



School Improvement Mini Lab

~ New Waivers ~

Tuesday, October 22, 2024
9 a.m. – 10 a.m. and 2 p.m. – 3 p.m.

School Improvement Team
School Transformation Office

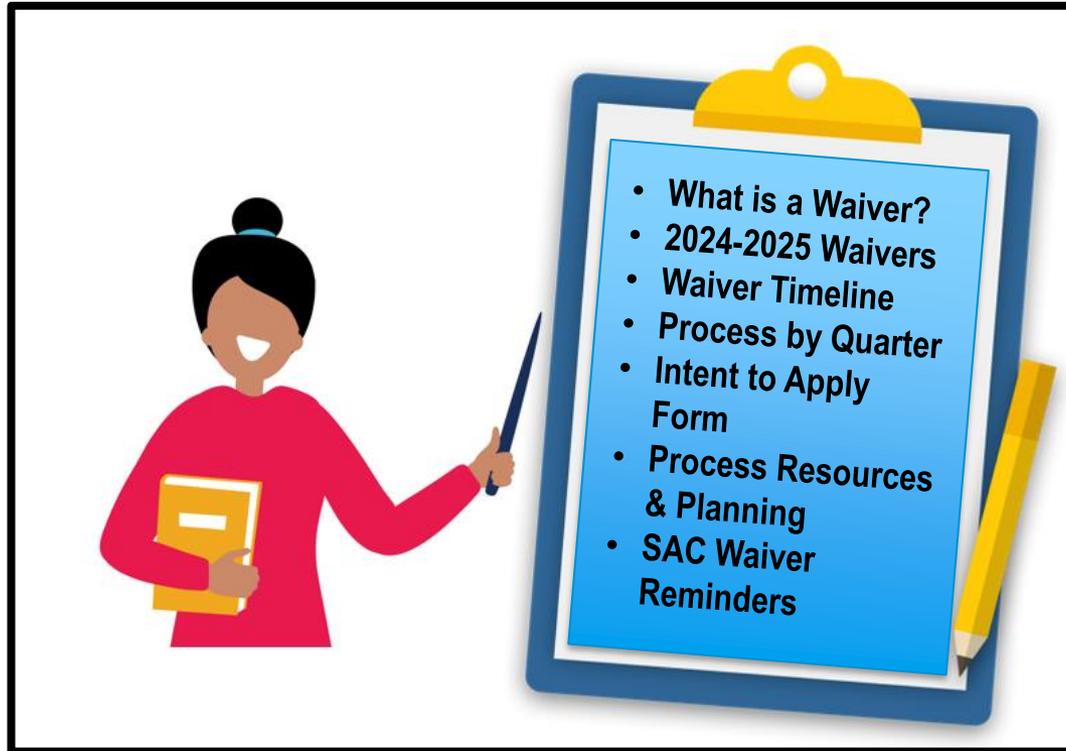
2nd Quarter Superpower

There are 22 school days left until Thanksgiving break and 37 until winter break. What's your 2nd quarter superpower?

Drop it in the chat!



Agenda



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



2024-2025 Waivers

2024 – 2025 Waivers and Professional Study Days (PSD) Dates

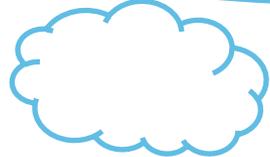
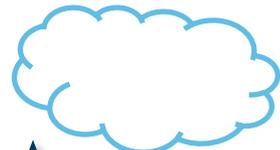
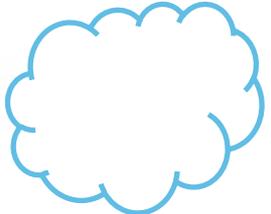
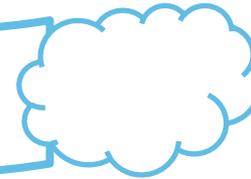
Schools	Target Area	Start Date	End Date	Status	9/5/2024	11/7/2024	2/6/2025	4/3/2025
Professional Study Days - New								
Cooper City HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Coral Glades HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Hollywood Hills HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
J.P. Taravella HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Marjory Stoneman Douglas HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
McArthur HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
South Broward HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
South Plantation HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
West Broward HS	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Whiddon Rogers EC	PSD - 4 days	24-25 SY	28-29 SY	New	X	X	X	X
Professional Study Days								
Blanche Ely HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Boyd Anderson HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Coral Springs HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Dave Thomas EC	PSD - 4 days	22-23 SY	26-27 SY	Continuation	X	X	X	X
Deerfield Beach HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Dillard 6-12	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Everglades HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Flanagan, Charles HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Fort Lauderdale HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Hallandale HS	PSD - 4 days	21-22 SY	25-26 SY	Continuation	X	X	X	X
HD Perry EC	PSD - 4 days	21-22 SY	25-26 SY	Continuation	X	X	X	X
Lauderhill 6-12	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Millennium 6-12	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Miramar HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Monarch HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Northeast HS	PSD - 4 days	22-23 SY	26-27 SY	Continuation	X	X	X	X
Nova HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Piper HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Plantation HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Pompano Beach HS	PSD - 4 days	20-21 SY	24-25 SY	Continuation	X	X	X	X
Stranahan HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Western HS	PSD - 4 days	23-24 SY	27-28 SY	Continuation	X	X	X	X
Early Release Days								
Pompano Beach HS	Early Release Days	20-21 SY	24-25 SY	Continuation				
4-Day School Week								
Pompano Beach HS	4-day School Week	20-21 SY	24-25 SY	Continuation				
Exam Exemption - New								
Cooper City HS	Exam Exemption	24-25 SY	28-29 SY	New				
Everglades HS	Exam Exemption	24-25 SY	28-29 SY	New				
South Broward HS	Exam Exemption	24-25 SY	28-29 SY	New				
Exam Exemption								
Marjory Stoneman Douglas HS	Exam Exemption	23-24 SY	27-28 SY	Continuation				
Miramar HS	Exam Exemption	20-21 SY	24-25 SY	Continuation				
Piper HS	Exam Exemption	21-22 SY	25-26 SY	Continuation				



New Waiver Timeline

Feb. – May

District Waiver Review Panel and Board Approval



Dec. - Jan. 31

By Jan. 31

Aug. – Nov.

SAC Meeting

Identify need, discuss data and rationale, develop waiver request



Oct. - Nov. 1

Intent to Apply Form

Complete and email; District approves or denies waiver moving forward

Nov. – Dec.

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

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).



Steps to Submit New Waiver Intent to Apply Form

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.

2

School Advisory Council (SAC) Meeting: Baseline data must be reviewed by the SAC in a meeting to discuss the need for a waiver.

1. If you haven't already, make sure you've had a SAC meeting to discuss the new waiver prior to submitting the New Waiver Intent to Apply Form.
2. See the New Waiver resources for detailed requirements related to advertising the meeting, the agenda, minutes, sign-in sheets, etc.

3

New Waiver Intent to Apply Form: Complete one form for each waiver (include all required signatures, including the director) and email the form(s) to Kelli Blackburn by the November 1, 2024 deadline.

1. **District Response:** Upon submission, the district will review the form and send a response to each school.



If approved to move forward, schools must complete the process by February 1, 2025.

New Waiver Process Resources



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 SIP Bite](#) 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 Shakir, **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	<p>1. New Waiver Baseline Data</p> <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. <p>2. School Advisory Council (SAC) Meeting (Agenda must include "New Waiver" as a topic.)</p> <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. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
November	<p>3. New Waiver Intent to Apply Form (https://www.browardschools.com/Page/35407)</p> <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	<p>4. Community Meeting to Discuss the New Waiver Request</p> <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. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
December - January	<p>5. School Advisory Council (SAC) Meeting (Agenda includes "New Waiver Vote" as a topic)</p> <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 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. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.

Policy 1403: School Accountability and Improvement (defines the requirements for developing a waiver)
 Policy 1404: A Principal's Guidelines for School Accountability and Improvement (defines information for new and continuation waivers)
 D11: An On-Track Accountability (defines the process for the faculty to vote on a waiver)

10-17-2024



New Waiver Process Checklist

Kelli S. Blackburn, School Improvement Coordinator

Directions: Upon completion of each action below, *email all required documents as PDFs to the School Improvement Coordinator, Kelli Blackburn and Jamillah 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://www.browardschools.com/Page/35407>.

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/work days prior to the meeting. NOTE: Submit Required Documents for this SAC meeting when submitting the Community Meeting documents in step 4.	<p>Meeting Advertisement w/Agenda</p> <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 <p>Agenda</p> <ul style="list-style-type: none"> "New Waiver" is listed as a topic <p>Minutes</p> <ul style="list-style-type: none"> Must reflect the discussion of new waiver request and supporting baseline data <p>Sign-In Sheets</p> <ul style="list-style-type: none"> For SAC members and guests from BCPS Central only 		See Note
November	3. New Waiver Intent to Apply Form Complete and *email the form by the deadline. 3a. District Response	<p>New Waiver Intent to Apply Form</p> <ul style="list-style-type: none"> Email completed form by Friday, November 1, 2024. <p>No Documents Required - Schools will receive notification of status.</p>		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/work days prior to the meeting.	<p>Meeting Advertisement w/Agenda</p> <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 <p>Agenda</p> <ul style="list-style-type: none"> "New Waiver" is listed as a topic <p>Minutes</p> <ul style="list-style-type: none"> Must reflect the community's feedback <p>Sign-In Sheets</p> <ul style="list-style-type: none"> 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/work days prior to the meeting.	<p>Meeting Advertisement w/Agenda</p> <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 <p>Agenda</p> <ul style="list-style-type: none"> "New Waiver Vote" is listed as a topic <p>Minutes</p> <ul style="list-style-type: none"> 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) <p>Sign-In Sheets</p> <ul style="list-style-type: none"> For SAC members and guests from BCPS Central only 		

Policy 1403: School Accountability and Improvement (defines the requirements for developing a waiver)
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 D11: An On-Track Accountability (defines the process for the faculty to vote on a waiver)

10-17-2024



SAC Meeting Dates – Waiver Planning

New Waiver Process SAC Meetings

- .
- .
- .

New Waiver Process Community Meetings

- .
- .

New Waiver Process Faculty Vote

- .
- .



Boyd H. Anderson High School
invites you to attend our 2024-2025 monthly

SCHOOL ADVISORY COUNCIL MEETINGS

August 29, 2024
September 26, 2024
October 31, 2024 (SAC/SAF Joint Meeting)
November 21, 2024
December 19, 2024
January 30, 2025
February 27, 2025
March 20, 2025
April 24, 2025 (SAC/SAF Joint Meeting)
May 29, 2025

Boyd H. Anderson High School Media Center
5:30 PM



SAC Reminders for the Waiver Process

✓ Meeting Advertisements

Advertise 3 full business/work days 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 a vote may be taken by SAC (approval of minutes, changes in membership, accountability funds, waivers, etc.) per Bylaws Article VI, Section 7.



SAC Meeting Notification - Waivers

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

- School Website
- School Marquee
- Parent Link

Additional tools for SAC meeting notification:

- School Newsletter
- Facebook, Instagram, X, etc.
- Email
- Signs in Parent Pick Up and Drop Off



SAC Meeting Agenda - Waivers

J.P. Taravella High School
School Advisory Council Agenda for Monday October 30th, 2023
Media Center, 4:30 pm

I. Welcome - Meeting Call to Order
II. September Minutes
III. Report
 a. SRO Report-Officer Murray
 b. Principal-Mrs. Mary De Armas
 i. Monthly SESIR Incident Report
 (<https://www.browardschools.com/Page/38107>)
 ii. iii. Accolades
IV. SAC Board Composition
 a. SAF Member
 b. SAC Taravella Zone Member
V. Old Business
 a. Motion to approve August and September minutes.
 b. SAF member and SAC Taravella Zone Member.
VI. Accountability Funds
VII. School Business
 a. Math Department Presentation
 b. New Waiver Presentation
 c. Behavior data presentation
VIII. Reports
 a. Student Reports
 i. Class of 2027 - Freshmen- 1 minute
 ii. Class of 2026 - Sophomore- 1 minute
 iii. Class of 2025 - Junior- 1 minute
 iv. Class of 2024 – Senior- 1 minute
 v. Student Government Rep. – SGA- 1 minute
IX. New Business
 a. Information about SAC Role and Duties (Role, SIP, and Relationship).
X. Adjournment

Next SAC Meeting is November 27th at 4:30pm

SAC Agenda

- Call to Order
- Introductions
- Attendance (indicate quorum in minutes)
- Approval of Minutes
- Reports
 - SIP Monitoring
 - Accountability Funds
 - SESIR (School Environmental Safety Incident Reporting)
- Old Business
- New Business
 - **New PSD Waiver**
- Announcements
- Next Meeting Date
- Adjournment



SAC Meeting Minutes - Waivers

Minutes should be aligned to the agenda and include:

- Name of your school, School Advisory Council Meeting (*not SAC Meeting*) as a title, date, time, and location of the meeting
- Impartial and concise reporting of what took place for the **New Waiver** and other discussions
- All actions taken, specific motions, roll call, voting outcomes, etc.

VII. New Waiver-

- [] is looking to propose a new waiver to have a professional study test. This would allow [] to add four days to increase teacher development days.
- With the approval of additional early release days this opportunity will provide [] staff an additional eight hours a year for professional development. These additional hours are done once a quarter to review, analyze, and assess student data to make crucial adjustments for student learning to increase overall proficiency scores in all tested areas. Based on the 2023 end-of-course test results [] High had an overall Math proficiency of 21%, Science; 38%, Social Studies; 54% and ELA 34%. Using this baseline data teachers will be able to utilize professional development days to engage in professional learning communities to work together to create enrichment and remediation plans for students. In addition, teachers will have increased time to meet and plan during these days and provide various professional development opportunities for all staff to increase student learning environment and provide new strategies for increasing proficiency.



School Advisory Councils are required to operate under the Sunshine law, (public meetings per Chapter 286, Florida Statutes and public records per Chapter 119, Florida Statutes) which states that meeting minutes must be taken and open to public inspection.

Minutes must be recorded, maintained and posted for public review. SBBC Policy 1403



Waiver Resources

Process and Procedures

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

Checklists

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

SIP Bites

Provide 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

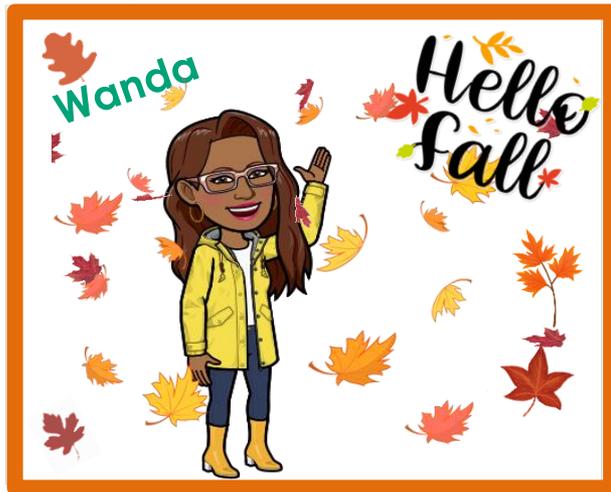




The School Improvement Team Is Here To Support YOU!

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

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





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