



COLUMBUS CITY SCHOOLS & COLUMBUS EDUCATION ASSOCIATION

Variance Request Procedures

Waivers from the CEA/Board Collective Bargaining Agreement, Columbus Board of Education Policy, State or Federal Regulation, or District Administrative Practice, need to be processed through the Reform Panel Committee.

Basic steps to present to the Reform Panel Committee:

1. Complete the **Variance Request Form-Initial Request** and forward the form with and all corresponding documents with original signatures to:

David Baker, CEC – 204, 270 E. State Street.

Check the Reform Panel Committee calendar for submission of variance request deadlines. Please note that the date you are approved to present may be changed to a later date should the number of agenda items that have previously been approved for that meeting.

2. Fill out the forms completely, as incomplete forms will delay the process. Please note:

- Item #2, **Variance topic requested** - should contain a title and a brief description of the requested variance even if the attachments explain the request in detail.
- Item #3, **Rationale for Variance** - should contain appropriate documentation and any applicable data that would support your expected student outcomes as a result of the variance.
- Signatures of both the School Principal and Senior Faculty Representative are required to attest that two-thirds of the teaching staff, by secret ballot voted to support the variance request.
- Variances requiring changes to individual teacher schedules should include:
 - Both the former and requested schedule of the staff member involved
 - A written statement from the staff member confirming their agreement with the contract change(s).
 - The timeframe during which the variance would be in effect, signed by the staff member.

3. Once your **Variance Request Form-Initial Request** has been reviewed for completeness and any additional clarifications addressed, you will be notified of the tentative date that your variance will be presented to the Reform Panel Committee.

4. Approximately 3-4 days before the meeting, you will receive an Agenda of the meeting, indicating the date, time, and location that you are scheduled to appear. All meetings are currently scheduled to take place at CEC (Cabinet Room). You will be advised if there is a change in location.

6. After the request has been presented to the Panel, the originator of the Variance Request will be notified if the variance has been “Approved” or “Denied”. A copy of the signed Variance Request will be sent to the originator for their file.

Variance –Renewal Request

Variance renewals must be submitted each year. If you intend to renew your approved variance for the following school year **you must submit a Variance Request Form–Renewal Request**. Please note, continuation of a variance requires a two-thirds vote of your building staff supporting the continuation, and an appearance before the Reform Panel Committee. Your presentation will include a brief report of the success/status of your waiver for requesting continuation and data that supports the variance.

REFORM PANEL MEETING DATES: SCHOOL YEAR 2016-17

All Meetings to be held at CEC Cabinet Room starting at 4:00

<i>Variance Request Due Date (to Dave Baker)</i>	<i>AGENDA REVIEW (Superintendent & Tracey Johnson)</i>	<i>REFORM PANEL MEETING</i>
9/13/13	9/16/16	9/21/16
10/11/16	10/14/16	10/19/16
11/8/16	11/11/16	11/16/16
12/6/16	12/9/16	12/14/16*
1/10/17	1/13/17	1/18/17
2/7/17	2/10/17	2/15/17
3/7/17	3/10/17	3/15/17
4/4/17	4/7/17	4/12/17*
5/9/17	5/12/17	5/17/17
6/13/17	6/16/17	6/21/17

NOTE: There are no July or August meetings.