

It's Pumpkin Spice Season!



SCHOOL IMPROVEMENT MEETING

Quarter 2 | 2023 – 2024

Contact the School Improvement Office for assistance at 754-321-2500

Agenda

01

School Improvement Quarter 2
Events and Deadlines

02

SAC and SAF Meeting Documentation

03

School Improvement Monitoring

04

Preparing for the Mid-Year Reflection

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Robert's Rules of Order

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SAC Meeting Minutes

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School Websites

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Waivers
New and Continuation

09

School Recognition Program (A+ Funds)
If applicable



1. School Improvement Quarter 2 Events & Deadlines 2023 - 2024



Quarter 2 Events and Deadlines

Quarter 2

SAC Uploads

Quarter 2 Meeting

Waivers


DEADLINES	SCHOOL IMPROVEMENT EVENTS
Friday, October 27, 2023	SAC Upload Center Requirements ★ Ensure ALL 1 st Quarter (Aug. 21 st thru Oct. 23 rd) SAC and SAF Meeting Agendas, Minutes (in draft form if not yet approved), Attendance Forms and 2023-2024 SAC meeting dates have been uploaded as PDF documents.
Wednesday, November 1, 2023 – Friday, November 3, 2023	Quarter 2 School Improvement Meeting PowerPoint will be posted on https://www.browardschools.com/Page/35378 Topics: School Improvement Plan Monitoring, Waivers, Mid-Year Reflection, School Recognition (A+) Funds (if applicable) and School Improvement Support/Updates
Thursday, November 9, 2023	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 at https://www.browardschools.com/Page/35407 .

Revised August 24, 2023


*This timeline is subject to change.



Meeting Schedules



SCHOOL IMPROVEMENT



SCHOOL IMPROVEMENT (SI) MEETINGS FOR THE 2023-2024 SCHOOL YEAR

Quarter 2 Virtual Meetings

**A representative from your school, SAC Chair, SAF Chair, Administrators, etc., should attend one of the sessions below AM or PM.*

[Click Here to Join the Quarterly Meeting](#)

Wednesday, November 1, 2023	Thursday, November 2, 2023	Friday, November 3, 2023
AM Session All Regions <small>9:00 a.m. - 11:00 a.m.</small>	AM Session All Regions <small>9:00 a.m. - 11:00 a.m.</small>	AM Session All Regions <small>9:00 a.m. - 11:00 a.m.</small>
PM Session All Regions <small>12:00 p.m. - 2:00 p.m.</small>	PM Session All Regions <small>12:00 p.m. - 2:00 p.m.</small>	PM Session All Regions <small>12:00 p.m. - 2:00 p.m.</small>

Open Labs, Mini Labs and Train-the-Trainer

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 2
Mid-Year Reflection
School Recognition Funds (If Applicable)
SAC Uploads
Waivers

LAB DATES	SESSION	LINK (Click on hyperlinks below)
Tuesday, October 24, 2023 1:00 p.m. – 3:00 p.m.	OPEN LAB Q & A Session - Pop in any time within this window, with your School Improvement questions.	OPEN LAB Q & A Session
Thursday, October 26, 2023 8:30 a.m. – 9:30 a.m. <small>*If you were not able to attend our previous dates, please join us for this final session.</small>	Train-the-Trainer Session for SAC Chairs and Co-Chairs 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. <small>*You will receive the training PowerPoint to train your SAC Committee.</small>	OPEN LAB Q & A Session
Tuesday, November 7, 2023 8:30 a.m. – 9:30 a.m. 1:30 p.m. – 2:30 p.m.	OPEN LAB Q & A Session - Pop in any time within this window, with your School Improvement questions.	OPEN LAB Q & A Session
Wednesday, December 6, 2023 2:00 p.m. – 3:00 p.m.	MINI LAB Topics: • Mid-Year Reflection • Florida School Recognition Program (A+ Funds) Overview • School Accountability Funds • Continuation Waivers (Process/Database)	MINI LAB Session
Friday, January 19, 2023 1:30 p.m. – 2:30 p.m.	OPEN LAB Q & A Session - Pop in any time within this window, with your School Improvement questions.	OPEN LAB Q & A Session

Revised October 16, 2023

*This meeting schedule is subject to change.



2. SAC and SAF Meeting Documentation



Required SAC/SAF Documentation Uploads

Quarter 1

**Due Friday,
October 27, 2023**

All 1st Quarter **School Advisory Council (SAC)** and **School Advisory Forum (SAF)** documentation should be uploaded as PDFs and remain in the SAC Upload Center in the BCPS SIP.

SAC and SAF Monthly Uploads:

- ☒ Agendas
- ☒ Sign-in Sheets
- ☒ Minutes

(In draft form if not yet approved by SAC/SAF)



Reminder: All documents must be uploaded as PDFs.





Quick Check

SAC Upload Documentation












SAC Documentation

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

SAC Upload Center

10 records per page

Search:

File Name	Meeting Month	Document Type	Uploaded Date	
23-24-SAC-ByLaws.pdf	October	SAC ByLaws	10/3/2023	 
23-24-SACSAF-Dates.pdf	August	SAC Meeting Dates	8/21/2023	 
23-24-SAF-ByLaws.pdf	October	SAF ByLaws	10/3/2023	 
23-24-September-SAC.pdf	September	SAC Agenda, Attendance, Minutes	10/3/2023	 
23-24-September-SAF-.pdf	September	SAF Agenda, Attendance, Minutes	10/3/2023	 
SAC-Composition-Report-9_26_23.pdf	September	SAC Composition	9/26/2023	 



3. School Improvement Monitoring



School Improvement Plan Monitoring

What word or words best describe “monitor”?



QR Code:



How Does SAC Monitor the SIP?



Guiding Questions:

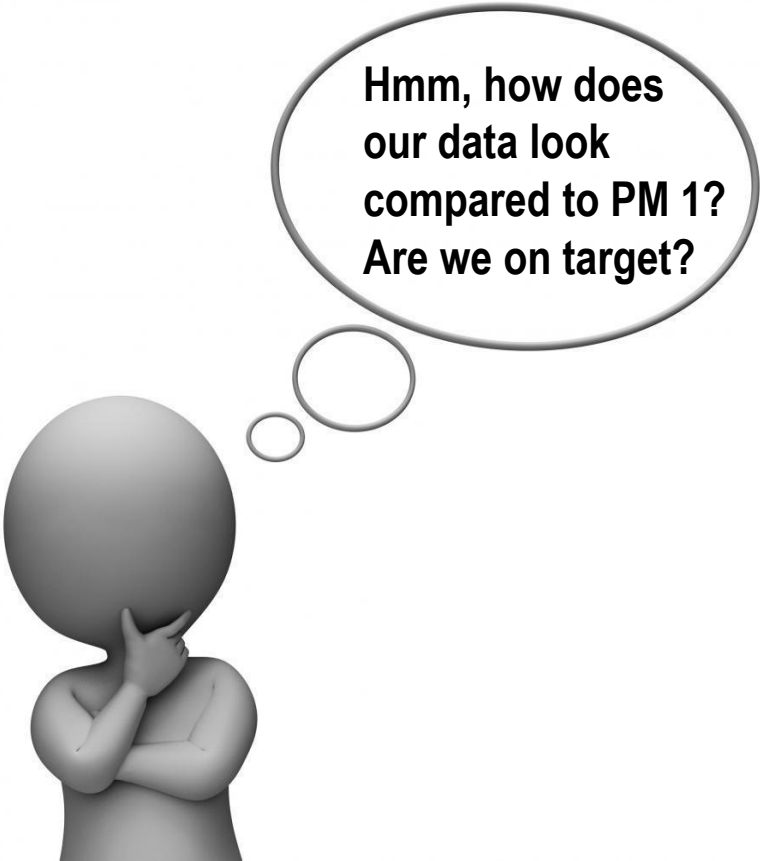
- ✓ What are we trying to accomplish?
- ✓ What changes can be made towards improvement?
- ✓ How will we know that a change is an improvement?

Monitoring Process:

- Review of the Goal(s)
- Data Review
 - Areas of Increase
 - Areas of Concern
- Review of Action Steps/Strategies
 - What's Working
 - What's Not Working
- Adjustments/Shifts
 - Strategies
 - Next Action Steps



4. Preparing for the Mid-Year Reflection



Hmm, how does
our data look
compared to PM 1?
Are we on target?



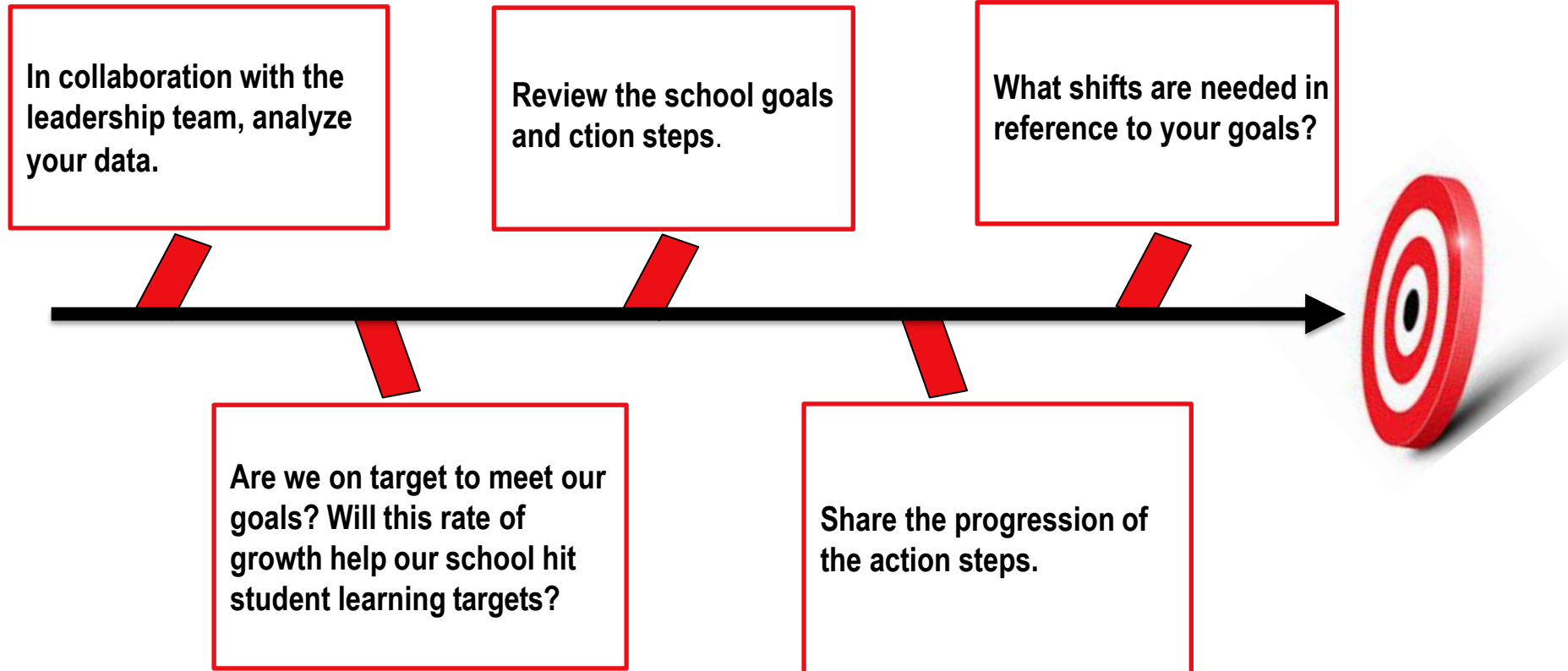
Purpose of Mid-Year Reflection

- To facilitate discussion with school leadership
- To monitor and assess the progress being made toward your School Improvement goals



Preparing for the Mid-Year Reflection

Due Wednesday, February 1, 2024



5. Robert's Rules of Order



Why Use Robert's Rules Of Order?

Why Use Robert's Rules of Order?

Structure

- Helps preserve order and creates a set of guidelines that help operate meetings and structure.

Democratic Processes

- Requires democratic speech and action in council meetings in order to allow everyone's voices to be heard, keeping meetings efficient and fair.

Organizational Rights

- Demands that the rights of the organization supersedes the rights of individuals. The rules also help facilitate group decisions.

Basic Rules

1

> Only one subject may be before a group at one time.

2

> "Negative" motions are generally not permitted.

3

> All members have equal rights.

4

> Each item presented for consideration is entitled to a full and free debate.

5

> The rights of the minority must be protected, but the will of the majority must prevail.



Motion Process

Bringing the motion to the floor

Member makes a motion

Another member seconds

Chair repeats the motion

Considerations of the motion

Members debate the motion

Chair repeats the motion

Chair takes the vote

Chair announces the results



Bringing the Motion to the Floor

Bringing the motion to the floor

Member makes a motion

Another member seconds

Chair repeats the motion

1 “I Move”

- Member makes a clearly worded motion to take-action.
- Motions must be recorded in minutes.

2 “I Second”

- A motion must be seconded to allow for discussion to take place.
- A motion cannot move forward without a second.

3 “It is moved & seconded that...”

- The chairman must restate the motion.
- Provide clarity about the motion.



Considerations of the Motion

Considerations of the motion

Members debate the motion

Chair repeats the motion

Chair takes the vote

Chair announces the results

4 “The motion is now open for debate”

- The person who presented the motion begins the discussion.
- Amendments may be offered at this point.

5 “The discussion period is now closed”

- The chair closes discussion and asks for a vote.
- The motion must be repeated word – for – word.

6 “Those in favor of the motion, say aye. Those opposed say no.”

- Voting directions are provided.
- The chair asks for a vote.

7 “The motion to _____ passes or fails unanimously.”

- The motion is either adopted or failed based on majority vote.
- Results of the vote are recorded in the minutes.



Quorum and Voting

Quorum

To establish a **quorum**, a majority of the membership of the council (at least one more than half the members) must be present at the meeting for voting to take place.

***We must have 51% or more of the total members present, regardless of employee or non-employee status.**



Voting

The process used to follow a particular course of action. Votes are counted, recorded and reflected in the official SAC minutes.

SAC Members vote for or against:

- Accountability Funds
- School Recognition (A+) Funds
- SAC Officers
- Waivers
- Approval of Minutes
- Etc.



6. SAC Meeting Minutes



SAC Minutes

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.
- Actions taken, specific motions, roll call, voting outcomes, etc.
- School Improvement Plan monitoring.
- Accountability Funds Balance (including any requests, voting for use of and voting results).
- School Environmental Safety Incident Reporting (SESIR).
- Other items and topics.
- Next meeting date and time.

SIP Bites – SAC Minutes
Kelli S. Blackburn, School Improvement Coordinator
September 5, 2023 • Volume 5, Issue 5

Minutes are a written summary reflecting the events of the meeting that must be recorded, maintained and posted for public review. The school and the district are required to maintain copies of the School Advisory Council (SAC) Minutes. (Fla. Stat. § 1001.42(1)(b), 2018, 2021, SBBC Policy 1403 and Florida Sunshine Law)

The SAC secretary or designee is responsible for complete and objective record-keeping. (Refer to your Bylaws Article IV, Section 5.)

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.
- Concise reporting of what took place.
- Actions taken, specific motions, roll call, voting outcomes, etc.
- School Improvement Plan monitoring.
- The Accountability Funds Balance (including any requests, voting for use of and voting results).
- School Environmental Safety Incident Reporting (SESIR).

Did You Know?
All School Improvement information is located on the School Improvement Website @ <https://www.browardschools.com/Page/47553>

Need School Improvement Help?
Contact the School Improvement Team at 754-321-2800

Page 1 of 3

Upload the agenda, draft minutes, committee and guest sign-in sheets to the SAC Upload Center in BCPIS Central.

Once the minutes are approved by SAC at a subsequent meeting, upload the approved copy in the SAC Upload Center.

Page 2 of 3

Revised Version:

File the SAC

minutes as per discussion during the (at and second)

an issue(s) new to the meeting. If may that was defeated at a past meeting (or and current data).

request for funds, voting for the use of (SESIR).

Record the reports from each committee.

Next Meeting Date & Time

- Record the next meeting date and time.

Meeting Adjournment

- Record who motions and the outcome of the motion.

Page 3 of 3



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*



SAC Minutes Activity

➤ Read the Minutes

➤ Scavenger Hunt:

- Name of the School
- Date, Time and Location
- Motions/Seconds
- Attendance
- Voting Results
- Accountability Funds Balance
- School Environmental and Safety Incident Reporting (SESIR)
- Next Meeting Date and Time
- Adjourning the Meeting



➤ Participants Share Findings



- ☒ Name of the School
- ☒ Date, Time and Location
- ☒ Attendance
- ☒ Motions/Seconds
- ☒ Results of the Vote
- ☐ Accountability Funds Balance and Request (*if applicable*)
- ☒ School Environmental Safety Incident Reporting (SESIR)
- ☒ Next Meeting Date/Time
- ☒ Adjourning the Meeting



Lemon Lane Elementary School
School Advisory Council Meeting
 1000 Lemon Lane, Fort Lauderdale, FL 33301
 (754) 321-0000
 www.lemonlaneselem.com

School Advisory Council (SAC) Minutes
 General Meeting - Monday, September 4, 2023 – 7:00 P.M.

- 1. Call to order:** A meeting of the Lemon Lane Elementary SAC was held on Monday, September 4, 2023. SAC Chair- Ms. Sugar called the meeting to order at 7:01 p.m. Mr. Lime recorded the minutes of the meeting.
- 2. Introductions and Attendance:** All the members were present.
- 3. Approval or correction of August 2, 2023 meeting minutes:** A motion was made by Ms. Sour to approve the August minutes. The August meeting minutes were approved unanimously.
- 4. Reports:**
 - **Principal Report:** Dr. Ice welcomed all members and guests. He shared the upcoming school events calendar with parents and discussed the concerns with the morning arrival traffic. Dr. Ice informed the attendees that a new arrival map would be shared with parents to help improve the flow of traffic in the morning.
 - **Accountability Funds (Current Balance: \$120,000):** Ms. Sugar shared the current accountability funds balance. A request from the 5th-grade team was presented for the purchase of novels to help with their literacy goal. If approved, each student in 5th grade will receive a set of 3 novels at \$10 each (\$30 per student) aligned to a novel study for 150 students. The purchase will be made from Scholastic in the total amount of \$4,500 including shipping. A motion was made by Mr. Popsicle and seconded, to approve the purchase of the novels for the 5th grade students. A discussion took place regarding the time frame for receiving the novels before the state assessment. The motion passed 13 to 2.
 - **School Improvement Plan:** Ms. Yellow presented a PowerPoint to all attendees to share the School Improvement Plan. She shared the beginning of the year data and the goals set for this school year.
- 5. Old Business**
 - **Playground repairs/construction updates:** Mr. Facilities shared the progress of the playground repairs with the attendees. He mentioned that the company sent the wrong slide so the timeframe for completion will be pushed back at least 3 weeks.
- 6. New Business**
 - **New School Marquee:** Ms. Marketing told attendees that the new marquee is up and ready to be used. She mentioned that there is a need for volunteers to assist with adding announcements to the new marquee.
- 7. Announcements:** There were no announcements
- 8. Adjourn:** Ms. Leaf made a motion, and it was seconded, to adjourn the meeting. The meeting was adjourned at 8:10 p.m.

SAC Reminders

✓ Meeting Advertisements

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

✓ Membership

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

✓ Meeting Agendas, Minutes and Attendance

Make sure agendas are followed, minutes reflect all discussions, motions and votes and attendance is taken per Bylaws Articles III & VI, Section 3.

✓ Meeting Quorum

A quorum **must** be met (**51% or more 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.



7. School Website



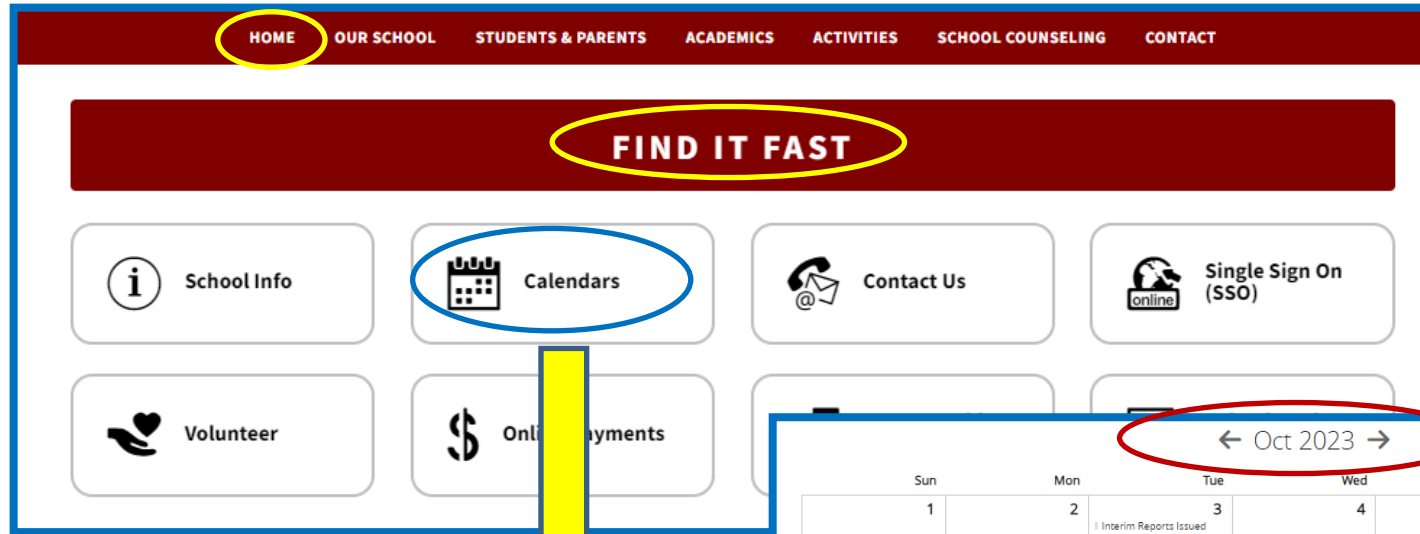
Communicating Through Your Website

The screenshot shows the Broward County Public Schools website home page. The navigation bar at the top includes links for HOME, OUR SCHOOL, STUDENTS & PARENTS (circled in blue), ACADEMICS, ACTIVITIES, SCHOOL COUNSELING, and CONTACT. Below the navigation bar is a large banner for BCPS MENTAL HEALTH SUPPORT AND RESOURCES. To the right of the banner is a 'School News' section with links to the Dolphin Doings Weekly Newsletter, Veteran's Day Pennant, and a link to read a home plan posted. Below the banner and news section is a 'FIND IT FAST' section with icons for School Info, Calendars, Contact Us, Single Sign On (SSO), Volunteer, Online Payments, See Something, Say Something, and Code of Student Conduct. A red arrow points from the 'School Info' icon to a callout box that says 'School Improvement Plan (SIP) is here.' Below the 'FIND IT FAST' section is an 'UPCOMING EVENTS' section with a calendar view showing events for October 31, November 07, 10, and 14. A yellow arrow points from the 'UPCOMING EVENTS' section to a 'VIEW CALENDAR' button at the bottom.

The screenshot shows the Broward County Public Schools website District News page. The page features a large banner for BCPS International Welcome Center to Open Its Doors - Tuesday, October 24. Below the banner is a 'DISTRICT NEWS' section with several news items, including 'Special Presentation: National Red Ribbon Week', 'Special Presentation: Breast Cancer Awareness Month', 'BCPS Gets a Jumpstart on the Annual Jumpstart Read for the Record!', and 'BCPS Shines: BCPS Students and Teacher Recognized as Governor and First Lady's Hispanic Heritage Month Winners'. Below the news section is a 'SCHOOL QUICK LINKS' section with links to Principal's Message, Report An Absence, School Calendar, Harborale School Association, School's Improvement Plan (SIP), Exceptional Student Education (ESE), SMART Futures, Code of Student Conduct Handbook, and Online Payments. A red arrow points from the 'SCHOOL QUICK LINKS' section to a callout box that says 'School Improvement Plan (SIP) is here.' To the right of the 'SCHOOL QUICK LINKS' section is an 'ADDITIONAL QUICK LINKS' section with links to LSW STUDENT SURVEY WITH RETHINK ED, See Something, Say Something, and SMART PROGRAM UPDATES. A red arrow points from the 'ADDITIONAL QUICK LINKS' section to the same callout box.



Customized School Calendar



★ SAC and SAF
Meeting Schedules
posted on your “Home Page”

The screenshot shows a monthly calendar for October 2023. The calendar is displayed in a grid format with days of the week as columns and dates as rows. The date "Oct 2023" is circled in red at the top. The calendar includes various events and holidays, such as "Interim Reports Issued" on Tuesday, October 3rd, "Early Release Day" on Thursday, October 22nd, "Employee Planning - (No...)" on Friday, October 23rd, "SAC/SAF Meeting: 2:15 PM" on Saturday, October 31st, "HSA General Meeting: 8:00..." on Thursday, October 19th, and "HSA Pumpkin Pizzazz: 5:30..." on Friday, October 20th. A yellow star icon is placed on the date Saturday, October 31st.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Interim Reports Issued	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 HSA General Meeting: 8:00...	20 HSA Pumpkin Pizzazz: 5:30...	21
22 Early Release Day	23 Employee Planning - (No...	24	25	26	27	28
29	30	31 SAC/SAF Meeting: 2:15 PM ★	1	2	3	4



REQUIRED

School Improvement Plan (SIP)

SCHOOL QUICK LINKS

- Principal's Message
- Report An Absence
- School Calendar
- Harbordale School Association
- School Improvement Plan (SIP)**
- Exceptional Student Education (ESE)
- SMART Futures
- Code of Student Conduct Handbook
- Online Payments

ADDITIONAL QUICK LINKS

- LSW STUDENT SURVEY WITH RETHINK ED
- See Something, Say Something
- SMART PROGRAM UPDATES
- Academic Programs
- Safety, Security & Emergency Preparedness
- Programs
- Need Help Now
- Get Involved With Your Child
- School Improvement Plan (SIP)
- School Resource Locator
- FL Department of Education School Report Card
- Registration, Boundary, and Transportation

★ Stakeholders can access your School Improvement Plan in BCPS Central from your “Home Page.”

SCHOOL IMPROVEMENT

School Info

School Improvement Plan For School Year	2023 - 2024	School Grade (2022 - 2023)	
School Name		School Grade (2022 - 2023)	
Title 1 School	Yes	School Improvement (SI)	Yes
School of Excellence	Yes	ESSA School	Yes
Executive Summary	Executive Summary		

High Quality Instruction

Early Warning Indicators

Data for: 2022-2023

Indicator	KG	01	02	03	04	05	Total
Student Enrollment	87	89	67	103	89	90	525
Absent 10% or more days	29	20	14	10	19	14	106




REQUIRED

2023-2024 Meetings and Agendas

SCHOOL ADVISORY COUNCIL (SAC)

2023-2024 Meetings and Agendas

Date	Location	Agenda	Minutes
September 6, 2023, 4:15 p.m.	Media Center	Agenda PDF	Minutes PDF
October 4, 2023, 4:15 p.m.	Media Center	Agenda PDF	Minutes PDF
November 1, 2023, 4:15 p.m.	Media Center		
December 6, 2023, 4:15 p.m.	Media Center		
January 10, 2024, 4:15 p.m.	Media Center		
February 7, 2024, 4:15 p.m.	Media Center		
March 6, 2024, 4:15 p.m.	Media Center		
April 3, 2024, 4:15 p.m.	Media Center		



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School Advisory Council Meeting
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OPTIONAL

Website Reminders



Customizable Calendar Link

- Post SAC & SAF meeting dates, times and location.



School Improvement Plan (SIP) Link – BCPS Central

- Post SAC meeting dates, composition, SAC & SAF bylaws, agendas, minutes and attendance.



School Advisory Council (SAC) Link

- Post SAC meeting dates, time, location, agendas and minutes.



- Ensure documents list the titles School Advisory Council and School Advisory Forum, not SAC & SAF.
- List the title of each entity separately.

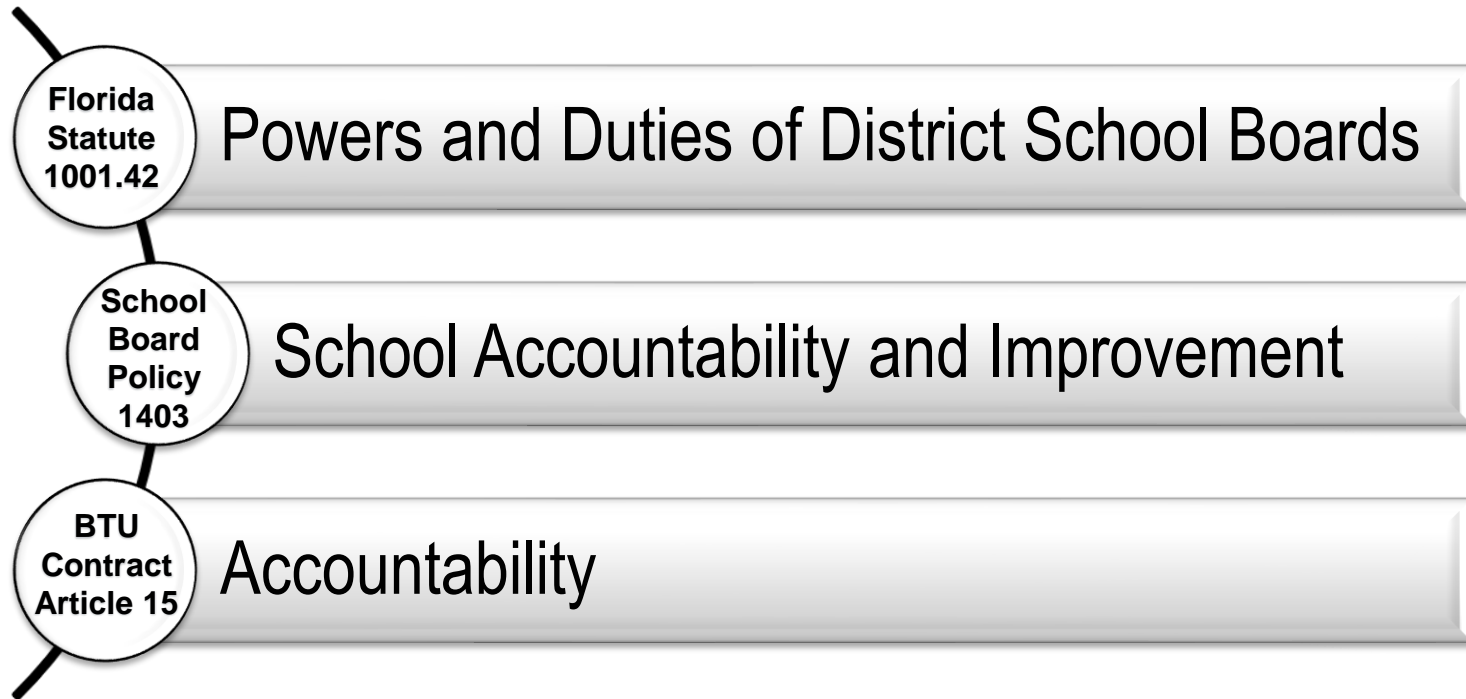


8. Waivers



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



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 Bte 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	<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. ★ Advertise 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/ncpa/ncpa-central2020.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 <u>before</u> 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.
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 <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 SAC members) must be physically present at the meeting for voting to take place. Must be a Roll Call vote. The community meeting input is presented. Upon discussion, SAC has the option to approve the waiver request as originally written, revise it per community input or vote not to pursue the waiver. The new waiver SAC vote must be reflected in the minutes, which should include: <ul style="list-style-type: none"> A brief description of the discussion, the motions (1st & 2nd), names of motion makers, the number of Yes and Nay votes and the outcome of the vote. If SAC votes to go forward with the new waiver, a ballot for the faculty vote must also be created/approved. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.

Florida Department of Education (fldoe.org) provides the requirements for developing a waiver.
Broward County Schools (browardschools.com) provides the requirements for developing a waiver.
Broward County Schools (browardschools.com) provides the requirements for developing 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 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://web01.browardschools.com/ncpa/ncpa-central2020.asp>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone photos of documents will not be accepted.)	Completed	*Emailed (No later than 1 week after action)
August - September	1. New Waiver Baseline Data Schools should collect baseline data for all affected departments and/or grade levels to support a need for the waiver.	*No Documents Required - Present baseline data during SAC meeting (#2 below)		
September - October	2. School Advisory Council (SAC) Meeting Baseline data must be reviewed by the SAC in a meeting to discuss the need for a waiver. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting/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 SCPS Central only. 		
November	3. 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	3a. District Response 4. Community Meeting Schedule and advertise an open community meeting for the sole purpose of reviewing the new waiver request. (This is not a SAC or SAF meeting.) Policy requires at least one community meeting to be scheduled. The Principal & SAC Chair must attend. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting/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	5. School Advisory Council (SAC) Meeting SAC votes on the need for a new waiver and creates the faculty new waiver ballot. Any matter scheduled to come before the SAC for a vote requires at least three (3) full business/work days advanced written notice to all SAC members. **Advertise meeting to all stakeholders at least three (3) full business/workdays prior to the meeting/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 motion, names of motion makers, the number of Yes and Nay votes and outcome of the vote). Sign-In Sheets <ul style="list-style-type: none"> For SAC members and guests from SCPS Central only. 		

Florida Department of Education (fldoe.org) provides the requirements for developing a waiver.
Broward County Schools (browardschools.com) provides the requirements for developing a waiver.
Broward County Schools (browardschools.com) provides the requirements for developing a waiver.

7/24/2023



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

***New Requirement:** Email all required documents as PDFs to School Improvement Office no later than 1 week after each identified action in the 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 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-Bills 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 at least three (3) full business/workdays before the secret ballot vote is conducted</u>. 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.

Guides: 100% School Improvement and Innovation (alliance for developing a waiver)
Guides: 100% School Improvement and Innovation (alliance for developing a waiver)
SIP-Bills Waiver Continuation Waivers (guidance 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/75487>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone scanned documents or photos of documents will not be accepted.)	Completed	*Emailed (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 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). 		
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.	Continuation Waiver Faculty Ballot <ul style="list-style-type: none"> A copy of the Continuation Waiver ballot 		
April	5. Updated Continuation Waiver Application Follow the directions in the Continuation Waiver SIP-Bills resource to update your original waiver application (do not open a new waiver application).	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. 		
January - April	6. Waiver Feedback	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). 		
		No Documents Required - Schools will receive feedback related to the continuation application and supporting documentation as it is submitted via email following each action.		

Guides: 100% School Improvement and Innovation (alliance for developing a waiver)
Guides: 100% School Improvement and Innovation (alliance for developing a waiver)
SIP-Bills Waiver Continuation Waivers (guidance for developing a waiver)

8/1/2023



Continuation Waiver Timeline

**August -
January**

Waiver Data Collection

- Collect relevant evaluation data to support the effectiveness of the 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

April

Continuation Waiver Application

- Update information in the waiver database for 2023-2024;
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 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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Fort Lauderdale, Florida 33301

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



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

Waiver Resources Reminders

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

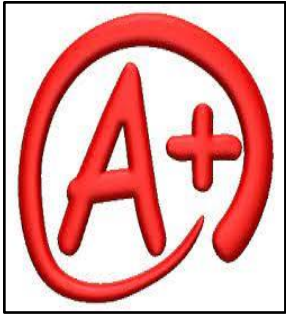
Sample faculty ballots for PSD and Exam Exemption waivers; Faculty vote summary sheet



9. School Recognition Program (A+ Funds) If Applicable



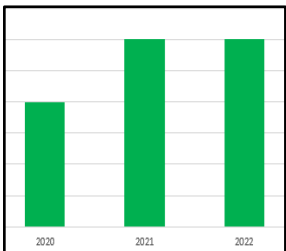
2022-23 Requirements to Receive Funds



Schools that received a grade of "A,"



Schools that improved at least one performance grade or rating category, or



Schools that improved more than one letter grade and sustained the improvement the following year were eligible for the school recognition award.



Subject to change per 2023-24 state requirements.

2022-23 Recognition Award Utilization



- a. One-time bonuses to faculty and staff,
- b. Purchase of educational equipment or materials, or
- c. To hire temporary personnel to assist in maintaining and improving student performance.



Subject to change per 2023-24 state requirements.

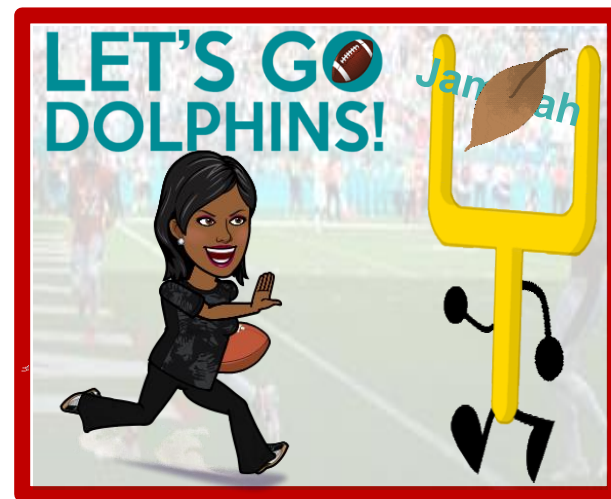
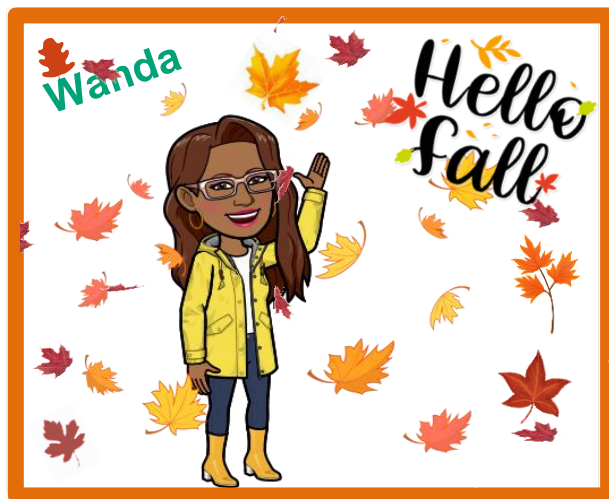
The School Improvement Team Is Here To Support YOU!

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!





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Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

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.

browardschools.com

