

BSI Amendment Request Guide - UniSIG

Purpose

The purpose of this guide is for a district to prepare an approvable UniSIG amendment. All requested program and budget amendments must receive prior approval from the Bureau of School Improvement (BSI). Amendment requests must be tied to an Area of Focus in the School Improvement Plan. All requested amendment items must supplement the current Scope of Work that demonstrates effectiveness and must impact student achievement. The BSI team is available via email at bsi@fldoe.org or phone at (850)245-0900 to discuss proposed amendments.

Amendment Process

All amendments require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151) using the following protocol:

1. The district will email a draft of the DOE 150/151 forms to the BSI at bsi@fldoe.org.
 - If the request is for multiple schools, break down and subtotal requests by school site on the DOE 150/151.
2. BSI will review the proposed amendment to determine that it meets the Reasonable, Allowable, and Necessary criteria and does not change the original Scope of Work.
3. If BSI has clarifying questions, the district will respond within 30 days or the request will be void.
4. Once notified by BSI to proceed, the district will finalize the DOE 150/151 and obtain the superintendent's signature.
5. The district will mail the original signed copy of the DOE 150/151 to the Office of Grants Management (OGM) at the Department. OGM may require additional information prior to final approval.

Part I: Scope of Work and Allowable Expenditures

All requested amendment items must supplement the current Scope of Work that demonstrates effectiveness and must impact student achievement. Amendment requests must also meet the Reasonable, Allowable, and Necessary criteria.

Part II: Supplemental Supplies

Supplemental Supplies include several subcategories such as technology, textbooks, and consumables. Each of these subcategories should receive its own budget line and narrative support. UniSIG supplies shall be supplemental and not supplant a district initiative. Office supplies shall not exceed 5% of your overall UniSIG allocation. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide the rationale/data that supports how the supplies will impact student achievement.
2. What are the quantities and cost per unit?
3. Which students will be using the supplies and how will they be used?
4. If requesting textbooks, explain how they are supplemental to your core curriculum.
5. If requesting technology, explain how it is supplemental to your Digital Classrooms Allocation.

Part III: Contracted Services and Professional Learning

Contracted services must not exceed \$3,000 per day in total cost. Dividing the cost, if above \$3,000, between funding sources is not allowable. At a minimum, provide answers to the following statements/questions within the narrative.

1. Has the school or district worked with this provider before? How was the prior service funded?
2. Provide the proposed contract. The contract must include the start and end date, the number of days/hours, and the proposed services with a detailed cost breakdown of each service.
3. Provide the qualifications of the provider including experience, evidence of effectiveness, and impact on student achievement.
4. Provide the number of participants and their roles (teachers, coaches, and school administration). Provide the details of participation, the cycle of learning, and how it is embedded into professional development.
5. Provide information if substitutes will be necessary to cover instructional time in the classroom. Requesting substitutes shall be limited due to the concern of students missing valuable instructional time.

Part IV: Personnel

Each position shall be new to the school unless previously funded through UniSIG. The requested position(s) shall supplement an Areas of Focus. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide a job description and qualifications for the requested position(s).
2. Provide the estimated start/end date, the number of hours/days worked per week, and the hourly rate.
3. What is the timeline(s) to ensure that position(s) will be filled in a timely manner?
4. What is the contingency plan if the position(s) are vacant past the proposed timeline?

Part V: Recruitment, Retention, and Reward Incentives

Incentive pay shall be based on measurable objectives and should demonstrate that Highly Effective and Effective state VAM teachers are being recruited, retained, and rewarded for being at a DA school. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide a Memorandum of Understanding with the criteria to earn the recruitment, retention, and reward funds.
2. Provide the payment schedule and stipulations (if any) to receive the incentive pay.
3. What system will be used to determine effectiveness of non-state VAM personnel? Provide a teacher breakdown of non-state VAM personnel using the proposed system.
4. Is there other incentive pay being offered? If yes, provide the details.
5. What is the contingency plan if incentive pay is not awarded?