

**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)*.

☆ Effective Communicatio	n	
SAC Documentatio	on	
		10

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)

☆ Section A				( <b>A</b> ) ( <b>X</b>
School Name		Board Policy/Contract Article		
Board Approved	ТВА	Years Approved	5 Years	
Target Area	Professional Study Days	Waiver Status	New	``
Initial Year of Implementation	2023 - 2024	District Strategic Plan Alignment     Download PDF	Select One	
Cognia Key Characteristics Download PDF	Select One	~		

**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.

	★ Section B	×
	I. is requesting a waiver for Select Target Area for a period of 5 years. will analyze the data and present them to SAC.	
	II. This waiver proposal was presented, reviewed and endorsed by all stakeholders of the local school community at meetings on:	
New Waivers Example	Community Meeting 1 mm/dd/yyyy	
	Community Meeting 2 mm/dd/yyyy	
	Community Meeting 3 mm/dd/yyyy	
	III. The School Advisory Council voted on the Select Target Area Waiver by 1% 🗸 (minimum of 51%) on mm/dd/yyyy	
	IV. The Faculty voted on the implementation of Select Target Area by [1% 🗸] (minimum of 66 2/3%) on mm/dd/yyyy 🗖, according to the voting guidelines in the Broward Teachers Unic Contract, Article 15.	n
PSD Waivers Example	Section B     Section B	r
	Community Meeting 1: mm/dd/yyyy	
	Community Meeting 2: mm/dd/yyyy	
	Community Meeting 3: mm/dd/yyyy	
	V. The School Advisory Council voted on the Professional Study Days Waiver by 1% v (minimum of 51%) on mm/dd/yyyy	

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

☆ Section C	× ×
Save Submit and Lock Cancel Note: Waiver will be locked when clicking Submit and Lock	

**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.

☆ Schoo 10 ∨ r earch:	l Waivers fo	or Zaragoza Sch r page	ool for Adv	anced Learni	ng (TEST) (9997	7)		
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		Ø
000201	2	Attendance	New	1/27/2023		No	Ø	
Section C Save Subm te: Warver will I	it and Lock Ca be locked when cli	ncel						A X

**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).

Waiver #         Target Area         Status         Last Updated         Date Submitted         Submitted           00198         1         Professional Study Days         New         1/26/2023         1/26/2023         Yes	Continuation Waiver			Search:			l ∨ records per page	
00198 1 Professional Study Days New 1/26/2023 1/26/2023 Yes		Submitted	Date Submitted	Last Updated	Status	Target Area	Waiver #	laiver ID
	Ø	Yes	1/26/2023	1/26/2023	New	Professional Study Days	1	00198

**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.