

# New Waiver Presentation

Presented by



# Waiver Presentation Objectives

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## Participants will:

1. Be able to access policy, online waivers, and resources designed to assist in the waiver process
2. Be able to complete a new waiver application

# What is a waiver?

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A formal request to modify a District policy or contractual provision which impedes some facet of school improvement.

# Waivers are authorized by the following legislation:

Florida Statute  
1001.42 (19-b)

- Powers and Duties of District School Boards

School Board  
Policy 1403

- School Accountability and Improvement

BTU Contract  
Article V

- Conditions of Employment

# Waivers must:

Support the District's Strategic Plan, Mission, Vision, and Core Values

Be equitable to all students within a particular group

Focus on improved performance

Have no fiscal impact on the district budget

Support the implementation of the School Improvement Plan (SIP)

Be shared at public meetings

Support a specific SIP objective

Be approved by a minimum of 66  $\frac{2}{3}$  percent of bargaining unit members

# WAIVERS

## Examples

- Schedule (Middle School Only)
- Professional Study Days
- Exam Exemptions

## Non-Examples

- School Uniforms
- Instructional Materials
- Remedial coursework for low-performing students

*Schools are encouraged to become pioneers who implement unique innovations at their school sites to improve student achievement.*



## District Process Waiver for Professional Study Days

- There is a District Process Waiver for Professional Study Days.
- High Schools and Centers will be responsible to complete the application to document:
  - the number of days requested
  - the percentage of the faculty that voted for approval
  - the proposal to SAC
  - confirmation of approval for professional learning credits by Talent Development

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





Submit waiver proposal to Office of Service Quality



If approved, majority of SAC vote to develop Waiver Application



Conduct Community Meeting to seek public input



Waiver Applications submitted to Office of Service Quality



Faculty votes on Waiver Application



SAC approves Waiver Application



Waiver Applications reviewed by District Committee



Waiver Applications reviewed by Executive Principals Committees



Waiver Applications reviewed by School Performance and Accountability

**TIPS FOR A  
SUCCESSFUL  
WAIVER**

# SCHOOL IMPROVEMENT WEBSITE



- **Go to Office of School Performance and Accountability**
  - **Click on Office of Service Quality**
  - **Under Initiatives, click on Waivers:**

A+ Recognition Funds

Accreditation

Department of Education Reports

Differentiated Accountability

Field Trips

Safety, Music/Arts, Athletics, Renovation & Technology (SMART)

School Improvement Grant

School Improvement Plan (SIP)

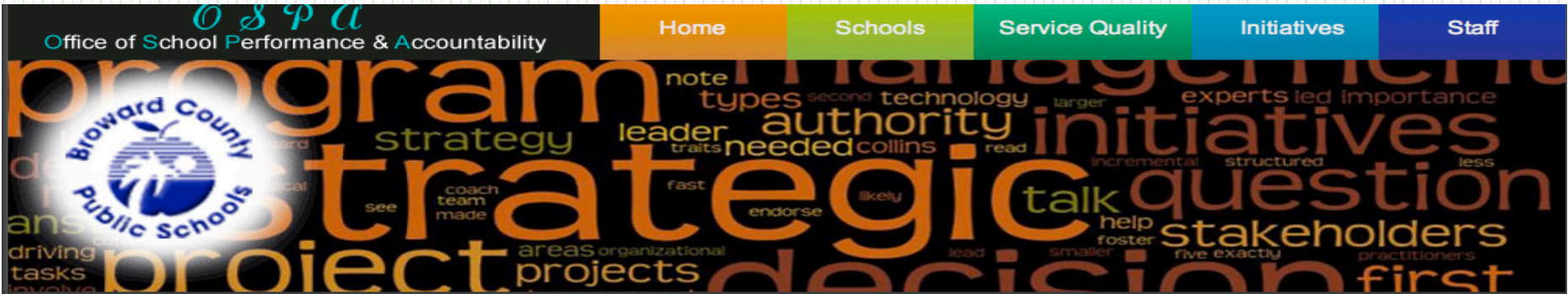
Student Success Opportunity Schools (SSOS)



## Waivers

Wallace Grant

**Click on the New Waivers Procedural Manual and read carefully about the process.**



## 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.

[New Waivers Standard Operating Procedural Manual](#)

[New Waivers Podcast](#)

[New Waivers Forms in .doc Format](#)

[Waiver Applications Program](#)

[Professional Study Days Memorandum of Understanding with BTU for 2014-2015 School Year](#)

[State Statutes, School Board Policies & Contracts](#)

## For More Information Contact

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754-321-3850

## Initiatives

- [A+ Recognition Funds](#)
- [Accreditation](#)
- [Department of Education Reports](#)
- [Differentiated Accountability \(DA\)](#)
- [Field Trips](#)
- [Innovation Zones](#)
- [Safety, Music/Arts, Athletics, Renovations & Technology \(SMART\)](#)
- [School Advisory Council \(SAC\)](#)
- [School Improvement Grant \(SIG\)](#)
- [School Improvement Plan \(SIP\)](#)
- [Student Success Opportunity Schools \(SSOS\)](#)
- [Waivers](#)
- [Wallace Grant](#)

# Online Waiver View Page

*Directions: Click on New Waiver Application to view to login.*

**Broward County Public Schools**



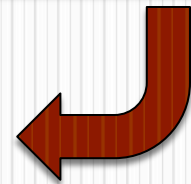
Click here for

[Old Waiver Application 2012 and Before](#)

Click here for

[New Waiver Application 2013 and After](#)

New  
Waiver  
Forms  
Here



Use your school's **SIP password** to access and create a new waiver application.

# Research

- Check the District policy or contract language for the specific (correct and updated) language that is being identified as a barrier
- Contact District support staff to get input on waiver language
- Research how other schools or districts deal with similar issues
- Gather baseline data to support the need for a proposed waiver and to establish how evaluation of the waiver will be documented

# STUDENT ASSESSMENT AND RESEARCH SERVICES

## *Review and Feedback*

### **Directions to Obtain a Review and Feedback of Waiver Plans by Student Assessment and Research Services**

To assist schools in the creation of quality waiver applications, Student Assessment and Research Services staff will review and provide feedback on the rationale and evaluation plans. The following steps should be followed to obtain feedback:

1. Complete the online waiver application. Directions for the completion of the online waiver application are available at <http://www.broward.k12.fl.us/schoolimprove/OnlineWaivers/owhome.asp>

2. Once the application is completed in its entirety, E-mail the following information via CAB to the Student Assessment and Research Services Department:

- a. School Name
- b. Waiver Number
- c. Status
- d. Target Area
- e. Contact person and phone number.

3. A researcher will be assigned to review your waiver materials. Feedback will be returned to the school contact person via CAB within three days of receipt of waiver application materials.

Please contact Student Assessment and Research for assistance with Rationale & Waiver Evaluation Plan

Name of School: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

**New Waiver Request Checklist**

Action	Action Required by Statute, Policy or Contract	Documentation	Documentation Submitted	
			Yes	No
Identify barrier that will be overcome through waiver process.	No			
Submit waiver proposal to Area Director for review and approval	Follow steps on waiver flowchart and timeline available at School Improvement Website			
Review similar waivers on School Improvement Website at:  <a href="http://www.broward.k12.fl.us/schoolimprove">www.broward.k12.fl.us/schoolimprove</a>				
Principal views New Waiver Process Podcast (available 1/4/12)		Sign-in to view podcast; record of viewers verified		
SAC discusses need for waiver and develops waiver request using online waiver template.	No	SAC members sign-in Sheet (use sign-in sheet provided with online SAC Composition Form)		
Contact Research Services Dept. to review rationale and evaluation plan.		Sign-in sheet for guests at meeting (use sign-in sheet provided with online SAC Composition Form)		
		Document date, time and location of SAC meeting		
		SAC Meeting minutes		

# New Waiver Checklist



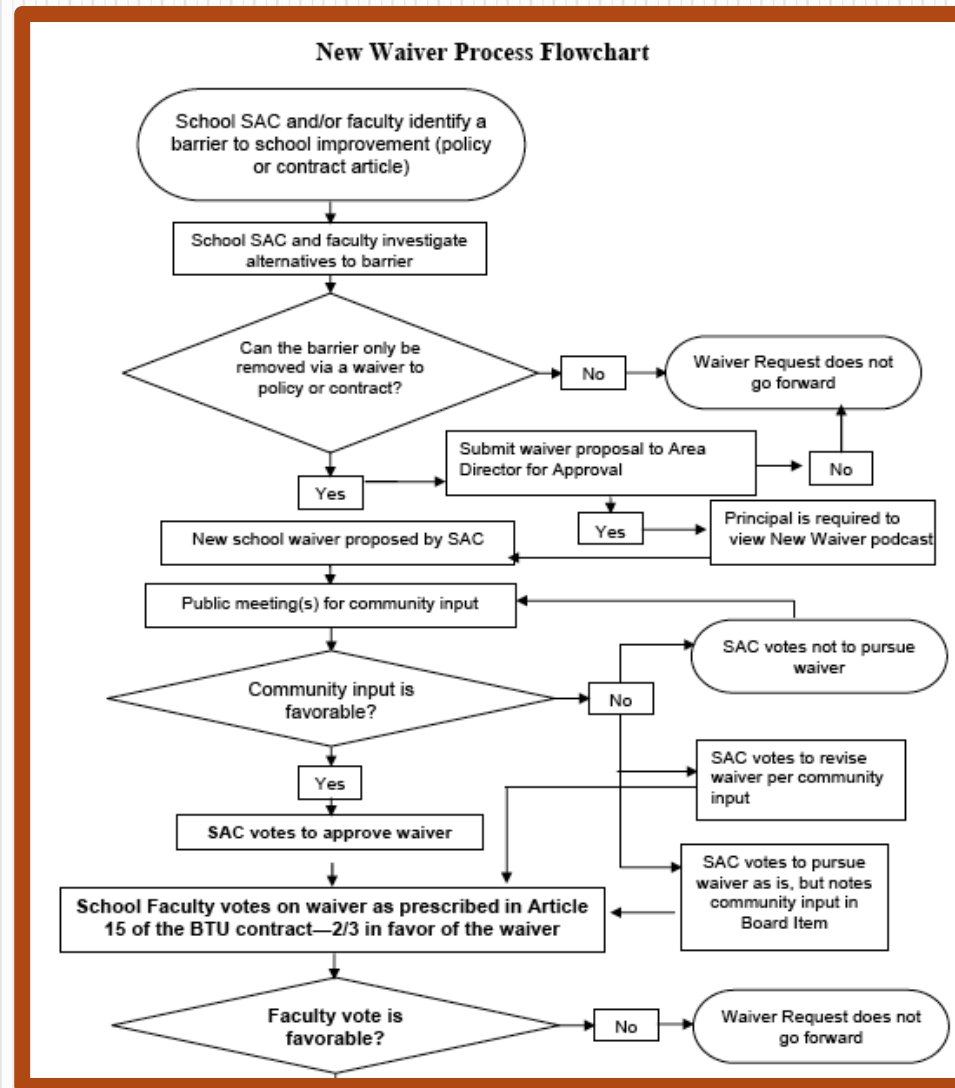
Please attach supporting documentation when submitting checklist



## **Waiver Timeline:** Timeline is based on a schedule for School Board Approval for Waivers in May.

<b>October -</b>	Schools notified of process and directions. School Principals and SAC Chairs currently implementing final year of prior school board approved waiver reminded to follow process for New Waivers in order to renew.
<b>November 14-</b>	Schools submit New Waiver Intent Form to Instructional Facilitator assigned to their Cadre Director
<b>November -</b>	Schools notified of support/non-support to proceed with New Waiver Process
<b>November – February 13</b>	<ul style="list-style-type: none"><li>• New Waiver Podcast can be viewed by Principal, SAC Chair, SAC committee, and other stakeholders: <a href="http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5">http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5</a></li></ul> New Waiver Applications Developed <ul style="list-style-type: none"><li>• Sac Develops New Waiver Request</li><li>• Conduct Community Meeting(s)</li><li>• SAC approves Waiver Request</li><li>• Faculty Votes on Waiver Request</li><li>• Online Waiver Request Forms Completed</li></ul>
<b>February 13</b>	New Waiver Applications submitted to SAC Documentation Upload Center (where SAC Agenda/Minutes are submitted) <ul style="list-style-type: none"><li>• School-based signatures</li><li>• Completed Waiver Checklist</li><li>• SAC Waiver Documentation Form</li><li>• All other required documentation</li></ul>
<b>February 16-27</b>	Office of Service Quality Reviews Waiver Application & Documentation.
<b>March</b>	Schools with pre-approved Waivers not expiring the current year begin the Continuation Waiver process documentation due submitted to the SAC Documentation Upload Center where SAC Agenda/Minutes are submitted) <ul style="list-style-type: none"><li>• Continuation Waiver Podcast: <a href="http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5">http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5</a> can be viewed for schools with prior school board approved waivers currently in years 1,2,3, or 4 of implementation that do not expire this school year.</li><li>• Schools with Continuation Waivers: Review annual data for current waivers</li><li>• Conduct faculty vote to continue or discontinue existing waiver(s)</li><li>• Prepare Continuation Waiver Form with Continuation Waiver Checklist for submission to SAC Documentation Upload Center</li></ul>
<b>March</b>	New Waiver Applications reviewed by District Committee New Waiver Applications reviewed by respective Principal level Cabinet Committees New Waiver Applications reviewed by Chief Officer of School Performance and Accountability.
<b>April</b>	Board Item for New Waiver Applications prepared and presented to District's Agenda Preparation Group (APG) for discussion prior to School Board Meeting
<b>May 8</b>	Continuation Waivers documentation due submitted to the SAC Documentation Upload Center (where SAC Agenda/Minutes are submitted)
<b>May 19</b>	New Waiver Applications submitted to School Board for approval. Schools are notified of School Board Action subsequent to meeting.
<b>May</b>	Renewal of Continuation Waivers Due: <ul style="list-style-type: none"><li>• Schools review annual data for current waivers</li><li>• Conduct faculty vote to continue or discontinue existing waiver(s)</li><li>• Submit Continuation Waiver Form with Continuation Waiver Checklist to Office of Service Quality</li></ul>
<b>May</b>	Schools finalize plans to implement new and continuing waivers for 2015-16 school year.

# Waiver Flowchart



## PUBLIC MEETINGS (POLICY 1403)

- Scheduling and advertising must be done to encourage maximum participation. Examples include notification on website, marquee, Parent Link, flyers, and school newsletters. You will provide evidence of your efforts.
- May be scheduled before or after a SAC, SAF, PTA meeting or school event, ***but must be a separate meeting with its own agenda.***
- The sole purpose of the meeting must be to review specific waivers previously announced to the school's stakeholders.
- Principal and SAC Chair (or SAC designee) must attend.

# The community speaks! Then what?



SAC has the option to:

1. approve the waiver request as originally written
2. revise it per community input
3. vote not to pursue the waiver



If the SAC votes to pursue the waiver despite negative input from the community, this feedback will be presented to the School Board when the waiver is submitted for approval

# THE FACULTY VOTE

## *BTU Contract Article 5*

- Waiver is presented (*in writing*) to the faculty at least 3 days prior to voting
- Secret ballot vote at school site requires minimum 66  $\frac{2}{3}$  percent support by bargaining unit members
- BTU steward, SAC Chair, and Principal must sign waiver request

# WAIVER DOCUMENTATION

## SAC MEETING 1: Initial Discussion of Waiver

Minutes from SAC meeting to discuss waiver	Document date, time and location of SAC meeting in submitted minutes	SAC meeting Sign-in Sheets to reflect SAC members (see composition form) and guests	Copy of SAC meeting agenda
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## COMMUNITY MEETING

Copy of all methods used to advertise community meeting. Include date of notice	Document date, time and location of community meeting	Sign-in Sheets from community meeting including role of each person (i.e. SAC Chair, principal, parent)	Minutes that reflect waiver discussion and community input
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## SAC MEETING 2

Copy of flyer or other method of advertising meeting (include date of notice)	Document date, time and location of SAC meeting in submitted minutes	SAC meeting Sign-in Sheets to reflect SAC members (see composition form) and guests	Copy of SAC meeting agenda and minutes
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*Continued* →

# WAIVER DOCUMENTATION

## THE VOTE

Date, time, and location of faculty meeting held to present waiver (at least three days prior to vote)	Sign-in sheet showing faculty members that voted-- use list of eligible voters and have faculty initial by name	Results of vote showing percent of faculty voting for and against waiver	★ 66 2/3 % of eligible voters must vote “yes” to approve waiver request ★Eligible voters who do not vote count as a “NO”
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## MISCELLANEOUS

Evidence of principal's participation in New Waiver Podcast	Completed waiver with signature of BTU Steward, SAC Chair, and Principal	Baseline data and evidence supporting the need for the waiver	
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# SAC Documentation Form



Form must be  
completed to reflect  
Community & SAC  
meetings

## School Advisory Council (SAC) Documentation for Waiver Requests

Submit this form with the Waiver Request to document SAC and community involvement in the development of the SIP.

School Name: \_\_\_\_\_

1) State the waiver being requested: \_\_\_\_\_

2) This waiver proposal was presented to the community stakeholders of the local school community at meetings on:

How and when was meeting advertised?		Date, time and location of Community Meeting(s)		
<i>How was each meeting advertised?</i>	<i>Date of notice</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>

- 3) Attach a copy of the sign-in sheet showing the Principal and SAC Chair (or designee) in attendance for each of the public/community meetings.
- 4) Attach a copy of the sign-in sheet showing Community members in attendance at the public/community meetings.
- 5) Attach the minutes for each of the public/community meetings as well as the SAC meetings when the waiver was discussed.



# Waiver Applications and Documentation

**All materials need to be scanned and uploaded as a single document to the Office of Service Quality by date indicated on timeline.**

**Use this link to upload document:**

**[http://www.broward.k12.fl.us/ospa/sac\\_login.asp](http://www.broward.k12.fl.us/ospa/sac_login.asp)**

# Office of Service Quality

Veda Hudge, Director 754-321-3850

<http://www.broward.k12.fl.us/schoolimprove/>