

MANDATORY STEPS FOR CONTINUATION OF EXISTING WAIVERS

ACTION	DOCUMENTATION	COMPLETED & SUBMITTED	PENDING & NOT SUBMITTED
Collect evaluation data for existing waiver	Enter data Waiver Application form under item V, located at http://www.broward.k12.fl.us/schoolimprove/DistrictWaiver/index.asp		
Present evaluation data for waiver	<ul style="list-style-type: none"> • SAC meeting minutes • SAC dated, sign-in sheet 		
Present waiver with evaluation data to faculty at least 3 days prior to conducting official vote	<ul style="list-style-type: none"> • 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</p> <ul style="list-style-type: none"> • Announce date for faculty vote not less than 24 hours prior to election day • Conduct faculty vote through a secret ballot Conducted by a bargaining unit representative who shall be responsible for securing ballots during voting • Principal and BTU representative shall be official observers of election and ballot counting 	<ul style="list-style-type: none"> • Dates, sign-in sheet showing faculty members that voted-use list of eligible voters and have faculty initial by name. • 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). • Change status of waiver from "New" to "Continued" or "Discontinued" depending on the results of the faculty vote • If the waiver is discontinued, provide reason for discontinuation of waiver 		
<ul style="list-style-type: none"> • Update all waiver information online Waiver Application at: http://www.broward.k12.fl.us/schoolimprove/waivers-select-system.asp 	<ul style="list-style-type: none"> • 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 		