

**“RESETTING THE ROUTE TO SCHOOL IMPROVEMENT”**

# **Waivers, Accountability Funds and Florida School Recognition Program Mini Lab**

## **Wednesday, October 19, 2022**

**School Improvement 754-321-2500**

**Research, Evaluation & Accountability Department**



# MINI LAB TOPICS

## 1. WAIVERS PROCESS



## 3. FLORIDA SCHOOL RECOGNITION PROGRAM (A+ FUNDS)



## 2. ACCOUNTABILITY FUNDS



# SCHOOL IMPROVEMENT EVENTS & DEADLINES

DEADLINES	SCHOOL IMPROVEMENT EVENTS
<p><b>Thursday, November 10, 2022</b></p>	<p><b>New Waiver Intent to Apply Form</b></p> <p>Schools applying for a New Waiver or schools that have a waiver ending in 2022-2023 that stakeholders wish to continue can access the form at <a href="https://www.browardschools.com/Page/35407">https://www.browardschools.com/Page/35407</a> , complete it, then email it to the School Improvement Coordinator.</p>
<p><b>Wednesday, February 1, 2023</b></p>	<p><b>Florida School Recognition Program (A+ Funds) Requirements</b> (if applicable)</p> <p>Qualifying schools must complete and upload all documentation in the BCPS SIP in BCPS Central V2.0.</p>
<p><b>Friday, February 3, 2023</b></p>	<p><b>New Waiver Applications</b></p> <p>Complete the application in the Waiver Database and submit signed copies to the School Improvement Coordinator for approval.</p>
<p><b>Friday, April 14, 2023</b></p>	<p><b>Continuation Waivers Updated Applications</b></p> <p>All documentation required for continuation of a waiver should be completed &amp; uploaded in the Waiver Database.</p>



1.

# WAIVER PROCESS



# WHAT IS A WAIVER?

A formal request to modify district policy



# Waivers are governed by the following legislation:

Florida Statute 1001.42

Powers and Duties of District School Boards

School Board Policy 1403

School Accountability and Improvement

BTU Contract Article 15

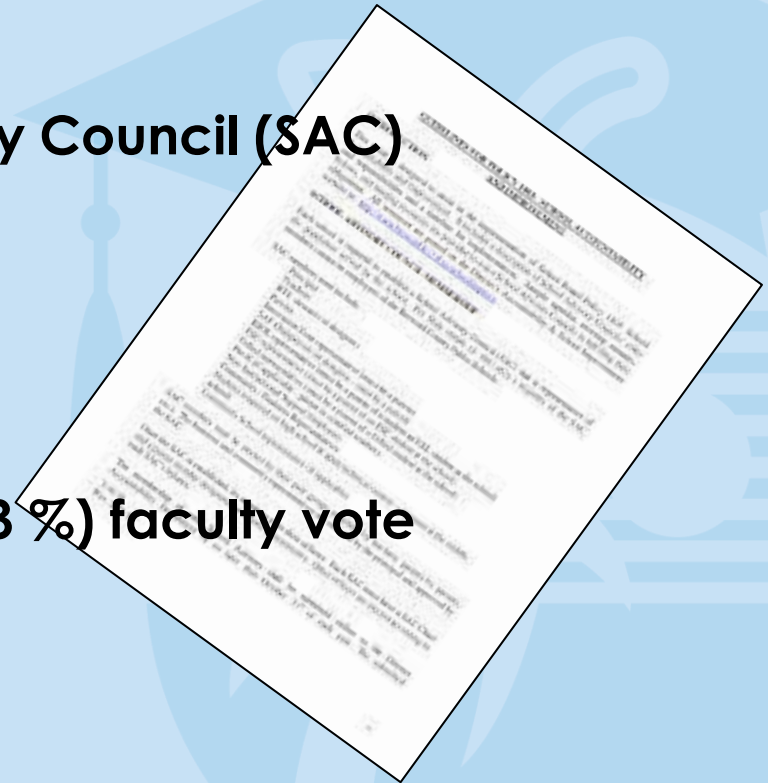
Accountability



# WAIVER RULES: SBBC POLICY 1403

Waiver requests considered by the School Board should:

- Address Board policies
- Be submitted by the School Advisory Council (SAC)
- Relate to improved performance
- Be shared with the community
- Be approved by a two-thirds (66 2/3 %) faculty vote



# WAIVERS MUST:

Support the District's Interim Goals and Guardrails

Be equitable to all students

Focused on improved performance

Be cost neutral

Be approved by a minimum of 66 2/3 % of bargaining unit members

Be shared at public meetings





# WAIVERS

## Examples

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

## Non-Examples

- X School Uniforms
- X Instructional Materials
- X Remedial Coursework for Low-Performing Students
- X School Schedules



**In order to be submitted to the School Board for approval, the following steps need to be followed:**



# STEPS FOR NEW WAIVERS



## New Waiver Process and Procedures

Kelli Blackburn, School Improvement Coordinator

Florida Statute 1001.42 and SBBC Policy 1403 provide opportunities for schools to waive District policy of contract items that may create barriers to successful implementation of the School Improvement Plan (SIP) objectives. Policy 1403 outlines the requirements for developing a waiver.

Month	New Waiver Processes and Procedures
October	<b>1. School Advisory Council (SAC) Discussion</b> <ul style="list-style-type: none"> <li>New waiver requests must be initiated by the School Advisory Council (SAC) in a meeting to discuss the need for a waiver and develop the waiver request.</li> <li>All waivers must be cost neutral and cannot waive State Statute.</li> </ul>
November	<b>2. New Waiver Intent to Apply</b> <ul style="list-style-type: none"> <li>School submits a New Waiver Intent to Apply form by email, to the School Improvement Coordinator. (Refer to SIP Timeline on the School Improvement website for the exact submission date.)</li> </ul> <b>3. District Response</b> <ul style="list-style-type: none"> <li>Schools will be notified of application status.</li> <li>After the review of the New Waiver Intent to Apply form, schools will have the form returned, with the signature of the school improvement coordinator, indicating if the waiver request is supported to continue with the process.</li> </ul>
December - January	<b>4. Community Meeting</b> <ul style="list-style-type: none"> <li>The school must discuss the waiver request with the community at an advertised open meeting. The meeting must be scheduled for the sole purpose of presenting the waiver. The Principal and SAC Chair must attend this meeting. This meeting must be scheduled <u>before</u> the faculty vote.</li> </ul>
January	<b>5. School Advisory Council Meeting</b> <ul style="list-style-type: none"> <li>Input from the community meeting is presented to the School Advisory Council; the School Advisory Council has the option to approve the waiver request as originally written, revise it per community input, or vote not to pursue the waiver.</li> </ul>
January - February	<b>6. Faculty Vote</b> <ul style="list-style-type: none"> <li>If the School Advisory Council votes to bring the waiver forward, the waiver is presented to the faculty for their vote. The process for conducting the faculty vote is detailed in <b>Article 15 of the Broward Teachers Union (BTU) Contract</b>.</li> <li>The waiver with evaluation data is presented to the faculty at least 3 workdays prior to voting.</li> <li>Voting should be conducted by a bargaining unit representative, who shall be chosen by the faculty.</li> </ul>

Waivers are authorized by the following legislation:  
 Policy 1403: School Accountability and Improvement  
 Policy 1403-A: Procedural Guidelines for School Accountability and Improvement  
 BTU Article Fifteen: Accountability

Revised 10/18/2022



## 2022-2023 New Waivers Checklist

Kelli Blackburn, School Improvement Coordinator

Month	Action	Required Documents	Completed	Submitted
October	<b>1. School Advisory Council (SAC) Discussion</b> - New waiver requests must be initiated by the SAC in a meeting to discuss the need for a waiver and develop the waiver request.	Meeting Advertisement (Include date, time and location of meeting) Agenda Minutes Sign In Sheet		
November	<b>2. New Waiver Intent to Apply</b> - School submits a New Waiver Intent to Apply form by email, to the School Improvement Coordinator. (Due November 10, 2022)	Intent to Apply Form Submitted		
November	<b>3. District Response</b> - Schools will be notified of application status.	*No Documents Required		
December - January	<b>4. Community Meeting</b> - Schedule and advertise open community meeting to review waiver request. (This is not a SAC or SAF meeting.) Policy requires a least one community meeting be scheduled.	Meeting Advertisement (Include date, time and location of meeting) Agenda Minutes Sign In Sheet		
January	<b>5. SAC Meeting</b> - SAC meeting is scheduled to vote on waiver request.	Meeting Advertisement (Include date, time and location of meeting) Agenda Sign In Sheet Minutes (Include SAC voting results)		
January - February	<b>6. Faculty Vote</b> - The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract.	Voting Meeting Advertisement (Include date, time and location of meeting) Agenda Sign In Sheet of eligible voters – Initial or signature by name Copy of Secret Ballot		
January - February	<b>7. Faculty Vote Results</b> - Waivers must be approved by two-thirds (66 2/3%) of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds of the affected department or grade.	Voting Results - Showing percent for and against the continuation of the waiver (66 2/3% of eligible voters must vote "yes" to approve waiver request)		
January - February	<b>8. Community Endorsement Meeting</b> - After the vote is conducted, the waiver request must be reviewed and endorsed by the community at an advertised open meeting.	Meeting Advertisement (Include date, time and location of meeting) Agenda Minutes Sign In Sheet		

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 BTU Article Fifteen: Accountability

Revised 10/18/2022



# New Waiver Timeline

October-  
November

## **Need Identified**

- SAC Meeting Discussion
- Develop Waiver Request

November

## **Intent to Apply**

- Email Completed Form to the School Improvement Coordinator

## **District Response**

- Approved or Denied to Continue

December-  
January

## **Community Meeting**

- Advertise Open Community Meeting
- Review Waiver Request



# New Waiver Timeline

January

## School Advisory Council (SAC) Meeting

- Vote on Waiver

## Faculty Vote

- Vote on Waiver (66 2/3 %)

January -  
February

## Community Endorsement Meeting

- Waiver Review

## Complete Application

- Email to the School Improvement Coordinator

## Waiver Review Panel

- Reviews Waivers

April – May

## Board Approval

- Waivers Approved for up to Five Years



# STEPS FOR CONTINUATION WAIVERS



## Continuation Waiver Process and Procedures

Kelli 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 approval vote.

Month	Continuation Waiver Processes and Procedures
August - January	<b>1. Waiver Data Collection</b> <ul style="list-style-type: none"> <li>The school must collect appropriate data to evaluate the effectiveness of the waiver and present this data to the School Advisory Council (SAC) and the school's faculty for use in determining whether to vote to continue the waiver.</li> </ul>
January - February	<b>2. SAC Evaluation of Data</b> <ul style="list-style-type: none"> <li>SAC must approve the ballot for the waiver continuation. Documentation of approval must be reflected in the SAC agenda and meeting minutes.</li> </ul>
February - March	<b>3. Faculty Vote</b> <ul style="list-style-type: none"> <li>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 <b>Article 15 of the Broward Teachers Union (BTU) Contract</b>.</li> <li>The waiver with evaluation data is presented to the faculty at least 3 workdays prior to voting.</li> <li>Voting should be conducted by a bargaining unit representative, who shall be chosen by the faculty.</li> <li>Conduct faculty vote through secret ballot.</li> <li>Absent employees, who return to work no later than one workday after the election may procure an absentee ballot at the school, fill it out at the school and turn it in to the bargaining unit representative, who shall be chosen by the faculty.</li> <li>If a person on your list of eligible voters does not, that vote is counted as a "No" vote.</li> </ul> <b>4. Faculty Vote Results</b> <ul style="list-style-type: none"> <li>Waivers must be approved by two-thirds (66 2/3%) of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds of the affected department or grade.</li> </ul>
April	<b>5. Update Continuation Waiver Application</b> <ul style="list-style-type: none"> <li>If a school faculty approves the waiver for another year, the original application must be updated in BCPS Central.</li> <li>If a school decides to discontinue the waiver, the results of the vote and reason for discontinuation must be recorded in the original application and updated in BCPS Central.</li> </ul>

Waivers are governed by the following legislation:  
 Policy 1403: School Accountability and Improvement  
 Policy 1403-A: Procedural Guidelines for School Accountability and Improvement  
 BTU Article Fifteen Accountability

Revised 10/19/2022



## 2022-2023 Continuation Waivers Checklist

Kelli Blackburn, School Improvement Coordinator

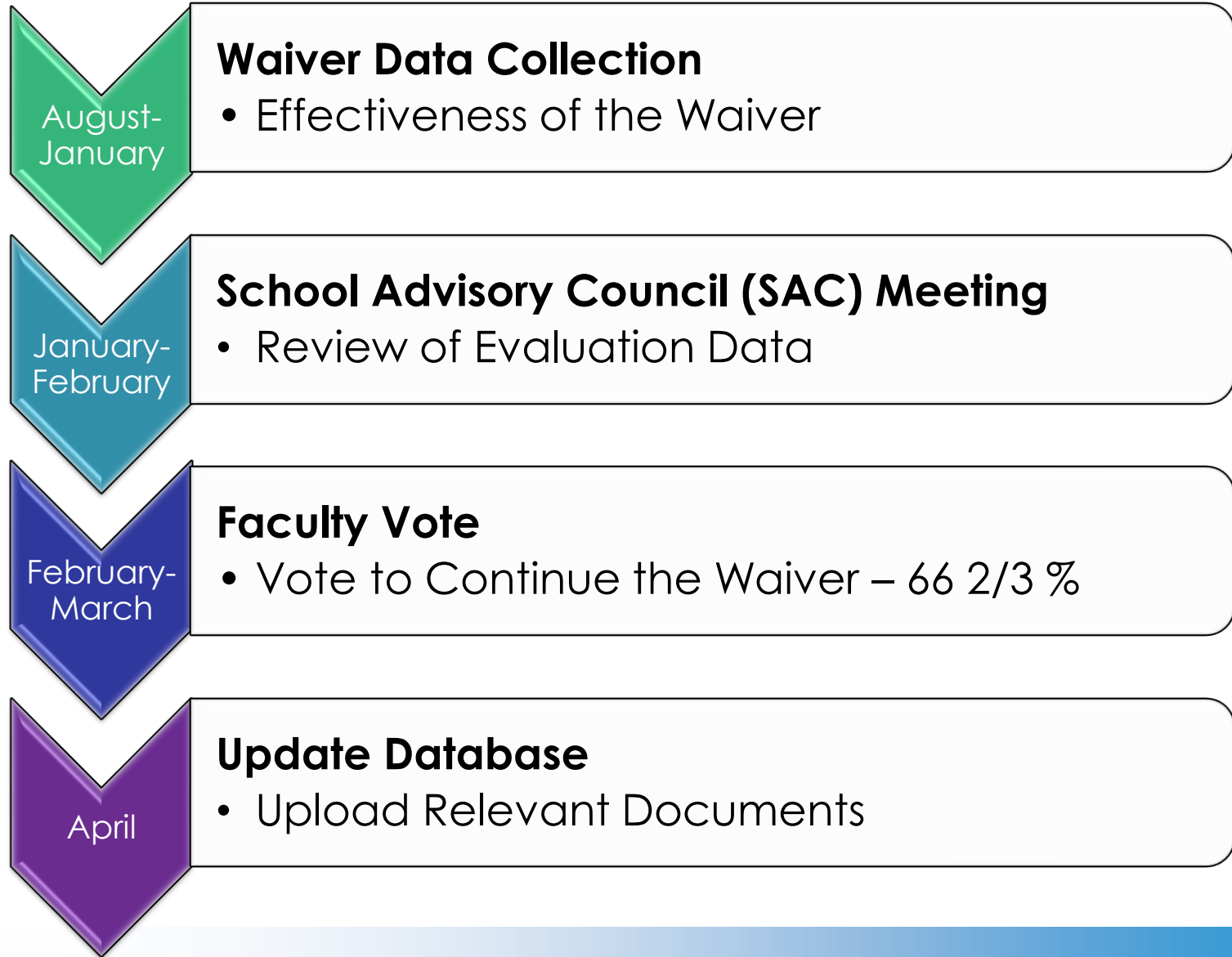
Month	Action	Required Documents	Completed	Submitted
August - January	<b>1. Waiver Data Collection</b> - Collect evaluation data for existing waiver.	Data Documentation		
January - February	<b>2. School Advisory Council (SAC) Evaluation of Data</b> - Present data to SAC to evaluate the effectiveness of the waiver.	Meeting Advertisement (Include date, time, and location of meeting) Agenda Sign In Sheet Minutes		
February - March	<b>3. Faculty Vote</b> - The waiver is presented to the faculty for their vote with evaluation data at least 3 days prior to voting. The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract. <ul style="list-style-type: none"> <li>Documentation of the waiver/evaluation data should be shared with faculty</li> <li>Voting should be conducted by bargaining unit representative, who shall be chosen by the faculty.</li> <li>Conduct faculty vote through secret ballot.</li> <li>Principal and BTU representative shall be official observers of elections and ballot counting.</li> </ul>	Meeting Advertisement (Include date, time, and location of meeting) Copy of Communication Shared with Faculty (i.e., email, notice posted) Agenda Sign In Sheet of Eligible Voters – Initial or Signature by Name Copy of Secret Ballot		
February - March	<b>4. Faculty Vote Results</b> - Waivers must be approved by two-thirds of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds of the affected department or grade.	Voting Results - Showing percent for and against the continuation of the waiver (66 2/3% of eligible voters must vote "yes" to approve waiver request)		
April	<b>5. Update Continuation Waiver Application</b> - The updated Continuation Waiver application and required supporting documentation must be uploaded as <b>one PDF document</b> in the SAC Upload Center in BCPS Central. (Due April 14, 2023)	Continuation Waiver Application with Required Signatures  Supporting Documentation (listed in steps 1-4)		

Waivers are authorized by the following legislation:  
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 Policy 1403-A: Procedural Guidelines for School Accountability and Improvement  
 BTU Article Fifteen Accountability

Revised 10/18/2022



# Continuation Waiver Timeline



# WAIVER INFORMATION

All waiver information can be found on the

**School Improvement Website:**

<https://www.browardschools.com/Page/35407>





# SCHOOL IMPROVEMENT WEBSITE

[ABOUT US](#)[ACADEMICS](#)[DIRECTORY](#)[SCHOOL BOARD](#)[COMMUNITY](#)[CAREERS](#)[CONTACT US](#)

SEARCH

[Home](#) » [BCPS Departments](#) » [School Improvement](#) » [Waivers](#)

## SCHOOL IMPROVEMENT

[About Us](#)[Florida School Recognition Program \(A+ Funds\)](#)[Accreditation](#)[BCPS Customer Surveys](#)[Florida Department of Education Information](#)[School Improvement \(SI\) Support](#)[Innovation Zones](#)[School Advisory Council \(SAC\)](#)[School Advisory Forum \(SAF\)](#)

## 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

## Continuation Waiver Information

## Professional Study Days

[2022 - 2023 Professional Study Day Dates](#)[2022 - 2023 PSD Summary](#)

## CONTACT INFORMATION

### School Improvement

600 SE Third Avenue  
Fort Lauderdale, Florida 33301

Phone: 754-321-2500

### Kelli Blackburn

Coordinator, School Improvement

## QUICK LINKS

[2022 - 2023 Professional Study Day Dates](#)



# 2.

# ACCOUNTABILITY FUNDS



# ACCOUNTABILITY FUNDS

- SAC Agenda must display Accountability Fund balance until the balance is zero.
- SAC approves the expenditures of all Accountability Funds to support the School Improvement Plan (SIP).
- School establishes process for requesting funds.



# REQUESTING ACCOUNTABILITY FUNDS?

- The SAC agenda must include:
  - Accountability fund balance
  - Requested items and total amount of each item or service
- The SAC minutes must include:
  - A description of the items or services requested
  - The total amount requested and the cost of each item or service
  - All motions and voting results
- A quorum, 51% of total SAC members, must be met and voting must be conducted early in the meeting.





**3.**

**FLORIDA SCHOOL  
RECOGNITION  
PROGRAM  
(A+ FUNDS)**



# FLORIDA SCHOOL RECOGNITION PROGRAM (A+ FUNDS)

The Florida School Recognition Program was created to provide financial awards to public schools that:

- a) Receive a grade of A;
- b) Improve at least one letter grade;
- c) Improve more than one letter grade and sustain the improvement the following school year; or
- d) Designated as alternative or Exceptional Student Education (ESE) center schools that receive a school improvement rating of “Commendable” or improve at least one level.

**\*Per the Florida Department of Education (FLDOE), Florida School Recognition Funds will be released within the next couple of months. We will keep all schools posted as information is released.**





# FLORIDA SCHOOL RECOGNITION PROGRAM (A+ FUNDS) USAGE



**Schools must use their awards for one or any combination of the following:**

- a) Nonrecurring faculty and staff bonuses,**
- b) Nonrecurring expenditures for educational equipment or materials, or**
- c) Hire temporary personnel to assist in maintaining and improving student performance.**



# MANDATORY DOCUMENTATION

All Florida School Recognition Program required documents (in pdf format) must be placed in the SAC Upload Center no later than Wednesday, February 1, 2023.

1. SAC Agenda and Minutes (include a copy of the ballot approved by SAC)
2. Attendance and meeting sign-in sheets (must meet quorum)
3. Flyer announcing staff vote, voting results and staff signature sheet for each Florida School Recognition Program meeting held prior to Wednesday, February 1, 2023.



# A+ FUNDS PROCESS FLOW CHART

## (October 2022 – February 1, 2023)

### QUALIFICATION

- The FLDOE provides a list of recognized schools with award amounts by district.
- Prior to list release, schools can self-identify qualification for A+ Funds.

### PROPOSALS

- SAC creates and approves proposals.
- Written proposals (at least one and “None of the Above”) are presented to faculty and staff for review, three (3) days prior to the vote.
- Upload all SAC agenda(s), minutes and attendance sheets in the SAC Documentation Upload Center for each meeting held.

### FACULTY & STAFF VOTE

- Entire faculty and staff vote by secret ballot on proposals.
- A proposal must be approved by majority (51%) vote.
- Upload all A+ documentation from each staff vote held (flyer announcing staff vote, ballot with the proposals, staff sign-in sheets and voting results).

### “PASSED”

**The proposal is implemented when:**  
School goes through the district’s process and procedures for purchasing, hiring and bonus/payments

### “NOT PASSED”

SAC restarts the process by reconvening and creating different proposals until a proposal passes.

**NOTE:** Florida Statute 1008.36 states that, “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.”



**Q&A**

When? Why? How? WHAT? WHERE? WHEN? What? HOW? Why? WHAT? Why? When?

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When? Why? HOW? Where? Where? WHERE? When? What? WHERE? When? HOW? What? WHEN? HOW? WHAT? Why?

## School Improvement Open Labs and Mini Labs

[Click Here to Access TEAMS Link](#)

Open Labs and Mini Labs are optional support sessions available for SAC Chairs, Co-Chairs, and Administrators to discuss and ask questions about topics from the Quarterly PowerPoints related to SIP & SAC.

Quarter 1	Quarter 2	Quarter 3	Quarter 4
2:00 pm-3:00 pm Lab Dates: Monday, September 19, 2022 Thursday, September 29, 2022	2:00 pm-3:00 pm Lab Dates: Wednesday, October 19, 2022 Wednesday, November 2, 2022 Wednesday, December 7, 2022	2:00 pm-3:00 pm Lab Dates: Wednesday, February 8, 2023 Wednesday, February 22, 2023	2:00 pm-3:00 pm Lab Dates: Wednesday, April 26, 2023
Dates	Topics		
<b>Open Lab</b> Mon., Sept. 19 <sup>th</sup> 9:00 am-12:00 pm	<b>Q &amp; A Session- Pop in anytime within this window, with your School Improvement questions</b> <ul style="list-style-type: none"> <li>• Topic: District and State School Improvement Plan (SIP) Support (<i>All plans due Friday, September 30<sup>th</sup>, Thursday, October 6<sup>th</sup>; extended due to Hurricane Ian</i>)</li> </ul>		
<b>Mini Lab</b> Mon., Sept. 19 <sup>th</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• Know Your SAC Bylaws (<i>Due Friday, October 7<sup>th</sup></i>)</li> <li>• SAC Meeting Processes and Procedures (<i>Agendas, Minutes, Attendance, Voting/Quorum</i>)</li> <li>• SAC Membership</li> <li>• SAC Composition Online Program (<i>New</i>)-(<i>Due Friday, October 7<sup>th</sup></i>)</li> <li>• School Advisory Forum (SAF) Information (<i>SAF Bylaws due Friday, October 7<sup>th</sup></i>)</li> </ul>		
<b>Open Lab</b> Thurs., Sept. 29 <sup>th</sup> 9:00 am-12:00 pm	<b>Q &amp; A Session- Pop in anytime within this window, with your School Improvement questions.</b>		
<b>Mini Lab</b> Wed., Oct. 19 <sup>th</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• Florida School Recognition Program (A+ Funds) Overview</li> <li>• School Accountability Funds</li> <li>• New Waivers (<i>Process/Database</i>)</li> </ul>		
<b>Mini Lab</b> Wed., Nov. 2 <sup>nd</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• Florida School Recognition Program (A+ Funds) (<i>Voting Process</i>) – (<i>Wednesday, February 1, 2023, if applicable</i>)</li> <li>• SAC Upload Center (<i>Requirements</i>)</li> <li>• New Waivers (<i>Intent to Apply</i>) - (<i>Due Thursday, November 10<sup>th</sup></i>)</li> <li>• SIP Mid-Year Reflection (<i>Due Friday, January 20, 2023</i>)</li> <li>• Connecting FAST PM2 Data to SIP Goals</li> </ul>		
<b>Mini Lab</b> Wed., Dec. 7 <sup>th</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• SIP Mid-Year Reflection (<i>State and District Plans</i>) - (<i>Due Friday, January 20, 2023</i>)</li> </ul>		
<b>Mini Lab</b> Wed., Feb. 8 <sup>th</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• Cognia eProve Customer Surveys (<i>Admin Window: Wednesday, March 1- Friday, April 28, 2023</i>)</li> <li>• Monitoring SIP Goals</li> </ul>		
<b>Mini Lab</b> Wed., Feb. 22 <sup>nd</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• SAC Upload Center Requirements</li> <li>• Continuation Waivers Updated (<i>Due Thursday, April 14, 2023</i>)</li> </ul>		
<b>Mini Lab</b> Wed., Apr. 26 <sup>th</sup> 2:00 pm-3:00 pm	<ul style="list-style-type: none"> <li>• Continuation Waivers Updated (<i>Due Thursday, April 14, 2023</i>)</li> <li>• Planning for the 2023-24 School Year</li> <li>• Elections of SAC and SAF members for the 2023-24 School Year</li> </ul>		





**What's the name of the fund that should be on each SAC agenda until the balance is \$0?**

**Accountability Funds**

**Reminder: Know your school's process for requesting funds. 😊**

**What's the deadline for  
schools to reach a decision  
about the allocation of  
A+ Funds?**

**Wednesday,  
February 1, 2023**

**A proposal must be  
approved by majority (51%)  
vote. 😊**



**What's the deadline for  
interested schools to  
submit the New Waiver  
Intent to Apply Form?**

**Wednesday,  
November 10, 2022**

**The form is available in the  
SIP in BCPS Central. 😊**

**A waiver may be continued if the school's faculty approves it by a two-thirds approval vote.**

**True**

**Reminder: Schools must collect data to evaluate the effectiveness of the waiver. 😊**

**What does SAC need in  
order to “vote” on  
Accountability Funds, A+  
Fund proposals, Waivers,  
etc.?**

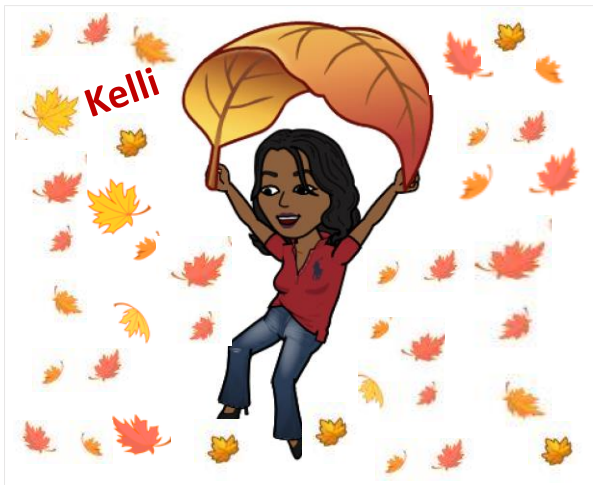
**Quorum**

**What’s your quorum  
number? 😊**

# 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 2<sup>nd</sup> Quarter!

