## CHECKLIST FOR CONTINUATION OF EXISTING WAIVERS

ACTION PLAN	DOCUMENTATION PROCESS	SUBMITTED	NOT SUBMITTED
Collect evaluation data for existing waiver	• Create a document or power point of data results for a presentation to SAC.		
Present evaluation data for waiver to SAC	<ul><li>SAC meeting minutes</li><li>SAC dated, sign-in sheet</li></ul>		
Present waiver with evaluation data to faculty at least 3 days prior to conducting off	• Dated, sign-in sheet for faculty meeting or documentation that waiver/evaluation data was shared with the faculty (i.e., copy of email or posting on CAB Conference)		
<ul> <li>Follow the procedures set forth in the Article 15 of the BTU contract for conducting the faculty vote</li> <li>Announce date for faculty vote not less than 24 hours prior to election day</li> <li>Conduct faculty vote through a secret ballot Conducted by a bargaining unit representative who shall be responsible for securing ballots during voting</li> <li>Principal and BTU representative shall be official observers of election and ballot counting</li> </ul>	<ul> <li>Dated, sign-in sheet showing faculty members that voted-use list of eligible voters and have faculty initial by name.</li> <li>Document results of vote, showing percent of faculty voting for and against the continuation of the waiver (66 2/3 of eligible voters must vote "yes" to approve waiver request).</li> <li>Change status of waiver from "New" to "Continued" or "Discontinued" depending on the results of the faculty vote</li> <li>If the waiver is discontinued, provide reason for discontinuation of waiver</li> </ul>		
• Update waiver information on-line waiver page at: <u>http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5</u>	• Waiver results must be documented for each year of the waiver. Data must be aligned to the waiver and be consistent from year to year		