



OFFICE OF SERVICE QUALITY

SBBC WAIVER PROCESS

WAIVER RULES: FLORIDA STATUTE

Waiver: Florida law requires each district school board to establish a process by which a school can ask for the setting aside of school-district policy, School Board-approved guidelines, or labor contract article for the purpose of school improvement. Waivers may result in permanent policy or contract changes if proven to be effective solutions to identified barriers.



WAIVER RULES: SBBC POLICY 1403

Waiver Requests

The School Board will consider waiver requests submitted by SACs, through the Superintendent, for waivers of School Board policy, School Board-approved guidelines, and provisions of collective bargaining agreements required to implement school improvements.

SAC waiver requests should be related to improved performance and should address Board policies, Board-approved guidelines and labor contracts that create barriers to successful implementation of the SIP objectives.

To be recommended by the Superintendent of Schools to the School Board, each waiver request must be shared with the community at an advertised open meeting; approved by two-thirds (66 2/3%) of faculty members and budget neutral.



NEW WAIVER PROCESS

1. SCHOOL IDENTIFIES BARRIER TO SCHOOL IMPROVEMENT

2. SCHOOL SUBMITS AN INTENT TO APPLY FOR A WAIVER FORM (NOVEMBER)

3. SCHOOL DISCUSSES WAIVER AT A COMMUNITY MEETING

4. INPUT FROM COMMUNITY PRESENTED AT SAC MEETING FOR REVISIONS

5. WAIVER GOES TO FACULTY FOR VOTE (66/23% MUST SAY YES)

6. WAIVER IS PRESENTED TO SCHOOL BOARD FOR APPROVAL IN MAY



STEPS FOR NEW WAIVERS

ACTION	ALL DOCUMENTATION MUST BE PLACED IN SAC UPLOAD CENTER ON THE BCPS SIP
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: http://www.broward.k12.fl.us/ospa/DistrictWaiver/	Copy of Waiver Application with school-based signatures



CONTINUATION WAIVER PROCESS

1. SCHOOL BOARD APPROVES WAIVER FOR UP TO 5 YEARS

2. SCHOOL COLLECTS DATA ON WAIVER EFFECTIVENESS EACH YEAR

3. WAIVER DATA IS PRESENTED TO SAC

4. FACULTY VOTES ANNUALLY TO CONTINUE OR DISCONTINUE WAIVER

5. SCHOOL UPDATES WAIVER APPLICATION

6. CONTINUATION WAIVER IS PLACED IN SAC UPLOAD CENTER ON SBBC SIP



STEPS FOR CONTINUATION WAIVERS

ACTION	ALL DOCUMENTATION MUST BE PLACED IN SAC UPLOAD CENTER ON THE BCPS SIP
Collect evaluation data for existing waiver	Enter data Waiver Application form under item V, located at http://www.broward.k12.fl.us/ospa/DistrictWaiver/
Present evaluation data for waiver	SAC meeting agenda and minutes SAC dated, sign-in sheet
Present waiver with evaluation data to faculty at least 3 days prior to conducting official vote	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)
<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, facilitated 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> <p>Change status of waiver from "New" to "Continued" or "Discontinued" depending on the results of the faculty vote and provide a reason if the waiver is discontinued</p>
Update all waiver information online Waiver Application at: http://www.broward.k12.fl.us/ospa/DistrictWaiver/	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



WAIVER INFORMATION

All waiver information can be found on the

Office of Service Quality Website:

<https://www.browardschools.com/Page/34526>



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Accreditation

Department of Education Reports

Differentiated Accountability (DA)

Field Trips

Innovation Zones

+ [School Advisory Council \(SAC\)](#)

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[Waivers](#)

Waivers



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(Download [Adobe Acrobat Reader](#) to view or print PDF)

New Waiver Information

[PSD Dates & Waivers 2019-2020](#)

[New Waiver Intent to Apply Form](#)

[New Waiver Process and Procedures](#)

[PSD Waiver Ballot](#)

Continuation Waiver Information

[Checklist for Continuation Waivers](#)

[Continuation Waiver Flowchart](#)

[Continuation Waiver Power Point](#)



Questions?

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