



Continuation Waiver Process and Procedures

Kelli Blackburn, School Improvement Coordinator

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 approval vote.

Month	Continuation Waiver Processes and Procedures
August - January	<p>1. Waiver Data Collection</p> <ul style="list-style-type: none"> The school must collect appropriate data to evaluate the effectiveness of the waiver and present this data to the School Advisory Council (SAC) and the school's faculty for use in determining whether to vote to continue the waiver.
January - February	<p>2. School Advisory Council (SAC) Evaluation of Data</p> <ul style="list-style-type: none"> SAC must approve the ballot for the waiver continuation. Documentation of approval must be reflected in the SAC agenda and meeting minutes. Present data to SAC to evaluate the effectiveness of the waiver.
February - March	<p>3. Faculty Vote</p> <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) Contract. The waiver with evaluation data is presented to the faculty at least 3 workdays prior to voting. Voting should be conducted by a bargaining unit representative, who shall be chosen by the faculty. Principal and BTU representative shall be official observers of elections and ballot counting. Faculty vote must be done through secret ballot. Absent employees, who return to work no later than one workday after the election may procure an absentee ballot at the school, fill it out at the school and turn it in to the bargaining unit representative, who shall be chosen by the faculty. If a person on your list of eligible voters does not, that vote is counted as a "No" vote. <p>4. Faculty Vote Results</p> <ul style="list-style-type: none"> Waivers must be approved by two-thirds (66 2/3%) of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds of the affected department or grade.
April	<p>5. Update Continuation Waiver Application</p> <ul style="list-style-type: none"> If a school faculty approves the waiver for another year, the original application must be updated in BCPS Central. If a school decides to discontinue the waiver, the results of the vote and reason for discontinuation must be recorded in the original application and updated in BCPS Central.



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April	<p>5. Update Continuation Waiver Application (<i>continued</i>)</p> <ul style="list-style-type: none">• To update the application, click the orange “Waiver Application” button, under the Effective Communication section of the School Improvement Plan. (Refer to SIP Timeline on the School Improvement office website for the exact submission date.)• The updated Continuation Waiver application and required supporting documentation must be uploaded as one PDF document in the SAC Upload Center in BCPS Central.

Waivers are governed by the following legislation:
Policy 1403: School Accountability and Improvement
Policy 1403-A: Procedural Guidelines for School Accountability and Improvement
BTU Article Fifteen: Accountability

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Continuation Waiver Checklist

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*Please refer to the Continuation Waiver Process and Procedures document for specific information.

Month	Action	Required Documents	Completed	Submitted
August - January	1. Waiver Data Collection - Collect evaluation data for existing waiver.	Data Documentation		
January - February	2. School Advisory Council (SAC) Evaluation of Data - Present data to SAC to evaluate the effectiveness of the waiver.	Meeting Advertisement <i>(Include date, time, and location of meeting)</i>		
		Agenda		
		Sign In Sheet		
February - March	3. Faculty Vote - The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract.	Minutes		
		Meeting Advertisement <i>(Include date, time, and location of meeting)</i>		
		Copy of Communication Shared with Faculty (i.e., email, notice posted)		
		Agenda		
		Sign In Sheet of Eligible Voters – Initial or Signature by Name		
February - March	4. Faculty Vote Results - Waivers must be approved by two-thirds (66 2/3%) of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds (66 2/3%) of the affected department or grade.	Voting Results - Showing percent for and against the continuation of the waiver.		
April	5. Update Continuation Waiver Application - The updated Continuation Waiver application and required supporting documentation must be uploaded as one PDF document in the SAC Upload Center in BCPS Central. (Refer to SIP Timeline on the School Improvement office website for the exact submission date.)	Continuation Waiver Application with Required Signatures		
		Supporting Documentation (listed in steps 1-4)		