



SIP Bites - New Waiver Application

Kelli Blackburn, School Improvement Coordinator

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2022-23 New Waiver Application in BCPS Central

Due Friday, February 3, 2023

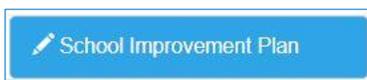
PLEASE NOTE: Only schools that have an approved New Waiver Intent to Apply Form from the School Improvement Office will complete the New Waiver Application.

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, and Article 15 of the Broward Teachers Union (BTU) Contract details the process for conducting the faculty vote.

Schools with an approved New Waiver Intent to Apply Form, will complete the New Waiver Application online in BCPS Central. Save the application and all supporting documents as one PDF file. Email the file to Kelli Blackburn, School Improvement Coordinator, by the deadline noted in the School Improvement timeline. In addition, the waiver application, with original signatures, must be kept on file at the school and made available upon request.

Steps to Complete the New Waiver Application

Step 1: In BCPS Central, click on *School Improvement Plan*.



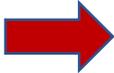
Step 2: Scroll down to the *Effective Communication/SAC Documentation* section and click on *Waivers (On BCPS Central Module)*.



Step 3: Choose *New Waiver* or *New PSD (Professional Study Days) Waiver*.

Step 4: Complete *Section A*.

- Type the *Board Policy/Contract Article*
- Select the *Target Area*
- Select the *Initial Year of Implementation* (2023-2024)
- Select the *District Strategic Plan Alignment* focus (pdf provided)
- Select the *Cognia Key Characteristics* focus (pdf provided)



Step 5: Complete *Section B*. Provide responses to the statements and/or questions for each item. New Waivers complete items I – XII. PSD Waivers complete items I – XIV.

New Waivers Example



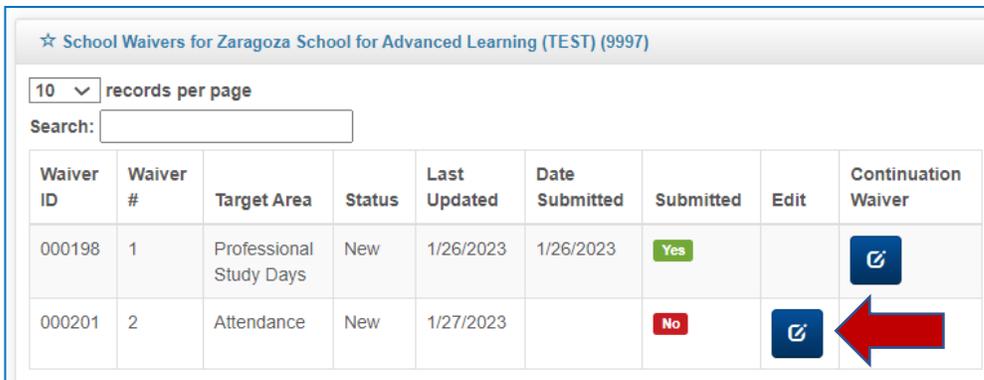
PSD Waivers Example



Step 6: Click the *Save* button in *Section C* upon completion.



Step 7: If your responses are satisfactory and you are ready to submit, click the  *Edit* icon to reopen your application. Scroll down to the bottom of the screen and click the *Submit and Lock* button to submit the waiver application.



Waiver ID	Waiver #	Target Area	Status	Last Updated	Date Submitted	Submitted	Edit	Continuation Waiver
000198	1	Professional Study Days	New	1/26/2023	1/26/2023	Yes		
000201	2	Attendance	New	1/27/2023		No		



Step 8: To print the waiver application, click the  icon under the *Continuation Waiver* column. On the next screen, click the *Print* button to save the application. Save the waiver application and all supporting documents as one PDF file. Email the file to Kelli Blackburn, School Improvement Coordinator, by the deadline noted in the School Improvement timeline (Friday, February 3, 2023).



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000198	1	Professional Study Days	New	1/26/2023	1/26/2023	Yes	



Step 9: The School Improvement Office will submit the New Waiver Application to the School Board for approval. Schools will be notified of waiver status.