



# New Waiver Process and Procedures

Kelli Blackburn, School Improvement Coordinator

Florida Statute 1001.42 and SBBC Policy 1403 provide opportunities for schools to waive District policy of contract items that may create barriers to successful implementation of the School Improvement Plan (SIP) objectives. Policy 1403 outlines the requirements for developing a waiver.

Month	New Waiver Processes and Procedures
October	<p><b>1. School Advisory Council (SAC) Discussion</b></p> <ul style="list-style-type: none"> <li>New waiver requests must be initiated by the School Advisory Council (SAC) in a meeting to discuss the need for a waiver and develop the waiver request.</li> <li>All waivers must be cost neutral and cannot waive State Statute.</li> </ul>
November	<p><b>2. New Waiver Intent to Apply</b></p> <ul style="list-style-type: none"> <li>School submits a New Waiver Intent to Apply form by email, to the School Improvement Coordinator. <b>(Refer to SIP Timeline on the School Improvement website for the exact submission date.)</b></li> </ul> <p><b>3. District Response</b></p> <ul style="list-style-type: none"> <li>Schools will be notified of application status.</li> <li>After the review of the New Waiver Intent to Apply form, schools will have the form returned, with the signature of the school improvement coordinator, indicating if the waiver request is supported to continue with the process.</li> </ul>
December - January	<p><b>4. Community Meeting</b></p> <ul style="list-style-type: none"> <li>The school must discuss the waiver request with the community at an advertised open meeting. (This is not a SAC or SAF meeting.)</li> <li>The meeting must be scheduled for the sole purpose of presenting the waiver. The Principal and SAC Chair must attend this meeting. This meeting must be scheduled <b>before</b> the faculty vote.</li> <li>Policy requires at least one community meeting to be scheduled.</li> </ul>
January	<p><b>5. School Advisory Council (SAC) Meeting</b></p> <ul style="list-style-type: none"> <li>Input from the community meeting is presented to the School Advisory Council; the School Advisory Council has the option to approve the waiver request as originally written, revise it per community input, or vote not to pursue the waiver.</li> </ul>
January - February	<p><b>6. Faculty Vote</b></p> <ul style="list-style-type: none"> <li>If the School Advisory Council votes to bring the waiver forward, the waiver is presented to the faculty for their vote. The process for conducting the faculty vote is detailed in <b>Article 15 of the Broward Teachers Union (BTU) Contract</b>.</li> <li>The waiver with evaluation data is presented to the faculty at least 3 workdays prior to voting.</li> <li>Voting should be conducted by a bargaining unit representative, who shall be chosen by the faculty.</li> </ul>

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

Revised 10/19/2022



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January - February	<p><b>6. Faculty Vote (<i>continued</i>)</b></p> <ul style="list-style-type: none"> <li>• Conduct faculty vote through secret ballot.</li> <li>• 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.</li> <li>• If a person on your list of eligible voters does not, that vote is counted as a “No” vote.</li> </ul> <p><b>7. Faculty Vote Results</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Once a school faculty approves a waiver, a New Waiver application must be completed in BCPS Central by the first week in February. To complete the application, click the orange “Waiver Application” button, under the Effective Communication section of the School Improvement Plan.</li> </ul> <p><b>8. Community Endorsement Meeting</b></p> <ul style="list-style-type: none"> <li>• After the faculty vote is conducted, the waiver request must be reviewed and endorsed by the community at an advertised open meeting.</li> </ul> <p><b>9. Completed Waiver Application</b></p> <ul style="list-style-type: none"> <li>• The completed New Waiver application (with all required signatures) and required supporting documentation must be uploaded as <b>one PDF document</b> in the SAC Upload Center in BCPS Central.</li> </ul> <p><b>10. Waiver Review Panel</b></p> <ul style="list-style-type: none"> <li>• The submitted waiver will be reviewed by the district.</li> </ul>
April - May	<p><b>11. School Board Approval</b></p> <ul style="list-style-type: none"> <li>• The School Improvement Office will submit New Waiver Applications to the School Board for approval.</li> <li>• Waivers may be approved for up to five years.</li> </ul>

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# New Waiver Checklist

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

Month	Action	Required Documents	Completed	Submitted
October	<b>1. School Advisory Council (SAC) Discussion</b> - New waiver requests must be initiated by the SAC in a meeting to discuss the need for a waiver and develop the waiver request.	Meeting Advertisement <i>(Include date, time and location of meeting)</i>		
		Agenda		
		Minutes		
		Sign In Sheet		
November	<b>2. New Waiver Intent to Apply</b> - School submits a New Waiver Intent to Apply form by email, to the School Improvement Coordinator.  <b>(Refer to SIP Timeline on the School Improvement website for the exact submission date.)</b>	Intent to Apply Form Submitted		
November	<b>3. District Response</b> - Schools will be notified of application status.	*No Documents Required		
December - January	<b>4. Community Meeting</b> - Schedule and advertise open community meeting to review waiver request. (This is not a SAC or SAF meeting.) Policy requires at least one community meeting to be scheduled.	Meeting Advertisement <i>(Include date, time and location of meeting)</i>		
		Agenda		
		Minutes		
		Sign In Sheet		
January	<b>5. School Advisory Council (SAC) Meeting</b> - SAC meeting is scheduled to vote on waiver request.	Meeting Advertisement <i>(Include date, time and location of meeting)</i>		
		Agenda		
		Sign In Sheet		
		Minutes (Include SAC voting results)		
January - February	<b>6. Faculty Vote</b> - The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract.	Voting Meeting Advertisement <i>(Include date, time and location of meeting)</i>		
		Agenda		
		Sign In Sheet of Eligible Voters – Initial or Signature by Name		
		Copy of Secret Ballot		
January - February	<b>7. Faculty Vote Results</b> - 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.		

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Month	Action	Required Documents	Completed	Submitted
January - February	<b>8. Community Endorsement Meeting</b> - After the vote is conducted, the waiver request must be reviewed and endorsed by the community at an advertised open meeting.	Meeting Advertisement <i>(Include date, time and location of meeting)</i>		
		Agenda		
		Minutes		
		Sign In Sheet		
February	<b>9. Completed Waiver Application</b> - The completed New Waiver application (with all required signatures) and required supporting documentation must be uploaded as <b>one PDF document</b> in the SAC Upload Center in BCPS Central by the first week in February.  <b>(Refer to SIP Timeline on the School Improvement website for the exact submission date.)</b>	New Waiver Application with Required Signatures		
		Supporting Documentation (listed in steps 1-8)		
February	<b>10. Waiver Review Panel</b> - The submitted waiver will be reviewed by the district.	*No Documents Required		
April - May	<b>11. 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.	*Awaiting School Board Approval		