

## Preliminary Variance Proposal

The purpose of this process is to enable sites to remove deterrents to school improvement. These deterrents may occur because of Nebraska Department of Education Regulations, School Board Policy, Administrative Regulations or the Professional Agreement. After determining that the obstacle or deterrent can't be overcome informally, sites shall prepare a proposal to secure a variance from whatever policy or contract provision is in the way. **In order to use this process a site must have a written description of the decision making plan for their building. The written site decision making plan shall be attached to this form.**

Complete the form by providing the information requested. You may attach more information if you believe you require more space. Please remember this is intended to provide a **brief overview** of your requested variance. Copies of the completed form should be submitted to the Assistant Superintendent for Human Resources (ASHR) and the LEA President. ProCom may identify concerns or additional questions regarding the proposal. They may also offer an opinion as to what would need to be in place for the variance to be approved. ProCom also has the authority to determine a variance of the nature requested is not possible. It should be noted that ProCom operates on a consensus basis and does not vote on issues. ProCom shall have the authority to establish a subcommittee for this purpose should they deem it necessary.

**The site or group must complete the following form and submit it to ASHR and the LEA President. This form must be signed by the site administrator and the LEA Faculty Representative from the site submitting the proposal.**

Date: \_\_\_\_\_

Building/Site: \_\_\_\_\_

Primary Contact Person(s): \_\_\_\_\_

1. Briefly identify the variance you believe is needed (Identify specific contract provisions, policies or regulations).
2. Briefly state why you believe this will lead to improved student learning.
3. Identify how staff at your site will be impacted by this variance.
4. Identify anticipated budget implications of this variance.

Note: For purposes of the variance process a site is defined as the building, multiple buildings, or sub-group of a building that would be affected by the variance. Agreement on who is affected must be reached by the administrator and the LEA Faculty Representative. ProCom shall have the authority to modify the decision of the Administrator and FR should they deem it necessary.

Signature \_\_\_\_\_  
(Site Administrator)

Signature \_\_\_\_\_  
(LEA Faculty Representative)

## Formal Variance Form

**This form shall be submitted only after ProCom has indicated the process may continue and when the site believes it has met all the criteria indicated. If the Professional Committee determines the basic requirements have been met, a ratification election will be authorized.**

**Directions: Your proposal shall address the following basic requirements:**

1. Proposals are consistent with the belief statement (see below).
2. Proposals shall describe improvement to be implemented.
3. Sites must demonstrate that (external and internal) impacted groups have participated in developing the plan.
4. Sites must demonstrate that the community has been informed of the process and how to participate.
5. Proposals shall provide evidence of how student learning will be improved.
6. Proposals shall describe an evaluation/revision plan.
7. Proposals shall include a timeline identifying the duration of the variance. The evaluation and revision plan will be of primary importance in securing a renewal of the variance.
8. Proposals shall identify needed resources. Any budgetary impact shall be indicated.
9. Plans should be developed within existing resources when possible.
10. Plans shall identify any additional resources needed within the budgetary timelines identified by the LPS Board.
11. Plans shall identify timelines for implementation.
12. In the event the proposal requires a contract variance, the ratification guidelines must be met (See 1-5 below).
13. When appropriate, plans should address ways for staff to opt out of participation or secure a transfer to another site.

### **Contract Variance Ratification Guidelines**

Before a ratification vote can be held, the Building Administrator and LEA Faculty Representative shall be in agreement that the plan has met all the concerns raised by ProCom and is ready for implementation if it is approved. Proceeding with a ratification vote is an acknowledgment by all concerned parties that they will abide by the outcome of the ballot. The Building Administration and Faculty Representative must be in agreement as to the group who participates in the ratification vote. **The scope of the electorate and the ballot language must be approved by ProCom prior to the ratification vote taking place.** The ratification vote shall be conducted under the following procedures and guidelines:

1. Written proposal available to all staff 2 weeks prior to the ratification vote.
2. Secret ballot with a YES/NO vote prepared (Approved by ProCom).
3. If the proposal provides a way to opt out of participation, the variance must be approved by a vote of 50% plus one of personnel voting.
4. If the proposal does not provide a way to opt out of participation, the variance must be approved by a vote of 85% of the personnel voting.
5. Faculty Representatives and Principals will certify the results of the ratification vote and forward them to ProCom.

**Proposals that fail to meet any of the criteria indicated on this form will be denied. Final approval of the plan comes from ProCom.**



### *A Statement of Beliefs*

**In Lincoln we believe all decisions and actions should support students and their learning.**

- ◆ Decisions about teaching and learning, and the conditions that support these, should be made by those closest to the students, classrooms, schools and community.
- ◆ School improvement is best sustained when all components of the school district are working together.
- ◆ Consensus through collaboration is the preferred process for making decisions.
- ◆ We are committed to the maintenance and enhancement of high quality public education for all students.

**To these ends we are committed to:**

- ◆ Creating a framework for shared decision making.
- ◆ Joint training and facilitation of building level teams making decisions which support students and their learning.
- ◆ Removal of barriers to school improvement.