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New Waiver Process and Procedures

Florida Statute 1001.42 and SBBC Policy #1403 provide opportunities for schools to waive District policy of contract items that may impede progress of the School Improvement Plan Activities. Policy 1403 outlines the requirements for developing a waiver.

After the school (SAC & Leadership Team) identifies a barrier (in policy or contract) to school improvement and chooses to submit a new waiver:

- School submits a New Waiver Intent to Apply form, in November of current school year, to the School Improvement Coordinator at the Office of Service Quality. (Refer to SIP Timeline on the Office of Service Quality website for the exact submission date.)
- After review by the District Waiver Committee, schools will have the Intent to Apply Waiver Form returned, with the signature of the school improvement coordinator, indicating if the waiver request has been approved.
- The school must discuss the waiver request with the community at an advertised open meeting. The meeting must be a meeting that was scheduled for the sole purpose of presenting the waiver. The principal and SAC Chair must attend this meeting. (December-January)
- 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. (January)
- 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 Article 15 of the BTU Contract. (January-February)
- Waivers must be approved by two-thirds 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.
- Once a school faculty approves a waiver, A New Waiver Application must be completed on the Waiver Application Database (<http://www.broward.k12.fl.us/ospa/DistrictWaiver/>) by the first week in February. (Refer to SIP Timeline on the Office of Service Quality website for the exact submission date.)
- The completed New Waiver Application must be printed and, with all required signatures, submitted to the school improvement coordinator by the first week in February. (Refer to SIP Timeline on the Office of Service Quality website for the exact submission date.)
- The Office of Service Quality, through the Office of School Performance and Accountability, will submit New Waiver Applications to the Board for approval. All waivers must be cost neutral and cannot waive State Statute. Waivers may be approved for up to five years. (April-May)