



# New Waiver Process Checklist

## Kelli S. Blackburn, School Improvement Coordinator

**Directions:** Upon completion of each action below, \*email all required documents as PDFs to the School Improvement Coordinator, Kelli Blackburn and Jamillah Shakir, no later than one (1) week after each action below. Refer to the *New Waiver Process and Procedures* document for specific information related to this checklist on our website at <https://www.browardschools.com/Page/35407>.

Timeline	Action (Must happen in the order presented)	Required Documents (Cell phone photos of documents will <u>not</u> be accepted)	Completed	*Emailed (No later than 1 week after action)
August - September	<b>1. New Waiver Baseline Data</b> Schools should collect baseline data for all affected departments and/or grade levels to support a need for the waiver.	No Documents Required – Present baseline data during SAC meeting (#2 below)		
September - October	<b>2. School Advisory Council (SAC) Meeting</b> Baseline data must be reviewed by the SAC in a meeting to discuss the need for a waiver.  <b>Advertise</b> meeting to all stakeholders at least three (3) full business/work days prior to the meeting.  <b>NOTE:</b> Submit Required Documents for this SAC meeting when submitting the Community Meeting documents in step 4.	<b>Meeting Advertisement w/Agenda</b> • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include <b>agenda</b> , date, time and location of meeting		See Note
		<b>Agenda</b> • "New Waiver" is listed as a topic		See Note
		<b>Minutes</b> • Must reflect the discussion of new waiver request and supporting baseline data		See Note
		<b>Sign-In Sheets</b> • For SAC members and guests from BCPS Central only		See Note
November	<b>3. New Waiver Intent to Apply Form</b> Complete and *email the form by the deadline.	<b>New Waiver Intent to Apply Form</b> • Email completed form <b>by Friday, November 1, 2024</b> .		
	<b>3a. District Response</b>	No Documents Required - Schools will receive notification of status.		
November - January	<b>4. Community Meeting</b> Schedule and advertise an open community meeting for the sole purpose of reviewing the new waiver request. (This is not a SAC or SAF meeting.) Policy requires at least one community meeting to be scheduled. The Principal & SAC Chair must attend.  <b>Advertise</b> meeting to all stakeholders at least three (3) full business/work days prior to the meeting.	<b>Meeting Advertisement w/Agenda</b> • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include <b>agenda</b> , date, time and location of meeting		
		<b>Agenda</b> • "New Waiver" is listed as a topic		
		<b>Minutes</b> • Must reflect the community's feedback		
		<b>Sign-In Sheets</b> • For all attendees		
December - January	<b>5. School Advisory Council (SAC) Meeting</b> <b>SAC votes</b> on the need for a new waiver and creates the faculty new waiver ballot.  Any matter scheduled to come before the SAC for a vote <b>requires at least three (3) full business/work days advanced written notice</b> to all SAC members.  <b>Advertise</b> meeting to all stakeholders at least three (3) full business/work days prior to the meeting.	<b>Meeting Advertisement w/Agenda</b> • At least 2 forms of advertisement (School website, newsletter, email, marquee, Parent Link, etc.) • Must include <b>agenda</b> , date, time and location of meeting		
		<b>Agenda</b> • "New Waiver Vote" is listed as a topic		
		<b>Minutes</b> • Must reflect the discussion and SAC's vote (include the motion, names of motion makers, the number of Yea and Nay votes and outcome of the vote)		
		<b>Sign-In Sheets</b> • For SAC members and guests from BCPS Central only		

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Timeline	Action (Must happen in the order presented)	Required Documents (*Email all documents upon completion of each action)	Completed	*Emailed (no later than 1 week after action)
December - January	<b>6. Faculty Vote</b> The process for conducting the faculty vote is detailed in <a href="#">Article 15 of the BTU Educational Professional Contract</a> .  <b>Advertise</b> the date, time and location of the vote in written form to all faculty members at least three (3) full business/work days prior to voting.	<b>Written Advertisement to Faculty</b> (via email, posted notice, etc.) <ul style="list-style-type: none"> <li>Must include purpose of vote, <b>copy of New Waiver Ballot</b>, date, time and location of the vote</li> </ul>		
		<b>2024-2025 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>New Waiver Faculty Ballot</b> <ul style="list-style-type: none"> <li>A copy of New Waiver ballot</li> </ul>		
	<b>7. 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 or grade levels.	<b>Faculty Waiver Vote Summary Sheet</b> <ul style="list-style-type: none"> <li>Each section of the form must be completed and have all required signatures.</li> </ul>		
	<b>8. Community Endorsement Meeting -</b> After the faculty vote is conducted, the waiver request must be reviewed and endorsed by the community at an advertised open meeting. The Principal & SAC Chair must attend.	<b>Meeting Advertisement w/Agenda</b> <ul style="list-style-type: none"> <li><b>At least 2 forms of advertisement</b> (School website, newsletter, email, marquee, Parent Link, etc.)</li> <li>Must include <b>agenda</b>, date, time and location of meeting</li> </ul>		
	<b>Advertise</b> the meeting to all stakeholders at least three (3) full business/work days prior to the meeting.	<b>Agenda</b> <ul style="list-style-type: none"> <li>"New Waiver Request" is listed as a topic</li> </ul> <b>Minutes</b> <ul style="list-style-type: none"> <li>Must reflect the community's feedback</li> </ul> <b>Sign-In Sheets</b> <ul style="list-style-type: none"> <li>For all attendees</li> </ul>		
January	<b>9. New Waiver Application</b> A copy of the completed application must be *emailed by the January deadline.	<b>New Waiver Application</b> <ul style="list-style-type: none"> <li>Download and <b>*email</b> a copy of the completed New Waiver Application with required staff signatures <b>by Friday, January 31, 2025</b>.</li> </ul>		
February	<b>10. Waiver Review Panel</b> The new waiver application and documentation will be reviewed by the district.	*No Documents Required – Schools will receive notification of status.		
March - April	<b>12. School Board Approval</b> The School Improvement Office will submit New Waiver applications to the School Board for approval. Waivers may be approved for up to five years.			