



Continuation Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

SBBC Policy 1403: 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-Bites 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 your School Improvement Instructional Facilitator, **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 Review of Continuation Waiver Faculty Ballot (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 written notice 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 (50% plus 1 of the total SAC members) must be physically present at the meeting for voting to take place. SAC must review the evaluation data and review the continuation waiver ballot for the upcoming faculty vote. The <u>minutes must reflect</u> the discussion of the data and the review of the continuation waiver ballot. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office. <p>Note: SAC does not vote for the continuation of the waiver. It has already been approved by the Board for 5 years.</p>
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) EP Contract. The continuation waiver with evaluation data and the ballot must be presented to the faculty <u>in writing</u> at least three (3) full business/workdays before the secret ballot vote is conducted. 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 must 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. ★ Advertise 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 <i>Faculty Waiver Vote Summary Sheet</i>. The number of faculty votes and signatures must match.



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April	<p>5. Update Continuation Waiver Application</p> <ul style="list-style-type: none">• If a school's faculty votes to discontinue the waiver, the results of the vote, evaluation data and reason for discontinuation must be recorded in the original application online in BCPS Central.• If a school's faculty approves the waiver for another year, the original application must be updated in the waiver database in BCPS Central.<ul style="list-style-type: none">○ To complete the application, follow the directions in the <i>SIP Bites - Continuation Waivers</i> resource on the School Improvement Website under the Waivers tab.• In the original continuation waiver application:<ul style="list-style-type: none">○ For PSD Waivers complete sections VI, XII and XIV.○ For Other Waivers (Exam Exemption, Early Release, etc.) complete sections IV, X and XI.• Upon completion, download the updated application, scan it as a PDF document and *email it to the School Improvement Office by Friday, April 11, 2025.
January - April	<p>6. Waiver Feedback – Schools will receive feedback via email related to the continuation waiver application and supporting documentation submitted following each action.</p>