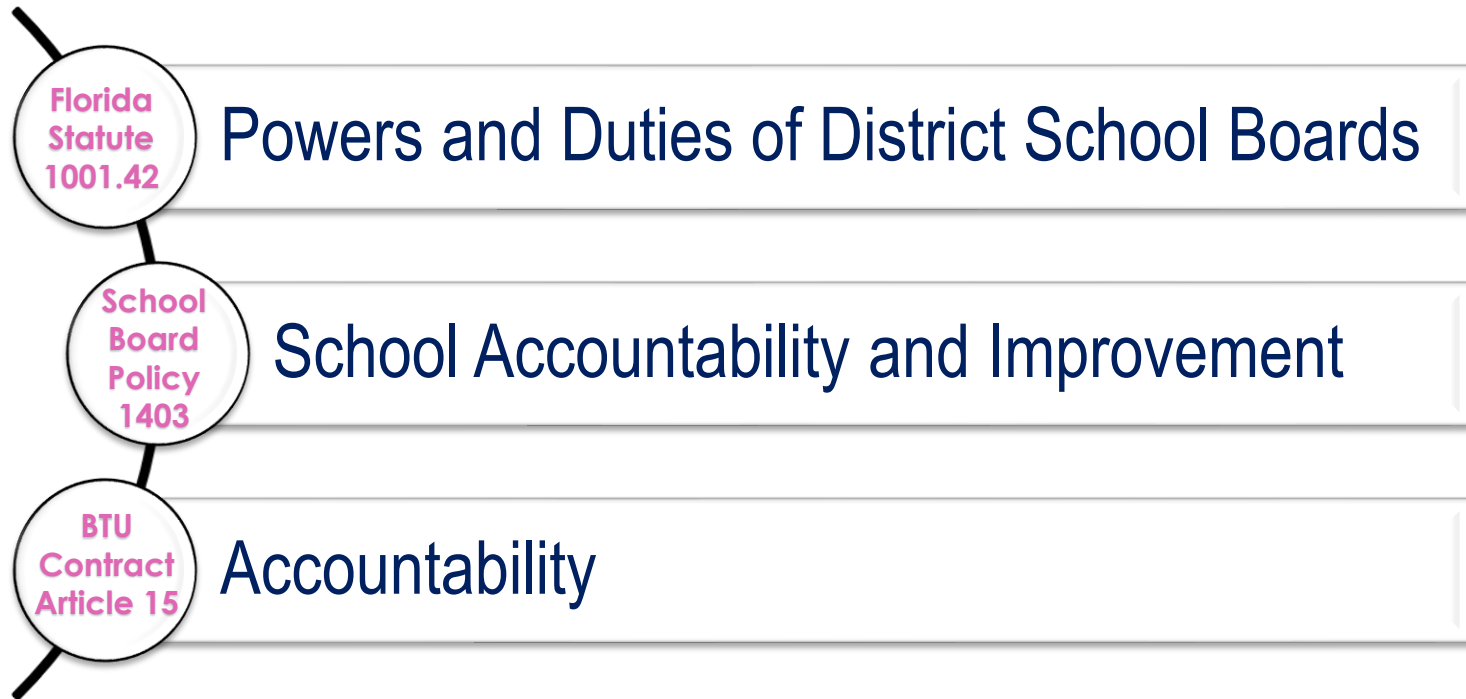
3.

NEW AND CONTINUATION WAIVER PROCESS



WHAT IS A WAIVER?

- A formal request to modify school district policy or contract
- Waivers are governed by:



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	Non-Examples
<ul style="list-style-type: none">✓ Early Release Days✓ Four Day School Week✓ Professional Study Days✓ Exam Exemptions	<ul style="list-style-type: none">✗ School Uniforms✗ Instructional Materials✗ Remedial Coursework✗ School Schedules



A new waiver will be submitted to the School Board for approval when all requirements are met.



NEW WAIVER PROCESS



New Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

Florida Statute 1001.42 and SBBC 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 SP Bile 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 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/soipa/soipa-central/login.asp>

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.browardschools.com/soipa/soipa-central/login.asp) <ul style="list-style-type: none"> Download, complete and email the New Waiver Intent to Apply Form per the directions on the form. Upon review of the Intent to Apply, it 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 - January	<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.
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% or more of 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 Yea 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 Accountability (includes the requirements for developing a waiver)
Policy 1403, School Improvement and Accountability (includes the requirements for review and implementation)
Policy 1403, School Improvement and Accountability (includes the requirements for the faculty vote on a waiver)

8/10/2023



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/soipa/soipa-central/login.asp>

Timeline	Action (Most 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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/vote. 	Meeting Advertisement w/Agenda <ul style="list-style-type: none"> At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) Must include agenda, date, time and location of meeting Agenda <ul style="list-style-type: none"> "New Waiver" is listed as a topic Minutes <ul style="list-style-type: none"> Must reflect the discussion of new waiver request and supporting baseline data Sign-in Sheets <ul style="list-style-type: none"> For SAC members and guests from BCP's Central only 		
November	<ol style="list-style-type: none"> New Waiver Intent to Apply Form Complete and "email the form by the deadline. 	New Waiver Intent to Apply Form <ul style="list-style-type: none"> Email completed form by Thursday, November 5, 2023 		
November - January	<ol style="list-style-type: none"> 3a. District Response 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/vote. 	No Documents Required - Schools will receive notification of status. Meeting Advertisement w/Agenda <ul style="list-style-type: none"> At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) Must include agenda, date, time and location of meeting Agenda <ul style="list-style-type: none"> "New Waiver" is listed as a topic Minutes <ul style="list-style-type: none"> Must reflect the community's feedback Sign-in Sheets <ul style="list-style-type: none"> For all attendees 		
January	<ol style="list-style-type: none"> 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/vote. 	Meeting Advertisement w/Agenda <ul style="list-style-type: none"> At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) Must include agenda, date, time and location of meeting Agenda <ul style="list-style-type: none"> "New Waiver Vote" is listed as a topic Minutes <ul style="list-style-type: none"> Must reflect the discussion and SAC's vote (include the motions, names of motion makers, the number of Yea and Nay votes and outcome of the vote) Sign-in Sheets <ul style="list-style-type: none"> For SAC members and guests from BCP's Central only 		

Policy 1403, School Improvement and Accountability (includes the requirements for developing a waiver)
Policy 1403, School Improvement and Accountability (includes the requirements for review and implementation)
Policy 1403, School Improvement and Accountability (includes the requirements for the faculty vote on a waiver)

7/26/2023



NEW WAIVER TIMELINE

**October -
November**

***School Advisory Council Meeting**

- Identify need, discuss data and waiver rationale, develop waiver request

November

Intent to Apply Form

- Complete and email to School Improvement Office
- District approves or denies waiver to move forward

**December -
January**

***/**Community Meeting for Waiver**

- Advertise meeting, review waiver request, get feedback
- Principal and SAC Chair/Co-Chairs must attend

***New Requirement:** Email all required documents as PDFs to School Improvement Office no later than 1 week after each identified action in the New Waiver Process.

****Community Meeting:** The Principal and SAC Chair/Co-Chairs must attend.



TIMELINE CONTINUED

January

***School Advisory Council Meeting**

- Share feedback, vote on waiver, create faculty ballot

***Faculty Vote**

- Conduct vote, 66 2/3% must approve the waiver

**January -
February**

***/**Community Endorsement Meeting for Waiver**

- Advertise meeting, review waiver request, get feedback

Waiver Application

- Complete in database, email copy to School Improvement Office

**March -
May**

District Waiver Review Panel

- Reviews all waivers

Board Approval

- Waivers may be approved for up to 5 years

***New Requirement:** Email all required documents as PDFs to School Improvement Office no later than 1 week after each identified action in the New Waiver Process.

****Community Meeting:** The Principal and SAC Chair/Co-Chairs must attend.



CONTINUATION WAIVER PROCESS



Continuation Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

Waiver requests may be approved by the Board for a five-year period contingent upon rigorous evaluation of the results. The school must conduct a faculty vote annually to approve the continuation of the waiver by a two-thirds (66 2/3%) approval vote.

Use this document, along with the Continuation Waiver Process Checklist and the SIP-Bled Continuation Waivers guidance resources to ensure a successful process. All guidance documents are available on the [School Improvement Website](#) under the Waivers tab. *Email all required documents as PDFs to the School Improvement Coordinator, Kelli Blackburn and Jamillah Shakir, no later than one (1) week after each continuation waiver action.

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

Month	Continuation Waiver Process and Procedures
August - January	1. Continuation Waiver Data Collection <ul style="list-style-type: none"> The school must collect appropriate data to evaluate the effectiveness of the waiver. Present this data to the School Advisory Council (SAC) and faculty.
January - February	2. School Advisory Council Evaluation of Data and Ballot Approval (Agenda must include "Continuation Waiver" 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/workdays advanced <u>written notice</u> 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% or more of total SAC members) must be physically present at the meeting for voting to take place. SAC must review the evaluation data and approve the continuation waiver ballot. The <u>minutes must reflect</u> the discussion and approval of the continuation waiver ballot. ★ Advise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
February - March	3. Faculty Vote <ul style="list-style-type: none"> Each year, in order to continue the waiver, the waiver is presented to the faculty for their vote. The process for conducting the faculty vote is detailed in Article 15 of the Broward Teachers Union (BTU) Contract. The continuation waiver with evaluation data and the ballot must be presented to the faculty <u>in writing</u> at least three (3) full business/workdays before the secret ballot vote is conducted. The faculty vote should be conducted through secret ballot by a bargaining unit representative, who shall be chosen by the faculty. A current faculty roster for the school year should be used to identify eligible voters. All faculty members affected by the continuation waiver <u>must</u> 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/workday after the election, may procure an absentee ballot at the school, fill it out and turn it in to the BTU Steward. ★ Advise the faculty vote, include the data and ballot, have voters sign the faculty roster and email all meeting documents to the School Improvement Office.
	4. 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 and/or grade levels. ★ Once the results are tabulated, complete the Faculty Waiver Vote Summary Sheet. The number faculty votes and signatures must match.

Notes: 100% School Improvement and Assessment (all districts for developing a waiver)
100% School Improvement and Assessment (all districts for developing a waiver)
100% School Improvement and Assessment (all districts for developing a waiver)

8/1/2023



Continuation Waiver Checklist

Kelli S. Blackburn, School Improvement Coordinator

Directions: Upon completion, email all required documents as PDFs to Kelli Blackburn, the School Improvement Coordinator and Jamillah Shakir, no later than one (1) week after each action below. Refer to the Continuation Waiver Process and Procedures document for specific information related to this checklist posted on our website at <https://www.browardschools.com/Docs/35407>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone scanned documents or photos of documents will not be accepted.)	Completed	*Emailled (No later than 1 week after action)
August - January	1. Continuation Waiver Data Collection Schools should collect evaluation data for the existing waiver for all affected departments, grade levels, subject areas, etc. to support the effectiveness of the waiver.	*No Documents Required - Present baseline data during SAC meeting (#2 below).		
January - February	2. School Advisory Council (SAC) Evaluation of Waiver Data and Ballot Approval SAC evaluates the effectiveness of the waiver per the data and approves the faculty vote ballot. (SAC does not vote to approve the continuation waiver. It has already been approved for 5 years). **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting/vote.	Meeting Advertisement w/Agenda <ul style="list-style-type: none"> At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) Must include agenda, date, time and location of meeting Agenda <ul style="list-style-type: none"> "Continuation Waiver Ballot" is shown as a topic Minutes <ul style="list-style-type: none"> Must reflect discussion of continuation waiver, supporting evaluation data and waiver ballot creation Sign-In Sheets <ul style="list-style-type: none"> For SAC members and guests 		
February - March	3. Faculty Vote The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract . **Advertise meeting in writing form to all faculty members at least three (3) full business/workdays prior to the meeting/vote. Note: If the faculty votes to discontinue the waiver, this process must be followed to the end.	Written Meeting Advertisement to Faculty (via email, posted notice, etc.) <ul style="list-style-type: none"> Must include purpose of vote (e.g., voting to continue waiver), copy of Continuation Waiver Ballot, date, time and location of meeting 2023-2024 Faculty Roster of Eligible Voters <ul style="list-style-type: none"> All faculty members that vote must sign next to their names on the faculty roster (only signatures will be accepted). Continuation Waiver Faculty Ballot <ul style="list-style-type: none"> A copy of the Continuation Waiver Ballot 		
February - March	4. 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 and/or grade levels.	Faculty Waiver Vote Summary Sheet <ul style="list-style-type: none"> Each section of the form (posted on our website) must be completed and must have all the required signatures. 		
April	5. Updated Continuation Waiver Application Follow the directions in the Continuation Waiver SIP-Bled resource to update your original waiver application (do not open a new waiver application).	Continuation Waiver Application <ul style="list-style-type: none"> Complete the application, download it and email a copy by Friday, April 12, 2024. If the faculty voted to discontinue the waiver, complete that additional section of the application (PSD - section XIV and Other Waivers - section XI). 		
January - April	6. Waiver Feedback	No Documents Required - Schools will receive feedback related to the continuation application and supporting documentation as it is submitted via email following each action.		

Notes: 100% School Improvement and Assessment (all districts for developing a waiver)
100% School Improvement and Assessment (all districts for developing a waiver)
100% School Improvement and Assessment (all districts for developing a waiver)

8/1/2023



CONTINUATION WAIVER TIMELINE

**August -
January**

Waiver Data Collection

- Collect relevant evaluation data to support effectiveness of waiver

**January -
February**

School Advisory Council Meeting

- Review and discuss evaluation data; Create faculty ballot

**February -
March**

Faculty Vote

- Conduct vote, 66 2/3% must approve the waiver or it will be discontinued indefinitely.

April

Continuation Waiver Application

- Update information in the waiver database for 2023-2-24
- Submit supporting documents to School Improvement Office

***New Requirement:** Email all required documents as PDFs to School Improvement Office no later than 1 week after each identified action in the Continuation Waiver Process.



WAIVER INFORMATION AND RESOURCES

SCHOOL IMPROVEMENT

About Us

Accreditation

Customer Surveys

Florida Department of Education Information

Florida School Recognition Program (A+ Funds)

Innovation Zones

School Advisory Council (SAC)

School Advisory Forum (SAF)

School Improvement: Plans, Resources, and Support

Waivers

Waivers



Florida law requires each district school board to establish a process by which a school can ask for the setting aside of school-district policy, School Board-approved guidelines, or labor contract article for the purpose of school improvement. Waivers may result in permanent policy or contract changes if proven to be effective solutions to identified barriers.

(Download [Adobe Acrobat Reader](#) to view or print PDF)

New Waiver Information

2023-2024 New Waiver Intent to Apply Form

2023-2024 New Waiver Process and Procedures

2023-2024 New Waiver Checklist

2023 - 2024 SIP - Bites New Waiver Application

Continuation Waiver Information

2023-2024 Approved Waivers and Professional Study Days (PSD) Dates

2023 - 2024 Continuation Waiver Process and Procedures

2023 - 2024 Continuation Waiver Checklist

2023 - 2024 SIP - Bites Continuation Waivers

Professional Study Days (PSD)

CONTACT INFORMATION

School Improvement

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Phone: 754-321-2500

Kelli S. Blackburn

Coordinator, School Improvement

QUICK LINKS

F.S. 1001.42 (19) (b) Local-Level Decision Making

RESOURCES

Faculty Voting

PSD Sample Ballot

Exam Exemption Sample Ballot

2023 - 2024 Faculty Waiver Vote Summary

SIP Bites 2022 - 2023

SIP Bites - New Waiver Application

SIP Bites - Continuation Waivers

+ SIP Mini Lab 2022 - 2023

2023-2024 Approved Waivers and Professional Study Days



WAIVER RESOURCES

Process and Procedures

Provides ordered steps (actions) that must be followed throughout the process in a timeline format

Checklists

Helps schools plan, prioritize and meet requirements timely throughout the process

SIP Bites

Provides detailed directions to complete the waiver application in the online database

Statute, Policy, Contract

Information aligned to the statutes, policies and labor contracts for waivers

Faculty Vote

Sample faculty ballots for PSD and Exam Exemption waivers; Faculty vote summary sheet



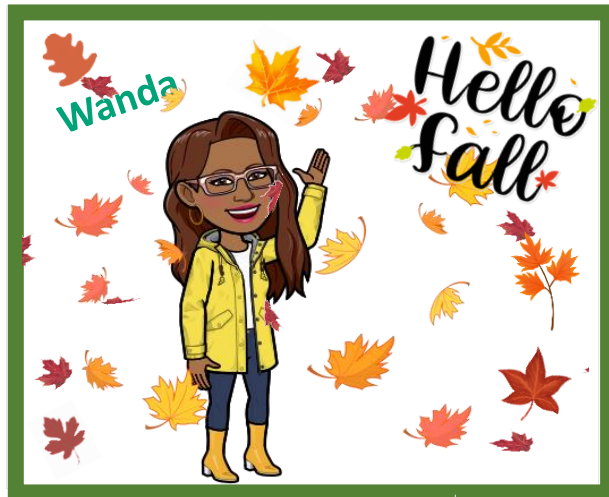
The School Improvement Team Is Here To Support YOU!

Email or Call (754) 321-2500 and Visit our School Improvement Website

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



The School
Improvement Team
Wishes You A
Phenomenal Fall Season
and A Successful
2nd Quarter!





Lori Alhadeff, Chair
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Sarah Leonardi
Nora Rupert
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Dr. Peter B. Licata
Superintendent of Schools

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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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