



New Waiver Process and Procedures

Kelli S. Blackburn, School Improvement Coordinator

Florida Statute 1001.42 and SBBC Policy 1403 provide opportunities for schools to waive District policy, approved School Board guidelines and contract items that may create barriers to successful implementation of the School Improvement Plan (SIP) objectives.

Use this document, along with the *New Waiver Process Checklist* and the *New Waiver Application* SIP Bite to ensure a successful process. All guidance documents are available on the [School Improvement Website](#). *Email all required documents as PDFs to Kelli Blackburn, School Improvement Coordinator and Jamillah Shakir, **no later than one (1) week** after each SAC/Community meeting or faculty vote.

Note: For items below with a blue star (★), refer to with the *New Waiver Process Checklist* for detailed instructions.

Month	New Waiver Process and Procedures
August - October	1. New Waiver Baseline Data <ul style="list-style-type: none"> Collect baseline data for the new waiver request for all affected departments, subject areas and/or grade levels. Present baseline data to the School Advisory Council (SAC) and faculty.
	2. School Advisory Council (SAC) Meeting (Agenda must include "New Waiver" as a topic.) <ul style="list-style-type: none"> New waiver requests must be initiated and discussed by the SAC at a regularly scheduled meeting. All waivers must be cost neutral and cannot waive State Statute. Present baseline data and complete the New Waiver Intent to Apply Form. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
November	3. New Waiver Intent to Apply Form (https://www.browardschools.com/Page/35407) <ul style="list-style-type: none"> Download, complete and email the <i>New Waiver Intent to Apply Form</i> by November 1, 2024. Upon review, the Intent to Apply will be returned to the school with the signature of the school improvement coordinator, along with a decision indicating if the waiver request is supported to continue with the process. If the new waiver is supported to continue, the school will receive a New Waiver Checklist, which maps out the school's new waiver process. Complete and email the checklist to the School Improvement Office per the directions on the form.
November - December	4. Community Meeting to Discuss the New Waiver Request <ul style="list-style-type: none"> Policy requires at least one advertised open community meeting to be scheduled before the faculty vote for the sole purpose of presenting the waiver. The principal and SAC Chair/Co-Chairs must attend. This should not be a SAC or SAF meeting. Community feedback should be charted at the meeting, recorded in the minutes and shared at the next SAC meeting. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.
December - January	5. School Advisory Council (SAC) Meeting (Agenda includes "New Waiver Vote" 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/work days 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 (51% plus 1 of the total SAC members) must be physically present at the meeting for voting to take place. Must be a Roll Call vote The community meeting input is presented. Upon discussion, SAC has the option to approve the waiver request as originally written, revise it per community input or vote not to pursue the waiver. The new waiver SAC vote must be reflected in the minutes, which should include: <ul style="list-style-type: none"> A brief description of the discussion, the motions (1st & 2nd), names of motion makers, the number of Yea and Nay votes and the outcome of the vote. If SAC votes to go forward with the new waiver, a ballot for the faculty vote must also be created/approved. ★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.

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January	<p>6. Faculty Vote</p> <ul style="list-style-type: none"> • If the School Advisory Council votes to bring the new waiver forward, the waiver information and ballot is presented to the faculty for their vote. • The process for conducting the faculty vote by secret ballot is detailed in Article 15 of the Broward Teachers Union (BTU) Contract. <ul style="list-style-type: none"> ○ The new waiver with baseline data and the ballot must be presented to the faculty in writing not less than three (3) full business/work days before the secret ballot vote is conducted. ○ The faculty vote should be conducted through secret ballot by the BTU Steward. ○ A current faculty roster for the school year should be used to identify eligible voters affected by the new waiver. ○ All faculty members affected by the new 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/work day after the election, may procure an absentee ballot at the school, fill it out and turn it in to BTU Steward. <p>★ Advertise the faculty vote, include the data and ballot, have voters physically present to vote and sign the faculty roster and email all meeting documents to the School Improvement Office no later than 1 week after the meeting.</p> <p>7. Faculty Vote Results</p> <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, subject areas and/or grade levels. <p>★ Once the results are tabulated, complete the <i>Faculty Waiver Vote Summary Sheet</i>.</p> <p>8. Community Endorsement Meeting</p> <ul style="list-style-type: none"> • After the faculty vote is conducted, the new waiver results must be reviewed and endorsed by the community at an advertised open meeting for the sole purpose of presenting the waiver. This should not be a SAC or SAF meeting. • The school must discuss the outcome of the new waiver request and faculty vote with the community. <p>★ Advertise the meeting, record minutes, take attendance and email all meeting documents to the School Improvement Office.</p> <p>9. New Waiver Application</p> <ul style="list-style-type: none"> • Once a school's faculty approves a waiver, the <i>New Waiver Application</i> must be completed in the waiver database in BCPS Central. <ul style="list-style-type: none"> ○ To complete the application, follow the directions in the New Waiver Application SIP Bite on the School Improvement Website under the Waivers tab. • Download the completed application and obtain the required signatures. Email it as a PDF to the School Improvement Office by Friday, January 31, 2025.
February	<p>10. Waiver Review Panel</p> <ul style="list-style-type: none"> • The submitted new waiver application and supporting documentation will be reviewed by the district. Schools will receive feedback.
March – April	<p>11. School Board Approval</p> <ul style="list-style-type: none"> • The School Improvement Office will submit the New Waiver Applications to the School Board for approval. • Waivers may be approved for up to five years.