

# MANDATORY STEPS FOR CONTINUATION OF EXISTING WAIVERS

ACTION	ALL DOCUMENTATION MUST BE PLACED IN SAC UPLOAD CENTER ON THE BCPS SIP	COMPLETED & SUBMITTED	PENDING & NOT SUBMITTED
Collect evaluation data for existing waiver	Enter data Waiver Application form under item V, located at <a href="http://www.broward.k12.fl.us/ospa/DistrictWaiver/">http://www.broward.k12.fl.us/ospa/DistrictWaiver/</a>		
Present evaluation data for waiver	<ul style="list-style-type: none"> <li>• SAC meeting agenda and minutes</li> <li>• SAC dated, sign-in sheet</li> </ul>		
Present waiver with evaluation data to faculty at least 3 days prior to conducting official vote	<ul style="list-style-type: none"> <li>• Dated, sign-in sheet for faculty meeting or documentation that waiver/evaluation data was shared with the faculty (i.e., copy of email, notice posted)</li> </ul>		
<p>Follow the procedures set forth in the Article 15 of the BTU contract for conducting the faculty vote. Waiver must be approved by 66 2/3 percent of the bargaining unit members in the school not just those in attendance at the voting meeting</p> <ul style="list-style-type: none"> <li>• Announce date for faculty vote not less than 3 days prior to election day</li> <li>• Conduct faculty vote through a secret ballot Conducted by a bargaining unit representative who shall be chosen by the faculty</li> <li>• Principal and BTU representative shall be official observers of election and ballot counting</li> </ul>	<ul style="list-style-type: none"> <li>• Dates, 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 all waiver information online Waiver Application at: <a href="http://www.broward.k12.fl.us/ospa/DistrictWaiver/">http://www.broward.k12.fl.us/ospa/DistrictWaiver/</a>	<ul style="list-style-type: none"> <li>• Waiver results must be documented for each year of the waiver and data must be aligned to the waiver and be consistent from year to year</li> </ul>		