



# 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 your School Improvement Instructional Facilitator, **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/Page/35407>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone scanned documents or photos of documents <u>will not</u> be accepted.)	Completed	*Emailed (no later than 1 week after action)
August - January	<b>1. Continuation Waiver Data Collection</b> 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	<b>2. School Advisory Council (SAC) Evaluation of Waiver Data and Ballot Review</b>  SAC evaluates the effectiveness of the waiver per the data and reviews the continuation waiver ballot for the faculty vote.  <b>Note:</b> SAC <u>does not</u> vote for the continuation of the waiver. It has already been approved by the Board for 5 years.  <b>**Advertise</b> meeting <u>to all stakeholders at least three (3) full business/workdays prior</u> to the meeting.	<b>Meeting Advertisement w/Agenda</b> <ul style="list-style-type: none"> <li>At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.)</li> <li>Must include <b>agenda</b>, date, time and location of meeting</li> </ul>		
		<b>Agenda</b> <ul style="list-style-type: none"> <li>"Continuation Waiver Ballot" is shown as a topic</li> </ul>		
		<b>Minutes</b> <ul style="list-style-type: none"> <li>Must reflect discussion of continuation waiver, supporting evaluation data and a review of the continuation waiver ballot</li> </ul>		
		<b>Sign-In Sheets</b> <ul style="list-style-type: none"> <li>For SAC members and guests</li> </ul>		
February - March	<b>3. Faculty Vote</b>  The process for conducting the faculty vote is detailed in <a href="#">Article 15 of the BTU Contract</a> .  <b>**Advertise faculty vote in written form to all faculty members at least three (3) full business/workdays prior</b> to voting.  <b>Note:</b> If the faculty votes to discontinue the waiver, this process must be followed to the end.	<b>Written Advertisement to Faculty</b> (via email, posted notice, etc.) <ul style="list-style-type: none"> <li>Must include purpose of vote (e.g., voting to continue waiver), <b>copy of Continuation Waiver Ballot</b>, date, time, and location of the vote</li> </ul>		
		<b>2023-2024 Faculty Roster of Eligible Voters</b> <ul style="list-style-type: none"> <li>All faculty members that vote <b>must sign next to their names on the faculty roster (only signatures will be accepted)</b>.</li> </ul>		
		<b>Continuation Waiver Faculty Ballot</b> <ul style="list-style-type: none"> <li>A copy of the Continuation Waiver ballot</li> </ul>		
February - March	<b>4. Faculty Vote Results</b>  Waivers <u>must be approved</u> by two-thirds (66 2/3%) of all faculty members or two-thirds (66 2/3%) of all affected departments and/or grade levels.	<b>Faculty Waiver Vote Summary Sheet</b> <ul style="list-style-type: none"> <li>Each section of the form (posted on our website) must be completed and must have all the required signatures.</li> </ul>		
April	<b>5. Continuation Waiver Application – Update in BCPS Central</b>  Follow the directions in the <i>Continuation Waiver SIP Bite</i> resource to <b>update your original waiver application (do not initiate a new waiver application)</b> .	<b>Continuation Waiver Application</b> <ul style="list-style-type: none"> <li>Complete the application, download it and <b>email</b> a copy <b>by Friday, April 11, 2025</b>.</li> <li><b>If the faculty voted to <u>discontinue</u> the waiver</b>, complete that additional section of the application (PSD – section XIV and Other Waivers – section XI).</li> </ul>		
January - April	<b>6. Waiver Feedback</b>	No Documents Required - Schools will receive feedback related to the continuation application and supporting documentation as it is submitted via email following each action.		