

Variance Review Committee (VRC) Application and Checklist

Name of school(s) making the proposal:

Primary contact person's name: _____

School: _____

School Phone #: _____

Home Phone #: _____

Signatures of the JCEA Association Representative(s) and Administrator(s) from the school(s) involved, indicating the process below has been executed and completed in good faith.

Please check below when documentation is completed and attached to this application!

- A statement regarding the significant identified need, problem or issue the proposal is attempting to address and the process by which it was identified.
- A statement describing applicable research, studies or reports pertinent to the proposal.
- A description of the program's objectives defining how the proposal will address the significant identified need, problem or issue.
- A clarification of the scope and impact of the proposal; does it concern school, multi-school, articulation area or district wide programs?
- An identification of the specific contract provision(s) impacted by the proposal.
- An identification of all who will be impacted by the proposal - the stakeholders.
- An evaluation process that must include:

1. measurable objectives,
2. established timelines,
3. an identification of the person(s) responsible for the evaluation process,
4. a description of how the identified stakeholders will be meaningfully involved in the process,
5. a mechanism for reporting the evaluation results to JCEA, the District and the Variance Review Committee (VRC).



An identification of the funding source(s), if any, and what budgetary impact the proposal would have on the district.



A full and complete description of how the staff, or other staffs if applicable, reached the decision to pursue the proposal, including a verification that:

1. a consensus-based process, as defined in the Negotiated Agreement, was utilized, and
2. that this decision was ratified by at least a 75% affirmative, secret ballot vote of the bargaining unit members in that school.

The VRC will meet at least quarterly if needed during the school year to review requests for contract variances.

Two (2) copies of the Application/checklist should be submitted by November 1, February 1, and April 15.

A variance request for the start of the following school year must be received by April 15th.

Send variance requests to:

VRC c/o Jim Baker (Human Resources) and Lisa Elliott (JCEA)