

*Effective*

EDUCATIONAL  
EXCELLENCE  
SCHOOL  
ADVISORY  
COUNCILS



Miami-Dade County Public Schools

BEST PRACTICES AND  
PROCEDURES

Revised 4/2003

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The School Board of Miami-Dade County, Florida  
1450 N.E. 2 Avenue  
Miami, FL 33132

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OFFICE OF  
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**Division of  
School Quality Improvement**

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## **Educational Excellence School Advisory Councils**

The concept of the Educational Excellence School Advisory Council was first written into Florida state law in 1991, as part of the Blueprint 2000 plan for education reform and accountability. At the time, School Advisory Councils were entrusted with assisting in the development of the School Improvement Plan. The School Board of Dade County, Florida, embraced these state mandated bodies. In a "Memorandum of Understanding" with United Teachers of Dade adopted in 1996, the School Board renamed the School Advisory Councils Educational Excellence Councils and authorized them to provide all stakeholders with a role in decision-making which impacts instruction and the delivery of educational programs. The Educational Excellence Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999, when Blueprint 2000 was revised to become Florida's High Quality Education System. At that time, the Councils were also charged with assisting the principal in the development of the school improvement plan as well as the school's budget.

Today the Educational Excellence School Advisory Councils are the sole body responsible for final decision-making in guiding school improvement and maintaining accountability. This authority is delineated in Florida Statute 1001.452, in Miami-Dade County School Board Rule 6Gx13- 1B-1.031, and in the Miami-Dade County Public Schools/United Teachers of Dade Contract, Article XXVI, Section 5. This compilation of procedures and best practices is designed to guide Educational Excellence School Advisory Councils in effectively serving their schools.

## **1. BYLAWS**

- ☐ Provide clear, concise language to describe how an EESAC will function.
- ☐ Support State Law, School Board Rule, and UTD contract.
- ☐ Must be available to the public.
- ☐ Establish terms of service.
- ☐ Define a quorum or the number of members needed in order to conduct business.
- ☐ Define the decision making process.
- ☐ Define election guidelines, including a procedure to fill vacancies.
- ☐ Must include language required by Florida law, i.e., Any member who has two consecutive unexcused absences from Council meetings shall be considered to have resigned and must be replaced following election/selection procedures outlined in these bylaws. A majority of the voting members of the Council shall constitute a quorum; a quorum must be present before a vote can be taken. All EESAC members must receive at least 3-days advance notice in writing of any matter that is scheduled to come before the Council for a vote. All meetings will be held at a time that is convenient to parents, students, teachers, and business community representatives. Minutes must be kept for all meetings.

### **A. Minutes**

- ☐ Must be kept for all EESAC meetings by a designated member of the EESAC.
- ☐ Must be distributed to all EESAC members and alternates and made available to the school community.
- ☐ Once approved by the EESAC, are public records, and must be maintained on a permanent basis at a place accessible to the public.
- ☐ May be posted on an interim basis as temporary, hand-written notes until approved minutes are available.

- ☐ Must be posted online following procedures developed by the Department of Quality Enhancement Services. Once approved by the EESAC, the online minutes must also be corrected and verified by the principal.

**B. Rosters**

- ☐ Are an official snapshot of the EESAC's membership presented to the School Board on an annual basis.
- ☐ Are revised annually in the fall; all elections must be completed by the first week of September.
- ☐ Should be revised, on an interim basis, to reflect all membership changes.
- ☐ Unless a request for a change in composition has been submitted to the EESAC Support Committee and approved, should be composed of AT LEAST: 5 teachers, 1 alternate teacher, the UTD designated steward, 4 parents, 1 alternate parent, 1 student, 1 alternate student, 1 support employee, 1 alternate support employee, 1 business/community representative, and the principal. Schools which combine a K-12 program with an adult vocational program must also include an adult school principal, teacher, and student. Stand alone adult schools do not have to include parents.
- ☐ Must ALSO list enough parents, business/community representatives, and/or students so that the majority (1 more than half) of the members do not work at the school. Typically, this number is three additional members. Some EESACs will require more.
- ☐ May list the PTA/PTSA President as a named member of the EESAC; if this is the EESAC's decision, it must be listed in the bylaws.
- ☐ Must demonstrate that the EESAC is reflective of the ethnic, racial, linguistic, disabled, and economic community served by the school.
- ☐ Must include representatives (parents, teachers or administrators) of students with disabilities.
- ☐ Must equitably involve the parents of LEP students.
- ☐ Must include a student representative at all schools except elementaries which do not have a 5<sup>th</sup> or 6<sup>th</sup> grade. While it is appropriate to include more than one student at the secondary level, it is not recommended at the elementary level.

- ☐ Must be verified online by the principal and by the EESAC chair, using verification codes supplied by the Office of Performance Improvement.

**C. Meetings**

- ☐ Must be scheduled at times that are convenient for ALL EESAC members and their alternates.
- ☐ Are open to the public; all stakeholders are welcome to attend.
- ☐ Will be held regularly throughout the year; the EESAC will determine when, where, and how often to meet.
- ☐ Must be advertised, following M-DCPS procedures, at least five (5) working days in advance.
- ☐ Must be conducted in a professional manner allowing members, who are there representing their constituencies, to raise and discuss issues within the EESAC's role and areas of responsibility.
- ☐ Must provide an opportunity for members of the public to speak.
- ☐ The principal is a named member and must participate in all Council decision making.
- ☐ Members are responsible for notifying their alternates when they are not able to attend.

**D. Agenda**

- ☐ Must be available to the public.
- ☐ Is prepared by the chair.
- ☐ Should be distributed in advance to all members and posted for public information.
- ☐ Must be developed following a clearly understood procedure by which EESAC members may submit and non-EESAC members may suggest agenda items.

## **E. Elections**

- ☐ Are required to fill all positions except the Designated Steward, the Principal, and the business/community representatives.
- ☐ Teacher elections must be conducted by the Designated Steward and must allow all teachers, including counselors, media specialists, permanent subs, and part-time teachers, to choose their representatives.
- ☐ Parent elections must allow all parents to choose their representatives; a school with an active PTA may delegate the election responsibility to the PTA as long as all parents have an opportunity to vote.
- ☐ Support personnel, including all paraprofessional, clerical, custodial, food service, and other non-instructional and non-administrative staff who work at least 20 hours in a normal week must have the opportunity to elect their representatives.
- ☐ Student elections must be conducted in all schools except those elementary schools which do not have a 5<sup>th</sup> or 6<sup>th</sup> grade, and they must allow all students to choose their representatives.
- ☐ Business/community representatives should be appointed after all other positions have been filled; they provide the only opportunity to balance the ethnic or racial composition of the EESAC.
- ☐ The chair must be elected by the full EESAC from among its members.

## **2. SUNSHINE LAW**

- ☐ Applies to all EESAC meetings and records.
- ☐ Can be obtained from the First Amendment Foundation in Tallahassee.
- ☐ Requires that meetings be open to the public, that there be reasonable notice of meetings, and that minutes of meetings be kept.
- ☐ Prohibits meetings of two (2) or more EESAC members, on any matter about which the EESAC will take action, without a public notice.
- ☐ Prohibits the use of secret ballots.

### **3. BUDGET**

- ☐ Copies of the entire school budget, not just the EESAC portion, must be provided to all members. The location of the FR0508 should be in a place convenient to EESAC members.
- ☐ Budget training must be provided to all EESAC members; the school's Budget Analyst is available to provide such training.
- ☐ The EESAC portion of the budget may be spent only on programs or projects selected by the EESAC, not to include capital improvements or any project that has a duration of more than one (1) year.
- ☐ Budget decisions and an implementation time frame should be reflected in the EESAC minutes.
- ☐ Internal accounting procedures must support the implementation of EESAC decisions.

### **4. TRAINING AND SUPPORT**

- ☐ Are available from the Office of Performance Improvement, UTD, ACCESS Centers, and the Office of Labor Relations to provide assistance in identifying resources and strategies necessary for the development and implementation of the School Performance Excellence Plan or to provide professional development activities in support of consensus decision making.
- ☐ Upon the request of the principal, UTD, or the EESAC to the EESAC Support Committee, and upon notification of the ACCESS Assistant Superintendent, appropriate joint support may be provided to assist in the resolution of conflicts.
- ☐ Final intervention may be requested from the EESAC Support Committee when support activities have been unsuccessful.

For more information:

EESAC online, <http://opi.dadeschools.net>  
Office of Performance Improvement, 305 995-2561  
Division of School Quality Improvement, 305 995-2744  
Office of Labor Relations, 305 995-1497  
ACCESS I, 305 687-6565                      ACCESS IV, 305 642-7555  
ACCESS II, 305 624-8802                    ACCESS V, 305 595-7022  
ACCESS III, 305 883-0403                  ACCESS VI, 305 246-5934  
UTD, Educational and Professional Issues 305 854-0220

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964**, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA)**, as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963**, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10** - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

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