

“RESETTING THE ROUTE TO SCHOOL IMPROVEMENT”

School Improvement Mini Lab

- **New Waivers**
- **Florida School Recognition Program**
- **School Advisory Council Documentation**

Wednesday, November 2, 2022

School Improvement 754-321-2500

Research, Evaluation & Accountability Department



Established 1915
BROWARD
County Public Schools

MINI LAB TOPICS

1. NEW WAIVERS & DATABASE



3. SCHOOL ADVISORY COUNCIL (SAC) DOCUMENTATION



2. FLORIDA SCHOOL RECOGNITION PROGRAM



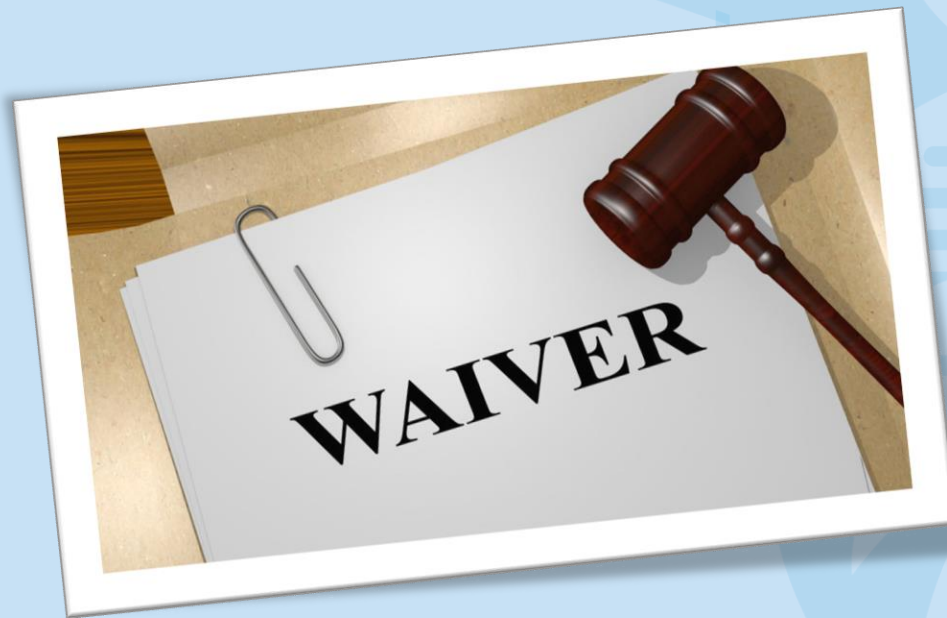
SCHOOL IMPROVEMENT EVENTS & DEADLINES

DEADLINES	SCHOOL IMPROVEMENT EVENTS
Thursday, November 10, 2022	New Waiver Intent to Apply Form
Wednesday, February 1, 2023	Florida School Recognition Program (A+ Funds)
Friday, February 3, 2023	New Waiver Applications



1.

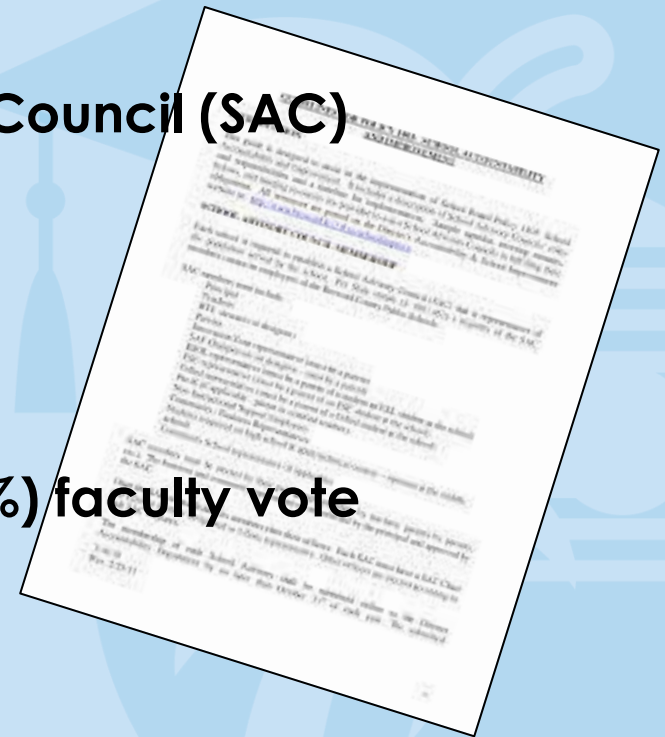
New Waivers & Database



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

Examples

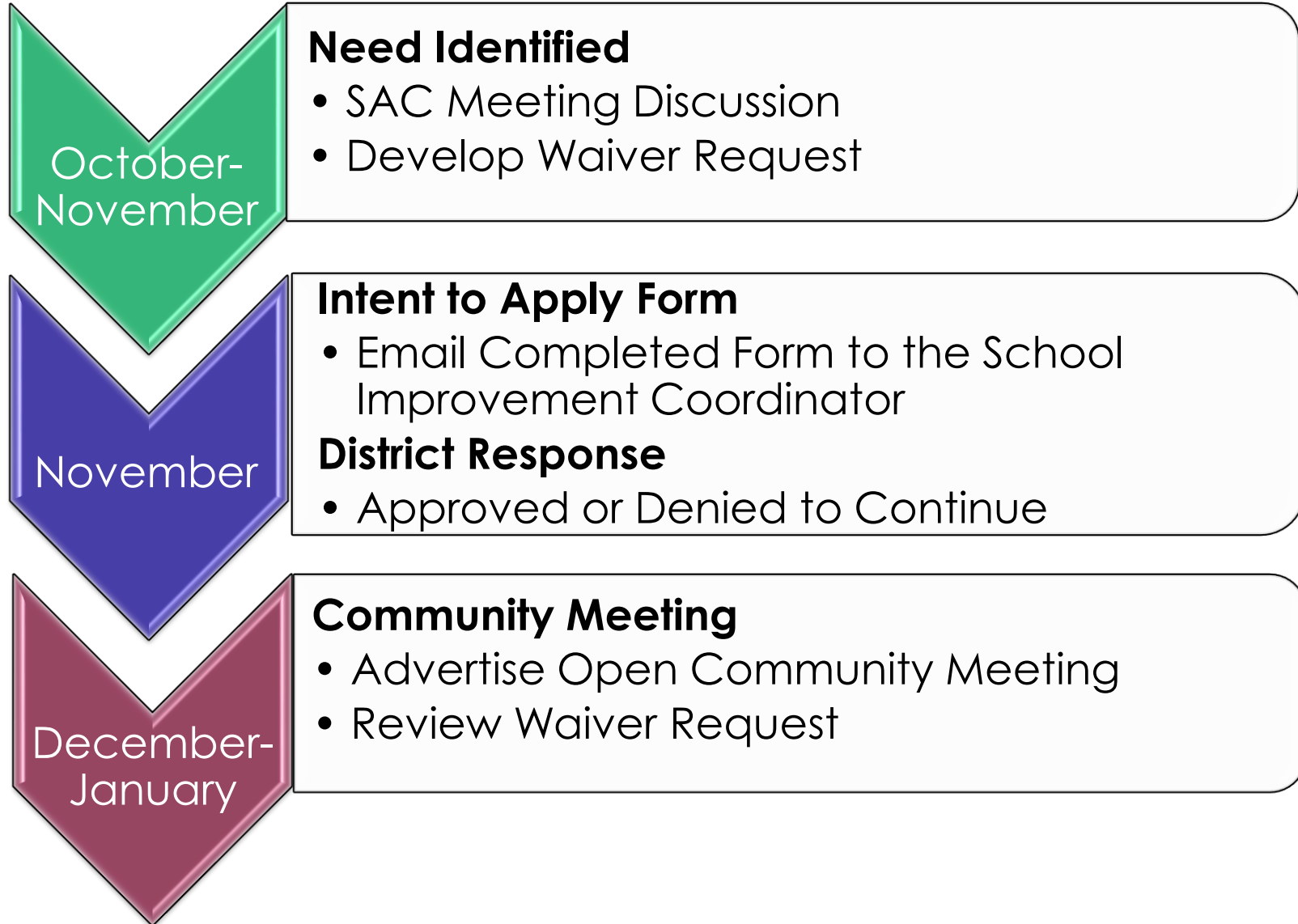
- ✓ Early Release Days
- ✓ Four Day School Week
- ✓ Professional Study Days
- ✓ Exam Exemptions

Non-Examples

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



New Waiver Timeline



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 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	<p>1. School Advisory Council (SAC) Discussion</p> <ul style="list-style-type: none"> 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. All waivers must be cost neutral and cannot waive State Statute.
November	<p>2. New Waiver Intent to Apply</p> <ul style="list-style-type: none"> 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.) <p>3. District Response</p> <ul style="list-style-type: none"> Schools will be notified of application status. 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.
December - January	<p>4. Community Meeting</p> <ul style="list-style-type: none"> 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 before the faculty vote.
January	<p>5. School Advisory Council Meeting</p> <ul style="list-style-type: none"> 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.
January - February	<p>6. Faculty Vote</p> <ul style="list-style-type: none"> 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 Article 15 of the Broward Teachers Union (BTU) Contract. The waiver with evaluation data is presented to the faculty at least 3 workdays prior to voting. Voting should be conducted by a bargaining unit representative, who shall be chosen by the faculty.

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	1. School Advisory Council (SAC) Discussion - 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	2. New Waiver Intent to Apply - 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	3. District Response - Schools will be notified of application status.	*No Documents Required		
December - January	4. Community Meeting - Schedule and advertise open community meeting to review waiver request. (This is not a SAC or SAF meeting.) Policy requires at least one community meeting be scheduled.	Meeting Advertisement (Include date, time and location of meeting) Agenda Minutes Sign In Sheet		
January	5. SAC Meeting - 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	6. Faculty Vote - 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	7. Faculty Vote Results - 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	8. Community Endorsement Meeting - 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		

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



WAIVER INFORMATION

All waiver information can be found on the

School Improvement Website:

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



NEW WAIVERS FIELD TRIP



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2.

FLORIDA SCHOOL RECOGNITION PROGRAM



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) Are designated as alternative or Exceptional Student Education (ESE) center schools that receive a school improvement rating of “Commendable” or improve at least one level.
- ❖ The Florida Department of Education (FLDOE) has released the list of schools eligible for Florida School Recognition Program Funds for this school year. Eligibility is based on the:
- 2021 and 2022 school grades for schools that opted to keep the 2021 school grade or
 - 2019 and 2022 school grades for schools that opted out of the 2021 school grade.



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.

Note: Schools and School Advisory Councils will use one or any combination of the choices above to create and approve proposals for the allocation of the awards.



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”) in ballot form 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

- All current 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 the staff vote, ballot with proposals, staff sign in sheets and voting results).

“PASSED”

The proposal is implemented when the school goes through the district’s process for purchasing, hiring and one-time bonuses.

“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 1st, the awards must be equally distributed to all classroom teachers currently teaching in the school.”



FLORIDA SCHOOL RECOGNITION PROGRAM CHECKLIST



Florida School Recognition Program (A+ Fund) Checklist Kelli Blackburn, School Improvement Coordinator

The following process must be successfully completed by February 1, 2023. If the school staff and School Advisory Council (SAC) do not reach an agreement, the awards must be equally distributed to all classroom teachers currently teaching in the school, pursuant to s.1008.36(4), F.S.

Actions & Required Documents	1 st Meeting	2 nd Meeting	3 rd Meeting
School Advisory Council (SAC) Meeting	Date:	Date:	Date:
Create written proposals in the form of a ballot for the allocation of the funds			
Ballot consists of 1 or 2 options and "None of the above"			
Conduct a vote of SAC membership to approve the proposal(s) and record results in the minutes (must have quorum)			
Advertise the written proposal to entire staff at least 3 days prior to them voting			
General Staff Meeting	Date:	Date:	Date:
Staff votes by secret ballot on the proposal			
Proposal with majority of votes (51%) will be implemented			
If "None of the above" receives a majority of the votes, SAC reconvenes to restart the process.			
SAC Upload Center Documentation	Date:	Date:	Date:
SAC Agenda			
SAC Meeting Minutes			
SAC Sign In Sheets (must meet quorum)			
SAC Approved Ballot Copy			
Staff Voting Results			
Staff Voting Signature Sheets			



SAMPLE BALLOT 1

SAC Elementary School Florida School Recognition Program Ballot

Approximate Funds to be Allocated to SAC Elementary: \$47,804
Voting will take place on November 3, 2022

ONLY Vote for 1 of the Options

Options Listed Below:

_____ **Option 1:**

- 15% of the funds will go to the school **to be used for students**. These funds may be utilized for incentives, field trips, the school carnival or anything that supports student learning or provides recognition for student achievement.
- 85% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff on the 2021-2022 Staff Roster. Staff must have worked at least 60% of the calendar year, during the 2021-2022 school year.

_____ **Option 2:**

- 10% of the funds will go to the school **to be used for students**. These funds may be utilized for incentives, field trips, the school carnival or anything that supports student learning or provides recognition for student achievement.
- 75% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff on the 2021-2022 Staff Roster. Staff must have worked at least 60% of the calendar year, during the 2021-2022 school year.
- 15% of the funds will be used **to hire temporary personnel** for academic support.

_____ **Option 3:**

- **None of the above**



SAMPLE BALLOT 2

SIP Montessori Academy Florida School Recognition Program Ballot

Approximate Funds to be Allocated to SIP Montessori Academy: \$90,000
Voting will take place on November 10, 2022

ONLY Vote for 1 of the Options

_____ **Option 1:**

- 25% of the funds will go to the school **to be used for students**. These funds may be utilized for incentives, field trips, the school carnival or anything that supports student learning or provides recognition for student achievement.
- 75% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff on the 2021-2022 Staff Roster. Staff must have worked at least 99 days of the 2021-2022 school year.

_____ **Option 2:**

- 50% of the funds will go to the school **to be used for students**. These funds may be utilized to support student learning or provide recognition for student achievement.
- 50% of the funds will be used for a **one-time bonus to be divided** amongst the 2021-2022 and 2022-2023 faculty and staff.

_____ **Option 3:**

- **None of the above**



SAMPLE BALLOT 3

Composition Middle School Florida School Recognition Program Ballot

Approximate Funds to be Allocated to Composition Middle School: \$63,752

Voting will take place on January 3, 2022

ONLY Vote for 1 of the Options

Options Listed Below:

_____ **Option 1:**

- \$10,000 will be used for the Composition Middle School student incentives program. All faculty/staff members who were employed at Composition Middle School during the 2021-2022 school year will receive 75% of the remaining School Recognition Funds. New faculty/staff will receive 25% of the remaining School Recognition Funds.

_____ **Option 2:**

- **None of the above**



NON-WINNING SAMPLE BALLOT

SAC Elementary School Florida School Recognition Program Ballot

Approximate Funds to be Allocated to SAC Elementary: \$47,804
Voting will take place on November 3, 2022

****An option must have
51% of the votes to win**

Total Number of Staff
that Voted: 70

ONLY Vote for 1 of the Options

Vote did not win

Options Listed Below:

32 (46%) Option 1:

- 15% of the funds will go to the school **to be used for students**. These funds may be utilized for incentives, field trips, the school carnival or anything that supports student learning or provides recognition for student achievement.
- 85% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff on the 2021-2022 Staff Roster. Staff must have worked at least 60% of the calendar year, during the 2021-2022 school year.

28 (40%) Option 2:

- 10% of the funds will go to the school **to be used for students**. These funds may be utilized for incentives, field trips, the school carnival or anything that supports student learning or provides recognition for student achievement.
- 75% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff on the 2021-2022 Staff Roster. Staff must have worked at least 60% of the calendar year, during the 2021-2022 school year.
- 15% of the funds will be used **to hire temporary personnel** for academic support.

10 (14%) Option 3:

None of the above



WINNING SAMPLE BALLOT

SIP Montessori Academy Florida School Recognition Program Ballot

Approximate Funds to be Allocated to SIP Montessori Academy: \$90,000
Voting will take place on November 10, 2022

*Total Number of Staff
that Voted: 65*

ONLY Vote for 1 of the Options

42 (65%) **Option 1: Winning Option**

- 25% of the funds will go to the school **to be used for students**. These funds may be utilized for incentives, field trips, the school carnival or anything that supports student learning or provides recognition for student achievement.
- 75% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff on the 2021-2022 Staff Roster. Staff must have worked at least 99 days of the 2021-2022 school year.

18 (28%) **Option 2:**

- 50% of the funds will go to the school **to be used for students**. These funds may be utilized to support student learning or provide recognition for student achievement.
- 50% of the funds will be used for a **one-time bonus to be divided** amongst the 2021-2022 and 2022-2023 faculty and staff.

5 (8%) **Option 3:**

- **None of the above**



MANDATORY DOCUMENTATION

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

SAC Meeting (for each meeting held):	Staff and Faculty Vote (for each vote held):
<ul style="list-style-type: none">• Agenda(s)• Minutes• Attendance sheets• Copy of the ballot approved by SAC	<ul style="list-style-type: none">• Flyer(s) announcing the staff vote• Ballot(s) with proposals• Staff sign in sheets• Voting results



FLORIDA SCHOOL RECOGNITION PROGRAM FIELD TRIP



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

3.

School Advisory Council Documentation



☆ Effective Communication

SAC Documentation

[SAC Composition Report](#) [SAC Bylaws](#) [SAC Upload Center](#) [Waiver Application](#)



Required SAC Documentation Uploads

As we kick off the 2nd quarter, make sure all 1st quarter SAC documents have been uploaded as PDFs and remain in the SAC Upload Center in the BCPS SIP. *If changes are made to any documents, upload the revised copies upon completion.* Due Date: Friday, October 21, 2022

Required Monthly Documentation :

- ✓ 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)



Remember!

Reminder: PDF all documents before uploading



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



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>

Kelli



The last month of
autumn, but the
beginning of new
adventures...

Hello November!

Leslyn



Wanda

GRATEFUL



Collet



In all things
GIVE THANKS

Jamillah

november

