



## What is the School Choice Enhancement Program (SCEP)?

The SMART Program, under the direction of the School Board of Broward County, FL (the District) and Superintendent Robert W. Runcie, has allocated \$100,000 towards School Choice Enhancement capital-related projects at each District school. This \$100,000 in funding is intended to be used to improve the condition of instructional spaces and/or educational environments.

The SCEP initiatives have been met with great enthusiasm during the first four years. Planning, implementation, and completion of projects have been carried out efficiently, and a broad range of these choices are already enhancing student experiences at various schools. To see individual

SMART Program Project Status Reports and scheduling information, please visit: [browardschools.com/smartfutures](http://browardschools.com/smartfutures).

"We are so thankful for the School Choice Enhancement Program funding. We put it to good use with new media center furniture and other improvements. The students are already taking full advantage."

Errol Evans, Principal, Attucks Middle School



## How It Works:

SCEP projects are chosen under the direction of the principal, and in a collaborative effort with the **School Advisory Council (SAC)**, school staff; and the school community through voting. There are some qualifiers to be considered:

- Projects must be "capital eligible," which means the improvements are made to the physical building and/or instructional environments.
- The improvements must have a life cycle greater than five years. For example, consumable items, such as art supplies, would not qualify; however, improvements to the art labs and/or computer labs would be eligible.
- All items purchased under SCEP must be inventoried and inspected by the school upon delivery.

# SCHOOL CHOICE ENHANCEMENT PROGRAM

## STEP-BY-STEP PROCESS FOR 2018-2019 PROJECTS

### STEP 1 Planning/ Design

- A. On behalf of the District, CBRE | Heery's **Project Manager visits each school to review existing conditions** with school leadership and the **School Advisory Council (SAC)**. The **Project Manager works with the SAC** to assist in **narrowing down project options**, based on budget, preliminary cost estimates and priority.
- B. The **SAC narrows the list down to two options, each containing one (1) or more items in priority order.**
- C. The **Project Manager evaluates and confirms that scope and budget** are in compliance with District guidelines.
- D. Once confirmation is received, the **school begins the voting process** within the school community.\*

*\* Until final costs are determined, selected items are subject to change in order to stay within budget.*

### STEP 2 Implement Improvements

The **Project Manager** reevaluates the budget and scope for the selected option and begins the procurement process. Subject to the limits of the \$100K budget at each school, the items in the selected option are then implemented and/or delivered to the school in prioritized order.

### STEP 3 Improvements Complete

The **School Community** can enjoy the new improvements once all materials are delivered and installed.

**STAY INFORMED** ABOUT THE SMART INITIATIVE BY VISITING  
[browardschools.com/Smartfutures](http://browardschools.com/Smartfutures)

# WHO MAKES THE FINAL DECISION ON EACH SCHOOL PROJECT?

## SCEP VOTING PROCESS (STEP "C" IN THE PLANNING/DESIGN PHASE)




Once the SAC has approved two options, those projects are presented to the school community and school staff for a final selection by way of a vote.

### Detailed Guidelines:

- **Voters include** parents/guardians (one ballot for each student), registered volunteers and school staff that are not parents. Sample ballot below.
- **Ballots should have a tracking mechanism** such as student, staff or volunteers names, or a numbering system with a tracking list that matches the ballot number to a name.
- **Schools can use either a paper ballot or an electronic system.** Prior to sending ballots home with students and making ballots available to volunteers and school staff, the school administration will need to provide notice to all potential voters via:
  - Robocall or email to parents/guardians informing them that ballots are being sent home or provided electronically.
  - Information on the two options is provided by flyer and/or posted on the school's website.
- **Ballots should be returned to the school office** and/or collected by classroom teachers from students for a period of no less than one week.
- **Voting is by basic majority**
- **The school's administration will distribute, collect and tally the votes to determine the final choice.** The school forwards the results to the CBRE | Heery Project Manager for the SCEP with a copy of the ballot used for voting. The school retains the ballots for its records and/or for auditing purposes.
- **All records pertaining to the SCEP process** such as meeting minutes, community outreach and voting results must be documented and kept on record by the principal and/or designated staff.

### SAMPLE BALLOT



**NAME or BALLOT NUMBER:**    Insert Here

**SCHOOL CHOICE ENHANCEMENT BALLOT**  
THIS VOTE IS TO DETERMINE THE SCHOOL CHOICE ENHANCEMENT PROJECTS THAT WILL BE COMPLETED USING THE \$100,000 GENERAL OBLIGATION BOND FUNDING

**INSTRUCTIONS FOR VOTING**  
 1- Parents will have one vote per student that attends the school named below.  
 2- Each Volunteer and Staff member will have one vote.  
 3- Please **CIRCLE** the choice of projects listed below that you would like to see at the school.  
 Circle **OPTION 1** or **OPTION 2**  
 4- Ballots need to be returned to the school by end of day on:    XX/XX/XXXX

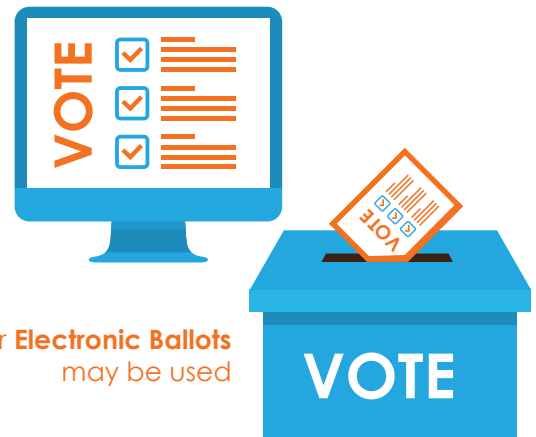
**SCHOOL NAME** \_\_\_\_\_

**OPTION 1**  

Item 1: TECHNOLOGY: LAPTOPS, RECORDER, ETC.	\$85,000
Item 2: RUGS FOR CLASSROOMS	\$8,000
Item 3: STUDENT CHAIRS	\$5,000
Item 4: EASELS	\$2,000
<b>TOTAL:</b>	<b>\$100,000</b>

**OPTION 2**  

Item 1: TECHNOLOGY: LAPTOPS, RECORDER, ETC.	\$85,000
Item 2: TELEVISION	\$6,000
Item 3: BULLETIN BOARDS	\$2,000
Item 4: ART TABLES	\$7,000
<b>TOTAL:</b>	<b>\$100,000</b>



**Paper or Electronic Ballots**  
may be used

**The two options cannot be exactly the same. The dollar value of items listed in Options 1 and 2 must have a minimum variance of \$15,000.**



## POPULAR CHOICES FOR THE School Choice Enhancement Program



Student Laptops



Welcome Center Renovation



Sound System Upgrades



Golf Carts



Televisions for Classrooms



Playground Upgrades



Media Center Improvements



Projectors



Indoor Furniture



### SELECTION OPTIONS

A school can select a capital eligible project valued at \$100,000 or less to address its unfunded needs.

#### Technology:

- Student/Teacher Laptops
- Document Cameras
- ID Machines
- Earthwalk carts
- Projectors
- Poster Makers

#### Playground Upgrades

#### Marquee Sign

#### Televisions for Classrooms

#### Listening Centers

#### Two-Way Radios

#### Sound System Upgrades

#### Portable PA Systems

#### Indoor furniture:

- Chairs/Desks
- Cafeteria Tables
- Office Renovation
- Welcome Center Renovation

#### Stage curtains

#### Outdoor Furniture:

- Picnic tables
- Trash receptacles

#### Golf Carts

#### Portable Scoreboards

#### Bulletin Boards/directory boards

#### Media Center Furniture