

The School Board of Miami-Dade County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011 and were in effect beginning July 1, 2011.

2125 - EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL

Each school shall establish a school advisory council, which shall include in its name the phrase "school advisory council." The councils shall be named EESACs ("EESAC" or "Council") and must be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, linguistic, disabled and economic community served by the school.

General Considerations

- A. Each EESAC is the sole body responsible for final decision-making at the school relating to implementation of the State system of school improvement and accountability. The EESAC is also responsible for assisting in the preparation and evaluation of the school improvement plan and the school's annual budget. The EESAC may recommend waivers or changes to Florida statutes, Florida Board of Education rules, School Board policies, and labor contract provisions, where waivers or changes are necessary to eliminate obstacles to the delivery of necessary and appropriate educational programs and services.
- B. The EESAC must be composed of the principal, teachers, education support employees, students, parents, and other citizens who are representative of the ethnic, racial, linguistic, disabled and economic community served by the school. Every council must include at least one (1) member (administrator, teacher, parent or community member) who represents the students in special education (SPED) programs at the school.
- C. EESAC members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:
 - 1. Teachers shall be elected by teachers.
 - 2. Education support employees shall be elected by education support employees.
 - 3. Students shall be elected by students.
 - 4. Parents shall be elected by parents.
- D. Adult education and postsecondary vocational education centers are required to establish councils.
- E. Adult and postsecondary vocational programs which are offered at other facilities such as high schools, will be considered as part of their "home school's" activities and do not require a separate council.
- F. Elections shall be conducted to fill vacancies according to school bylaws.
- G. Each EESAC will establish operating bylaws in accordance with Educational Excellence School Advisory Council Bylaws below.

Composition and Procedural Requirements

The EESAC must include a majority of members who are not employed by the District and meet the recommended composition

that follows (including alternative schools and outreach centers). If a school believes that it has unique circumstances regarding the formation of the EESAC, it may propose a variation in the required composition. The proposed variation shall be submitted to the EESAC Support Committee, as established by the Superintendent, on FM-7292, which will make recommendations to the Superintendent regarding the appropriateness of the request.

- A. Parents (5): All five (5) parent representatives of the EESAC must be elected in a proceeding where all parents have an opportunity to participate. English Language Learner (ELL) parents or parental representatives will be included.
- B. Student (1): Councils of vocational/adult-technical centers, high schools, middle schools, and elementary schools containing grades five and/or six shall include students. Elementary schools not housing grades five and six may include students on their councils. Elementary schools may include no more than one (1) student representative. All students at each of the vocational/adult technical, senior high, middle or elementary schools must be given an opportunity to elect their representative to the EESAC. Each school may establish its own nomination and election procedures.
- C. Teachers (5): The teacher representatives to the EESAC must be elected in a proceeding where all teachers have an opportunity to participate. The term "teacher" shall include classroom teachers, certified student services personnel, and media specialists.
- D. Education Support Employee (1): The term "education support employee" means any person employed by a school, including "paraprofessionals," who are not defined as instructional or administrative personnel and whose duties require twenty (20) or more hours in each normal working week. The education support employee representative of the EESAC must be elected through a proceeding in which all education support employees have an opportunity to participate.
- E. Alternates: One alternate for each group listed above should be selected in the same manner used to elect representatives for each group.
- F. UTD Steward (1): Automatic representation for the "Designated Steward."
- G. Business/Community Representative (3): These members are to be appointed by the principal. The principal shall use best efforts to notify local businesses, chambers of commerce, community and civic organizations and groups, and the public at large of any vacancy.
- H. Principal: The principal is required to be a member of the council and must participate fully in all meetings and decision-making processes.
- I. Representation Additions for Adult/Postsecondary Programs which Share Facilities: An administrator, student, the designated steward, and a teacher, all from the adult/postsecondary program, must be added to the EESAC in every facility at which both adult/postsecondary and regular K-12 programs are offered. Both the student and teacher must be elected by peers. The administrator shall be the principal of the adult/postsecondary program.
- J. Majority Requirement: Each council will also add a sufficient number of parents, students, and/or business/community representatives to make the majority of the members of each EESAC persons who are not employed by the District. Selection of additional members shall be done in a manner consistent with this policy.
- K. Increase/Decrease Representation: The EESAC may submit a request with explanation to the EESAC Support Committee, as established by the Superintendent, to increase or decrease the number of representatives in one, several, or all of the groups for which representation is required. The EESAC Support Committee will make recommendations to the Superintendent regarding the appropriateness of the request. The specific request to increase or decrease EESAC representation must be approved by a majority vote of the council prior to submission to the EESAC Support Committee for consideration. Requests for an increase or decrease in EESAC representation, when approved by the EESAC Support Committee, will remain in effect until a new composition or procedural requirement is requested and approved by the EESAC Support Committee.
- L. Special Council Membership for Self-Standing, Adult/Postsecondary Centers: The EESACs at these centers shall be composed as follows:
 - 1. Parents (0): not applicable to these centers
 - 2. Students (1): elected by peers

3. Teachers (5): elected by peers
4. Education Support Employee (1): elected by peers
5. Alternates: one for each of the groups above; elected by peers
6. UTD Steward (1): automatic representation for the Designated Steward
7. Business/Community Representatives (2): appointed by the principal
8. Principal – The principal is required to be a member of the council and must participate fully in all meetings and decision making processes.

Review/Approval Procedures

- A. District Review: Each school will submit its initial EESAC membership, or any changes to that membership, to the designated District office. Concerns about the composition of the Council at any particular school will be referred to the EESAC Support Committee. Should the Support Committee determine that the membership elected by the school is not representative of the ethnic, racial, linguistic, disabled, and economic community served by the school, the Support Committee shall direct the school to recommend additional members for appointment to the Council to achieve proper representation. The EESAC Support Committee will propose recommendations to the Superintendent and to the UTD president or designee.
- B. Board Review and Approval: The Board shall annually review and approve the membership composition of each EESAC. Should the Board determine that the membership elected by the school is not representative of the ethnic, racial, linguistic, disabled, and economic community served by the school, the Board shall direct the Superintendent to recommend additional members for appointment to the council to achieve proper representation.

Educational Excellence School Advisory Council Bylaws

Each EESAC can include in its operating bylaws provisions similar to those described in this policy and a sample is provided below. However, the operating bylaws for each EESAC must include the provision entitled School Bylaws Template B.5. Unexcused Absences, C. Election Process, D.5. Convenient Meeting Time, E. Quorum, F.3. Notice to Members, and H.1. Maintenance of Minutes.

School Bylaws Template

A. Purpose

The purpose of the _____ School EESAC is to work to ensure improved student achievement. One of the ways the Council will do this is by preparing and evaluating the school improvement plan as required by F.S. 1008.345, Comprehensive Revision of Florida's System of School Improvement and Education Accountability.

B. Council Members

1. Composition

The _____ Council shall include ___ teachers, ___ parents, ___ students, ___ education support employees, ___ business/community representatives, the UTD designated steward and the principal. With the exception of the principal, the UTD designated steward, and the business/community representatives, all other members shall be elected by their constituent groups. Teachers, parents, students, and education support employees shall elect an alternate representative. The designated steward may designate an alternate steward in their absence. The council will be representative of the ethnic, racial, linguistic, disabled, and economic community served by _____ School. A majority (fifty percent (50%) plus one (1)) of members must not be employed by the District. (Note: Refer to Composition and Procedural Requirements for required minimums as well as procedures to seek variations or expansion.)

2. Eligibility

All teachers, student services personnel, and the media specialist employed by the school are eligible to be elected teacher representatives to the council. All other persons employed by the school, including paraprofessionals, and those who are not defined as instructional or administrative personnel and whose duties require twenty (20) or more hours in each normal working week are eligible to be elected as the education support employee representative. All parents, guardians, or significant others responsible for a child enrolled in _____ School are eligible to be elected as parent representatives, with the exception of those parents who are also employed by _____ School.

3. Terms

The terms of office shall begin on _____ and end on _____. (Note: This may be different for the different subgroups of the council. Consideration may be given to having parents elected to staggered terms. Teachers may be elected for the three (3) year period which corresponds to the teacher contract.)

4. Responsibilities

Council members are expected to:

- a. attend all regular and special meetings,
- b. communicate with constituents to collect data and opinions for decision making,
- c. report to constituents the actions taken by the council, and
- d. consider the needs of all students when making decisions.

5. Unexcused Absences

Any member who has two consecutive unexcused absences from council meetings shall be considered to have resigned. The member shall be replaced following election/selection procedures as stated in these bylaws.

C. Election Process

(Outline here the process by which teachers, parents, students, and education support employees will be nominated and elected to office, as well as a process to fill vacancies. An additional section could describe how the chair will be elected.) The school shall give proper notice of the election of council members according to the Sunshine Law. The school shall also make its best effort to hold elections for each constituent group during hours that are convenient for each constituent group.

D. Meetings

1. Regular Meetings

The regular meetings of the council will be held on the ____ day of each month. The meetings will be held in _____ at _____.

2. Special Meetings

In the event a special meeting is needed, the principal, chair or a majority of council members may call a meeting.

3. Cancellation - A regular council meeting may be canceled by the council.

4. All meetings shall be open to the public and shall not be held in any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, disability, or economic status or which operates in such a manner as to unreasonably restrict access to such a facility.

5. Convenient Meeting Time

All meetings will be held at a time that is convenient to parents, students, teachers, and business/community representatives.

E. Quorum

A majority of the voting members of the council (or the alternates representing absent voting members) shall constitute a quorum. A quorum must be present before a vote may be taken.

F. Agenda

1. The chair shall prepare and distribute the agenda for all regular and special meetings.
2. Adding to the Agenda
 - a. Council members may add items to any regular meeting agenda by contacting the chair in advance.
 - b. Non-council members may propose an agenda item by contacting a council member.
 - c. The agenda may be amended at the meeting by majority vote.

3. Notice to Members

All members must receive at least three (3) days' advance notice in writing of any matter that is scheduled to come before the council for a vote.

G. Consensus Decision Making

The primary method of decision making shall be by consensus. Consensus seeks the agreement of the most participants while including every member's opinions as much as possible.

H. Minutes

1. Maintenance of Minutes

Minutes shall be kept for all meetings of the EESAC. Copies of the approved minutes shall be maintained by the school as a permanent record. In addition, beginning July 1, 2002, a copy of the minutes of every meeting will be provided electronically to the designated District website.

2. Content

The minutes shall include the names of those in attendance and any actions taken by the council. The minutes shall be approved at the next regular meeting of the council and an official copy kept on file in _____.

I. Input From Non-Council Members

Those who attend the council meetings shall be allowed to discuss issues under consideration in the following manner:

(Describe how this can be done. Consider a specified time at the end of each meeting.)

J. Committees

(List any standing committees, including their responsibilities, and make provisions to establish special committees. Include guidelines for composition which ensures balanced participation.) School established committees, which must include discipline and safety, are to be allowed to report to the EESAC on a regular basis.

K. Amendments

These bylaws may be amended at any regular meeting by a 2/3 vote of the membership of the EESAC, provided that at least five (5) working days written notice of the proposed change has been given to all members of the council.