

# MANDATORY STEPS FOR NEW WAIVERS

ACTION	ALL DOCUMENTATION MUST BE PLACED IN SAC UPLOAD CENTER ON THE BCPS SIP	COMPLETED & SUBMITTED	PENDING & NOT SUBMITTED
SAC discusses need for waiver and develops waiver request using online waiver template.	SAC official sign in sheets (use sign-in sheets provided with online SAC Composition Form), agenda and minutes		
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 at a time and place to encourage attendance.	Copy of flyer(s) or other methods of advertising meeting(s)- include date of notice and sign in sheets		
SAC advertises SAC meeting with item on agenda to vote on waiver request.	Copy of flyer or other method of advertising meeting (include date of notice)		
SAC must vote to endorse waiver as presented to community, revise waiver per community input, or to not pursue the waiver.	Copy of SAC meeting agenda, sign in sheets and minutes		
Present waiver with evaluation data to faculty at least 3 days prior to conducting official vote	Document date, time and location of faculty meeting		
<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> <p>Announce date for faculty vote not less than 24 hours prior to election day</p> <p>Conduct faculty vote through a secret ballot, conducted by a bargaining unit representative, who shall be chosen by the faculty</p> <p>Principal and BTU representative shall be official observers of election and ballot counting</p>	<p>Dates, sign-in sheet showing faculty members that voted-use list of eligible voters and have faculty initial by name</p> <p>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)</p>		
Submit completed Waiver Application to Waiver Applications Program: <a href="http://www.broward.k12.fl.us/ospa/DistrictWaiver/">http://www.broward.k12.fl.us/ospa/DistrictWaiver/</a>	Copy of Waiver Application with school-based signatures		