

Participation by the Public

GUIDELINES FOR THE ESTABLISHMENT OF EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCILS

As stipulated in Section 229.58 F.S., District and School Advisory Councils, each school must establish a school advisory council, which shall include in its name the phrase "school advisory council." In Miami-Dade County Public Schools, such councils shall be named Educational Excellence School Advisory Councils. Each Miami-Dade County Public Schools "Council" 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. In an effort to meet statutory requirements regarding the establishment and functioning of school advisory councils (Florida Statutes 229.58 and 229.591), district and region office administrators have worked cooperatively with representatives of parents, teachers, citizen groups, business groups, and students to develop the guidelines which follow:

- I. GENERAL CONSIDERATIONS:
 - A. Each Educational Excellence School Advisory Council is to "be the sole body responsible for final decision-making at the school relating to implementation of the provisions of ss. 229.591, 229.592, and 230.23(16)." This responsibility is to implement the state system of school improvement and accountability, to assist in the preparation and evaluation of the school improvement plan, and to assist in the preparation of the school's annual budget. It may include recommending waivers or changes to Florida Statutes, Florida Board of Education Rules, School Board Rules, and labor contract provisions, where such waivers or changes are deemed necessary to eliminate obstacles to the delivery of necessary and appropriate educational programs and services.
 - B. The Council 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 member (administrator, teacher, parent or community member) who represents the Exceptional Student Education program at the school.
 - C. Council 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. Self-standing 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 annually to fill vacancies.
- G. Each Educational Excellence School Advisory Council will establish operating bylaws in accordance with Section IV of this rule.

II. COMPOSITION AND PROCEDURAL REQUIREMENTS:

All schools are required to establish an Educational Excellence School Advisory Council which meets the following conditions (inclusive of alternative schools and outreach centers):

- A. Parents (4)---** All four-parent representatives to the Educational Excellence School Advisory Council must be determined through an election in which all parents have an opportunity to participate. Limited English proficient (LEP) parents or parental representatives will be included.
- B. Student (1)---** Advisory 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 advisory councils.

Elementary schools may include no more than one 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 Educational Excellence School Advisory Council. Each school may establish its own nomination and election procedures.

C. Teachers (5)

- The teacher representatives to the Educational Excellence School Advisory Council must be determined through an election in which 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 20 or more hours in each normal working week.
- The education support employee representative to the Educational Excellence School Advisory Council must be determined through an election process 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
(1)**

--- This individual is to be appointed by the principal.

--- The principal will make the best effort 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**

--- In addition to the requirements described above, an administrator, a student, and a teacher, all from the adult/postsecondary program, must be added to the Educational Excellence School Advisory Council 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**

--- Having established the Educational Excellence School Advisory Council in accordance with the procedures outlined above, each Council will also add a sufficient number of parents, students, and/or business/community representatives in order to make the majority of the members of each Educational Excellence School Advisory Council persons who are not employed at the school. Selection of additional members shall be done in a manner consistent with procedures in this Rule.

K. Increased Representation

--- After having been established in accordance with the preceding composition and procedural requirements, the Educational Excellence School Advisory Council may submit a request, with explanation, to the Educational Excellence School Advisory Council Support Committee through the Office of Educational Planning and Quality Enhancement, as established by the Superintendent of Schools, to increase the number of representatives in one, several, or all of the groups for which representation is required. The Educational Excellence School Advisory Council Support Committee will make recommendations to the Superintendent or his/her designee regarding the appropriateness of the request.

--- The specific request to increase Educational Excellence School Advisory Council representation must be approved by a majority vote of the Council prior to submission to the Educational Excellence School Advisory Council Support Committee for consideration.

L. Special Council Membership for Self-Standing, Adult/Postsecondary Centers

--- Given the unique circumstances related to the implementation of adult/postsecondary programs in facilities which serve adult students only (self-standing), the Educational Excellence School Advisory Councils at these centers shall be composed as follows:

Parents (0) -- not applicable to these Centers

Students (1) -- elected by peers

Teachers (5) -- elected by peers

Education Support

- Employee (1)** -- elected by peers
- Alternates** -- one for each of the groups above; elected by peers
- UTD Steward (1)**-- automatic representation
- Business/Community Representatives (2)**
 - appointed by the principal
- Principal** -- The principal is required to be a member of the Council and must participate fully in all meetings and decision-making processes.

M. Variation in Composition

- If a school believes that it has unique circumstances regarding the formation of the Educational Excellence School Advisory Council, it may propose a variation in the composition set forth above.
- The proposed variation in composition shall be submitted to the Educational Excellence School Advisory Council Support Committee which will make recommendations to the Superintendent or his/her designee regarding the appropriateness of the request.

III. REVIEW/APPROVAL PROCEDURES:

A. Review by Office of Educational Planning and Quality Enhancement

- Each school will submit its initial Educational Excellence School Advisory Council membership, or any changes to that membership, to the Office of Educational Planning and Quality Enhancement.

- Concerns about the composition of the Council at any particular school will be referred to the Educational Excellence School Advisory Council Support Committee.
- The Educational Excellence School Advisory Council Support Committee will propose resolutions to the Superintendent or his/her designee.

B. School Board Review

- The School Board shall annually review the membership composition of each Educational Excellence School Advisory Council. Should the School 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.

IV. EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL BYLAWS

Each Educational Excellence School Advisory Council can include in its operating bylaws provisions similar to those described herein. However, the operating bylaws for each Educational Excellence School Advisory Council must include the provision herein entitled IV.B.5. Unexcused Absences, IV. C. Election Process, IV.D.5. Convenient Meeting Time, IV.E. Quorum, IV.F.3. Notice to Members, and IV.H.1. Maintenance of Minutes.

A. PURPOSE

The purpose of the _____ School Educational Excellence School Advisory Council 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 Section 229.591, F.S., Comprehensive Revision of Florida's System of School Improvement and Education Accountability.

B. COUNCIL MEMBERS

1. Composition

The _____ Council shall be made up of ___ teachers, ___ parents, ___ students, ___ education support employees, ___ business/community representatives, the UTD steward and the principal. With the exception of the principal and the business/community representatives, all other members shall be elected by their constituent groups. Teachers, parents, students, and education support employees shall also elect an alternate representative. The Council will be representative of the ethnic, racial, linguistic, disabled, and economic community served by _____ School. *(Note: Refer to Section II 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 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 should be elected for the three 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 in accordance with Florida's Government in 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 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 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.

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 District.

(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 are in attendance at the Council meetings shall be provided an opportunity 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.)

K. AMENDMENTS

These bylaws may be amended at any regular meeting by a 2/3 vote of the membership of the Educational Excellence School Advisory Council, provided that at least 5 working days written notice of the proposed change has been given to all members of the Council.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 229.58; 229.591; 229.592;
230.23005(5) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 4-22-92

Amended: 9-8-93; 5-25-94; 12-11-96; 10-8-97; 3-17-99; 12-12-01; 8-21-02