APPENDIX H – WAIVER OF DISTRICT POLICIES, PROCEDURES OR PRACTICES MEMORANDUM

TO: Professional Concerns Committee

FROM: _____

DATE: _____

RE: Initiative Proposal Which Requires a Waiver of district Policies, Procedures or Practices

We need a response from PCC by: _____ (Allow 60 days)

Please address the following questions and attach supporting documents:

1. What is your proposal?

2. What problem or issue do you intend to solve?

3. Describe the impact of your proposal on:

   - Budget
   - Resources
   - Other schools/units (e.g., Transportation, Maintenance, Nutritional Services, Special Education)
   - Energy
   - Facilities
   - Staffing (effect on district personnel)
   - Shareholders (students, staff, parents, community)
   - Curriculum/standards
   - Schedules/calendars
   - Current job descriptions

4. What are possible conflicts and proposed resolutions where there is an impact?

5. What are your short-term and long-term plans? (Include timeline, change facilitation [how you will bring about the change], plans for assessment and evaluation, and any modification allowance [one time start up costs.])

6. Who is supportive of this new proposal at your site? (Provide data from students, staff, community, and other sites/units.)

7. What flexibility do you need in current district policies/practices/agreements/contracts/procedures/ statues in order to implement this proposal?

8. Has this idea been addressed before by the district through project teams, councils, committees or negotiations? If so, when and what was the outcome and rationale for the outcome?

9. How long do you intend for this proposal to be in place? (Temporary or permanent)