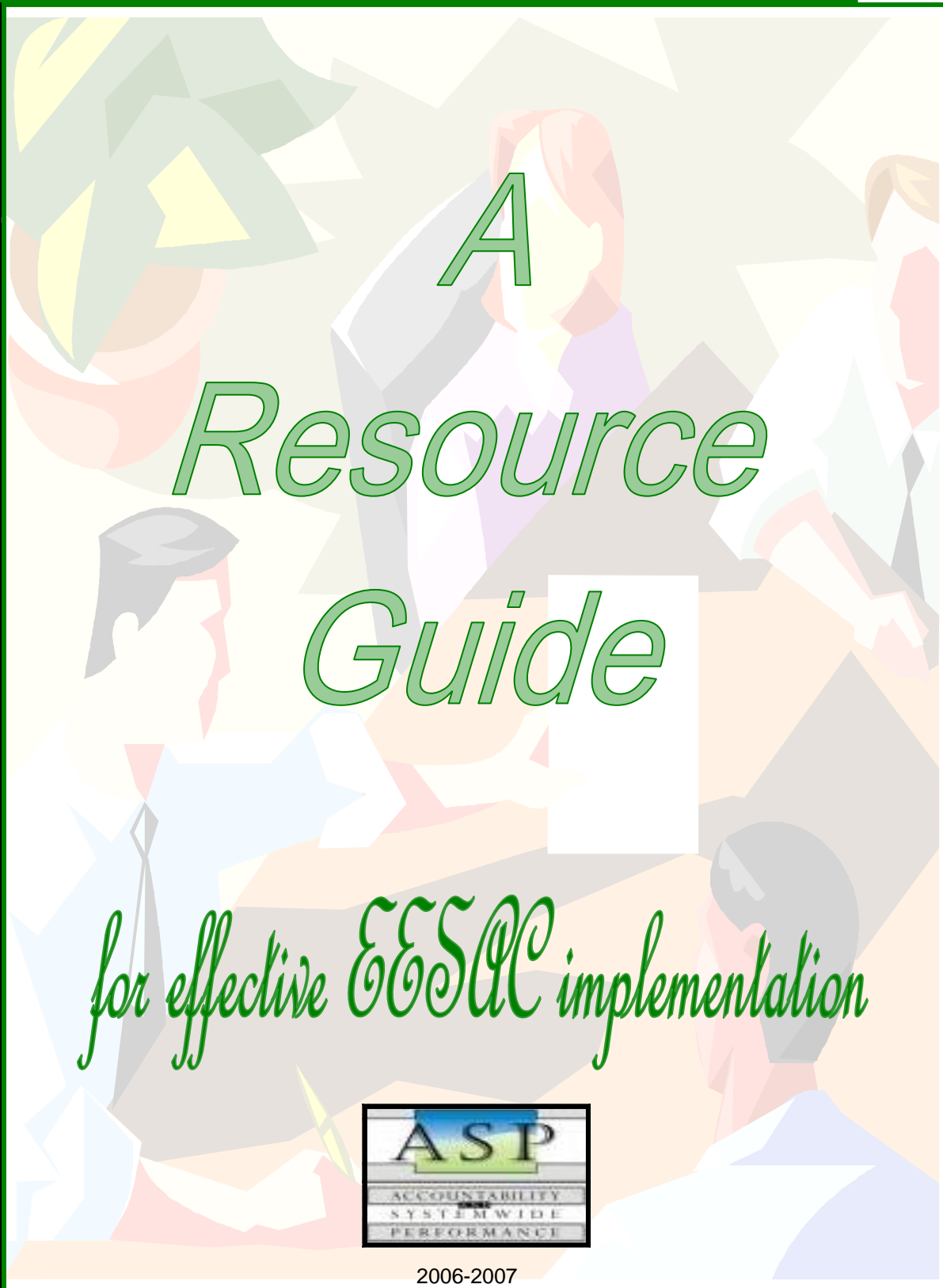


Office of School Quality Improvement

Miami-Dade County Public Schools

*Educational Excellence School Advisory Council
(EESAC)*



*A
Resource
Guide*

for effective EESAC implementation



2006-2007

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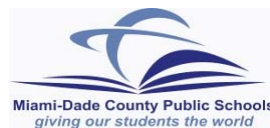
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The School Board of Miami-Dade County, Florida
1450 N.E. Second Avenue
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Educational Excellence School Advisory Councils

A Resource Guide

A Short History

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 educational 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 the 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 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 principals in the development of school improvement plans as well as the schools’ budgets.



EESAC’s Responsibility

The EESAC is the sole body responsible for final decision making relating to school improvement and accountability. This authority is delineated in Florida Statute 1001.452, in Miami-Dade County School Board Rule 6Gx13- 1B-1.031, and in Miami-Dade County Public Schools/United Teachers of Dade Contract, Article XXVI, Section 5.

The following compilation of requirements, recommendations, and best practices is designed to guide EESACs in effectively serving their schools while meeting state and school board requirements. **Those items that are required by state law or by school board rule are written in bold type.** *Those items that are recommended best practices, but not required, are written in italics.*

Bylaws



Every EESAC must develop operating bylaws. Bylaws should be clear, concise descriptions of how the EESAC will function. Individual bylaws must support state laws, school board rules, and the contract with UTD while they enumerate the procedures that are unique to that school.

Bylaws have the force of law. They must be followed exactly, or they must be amended to change the procedures. *Every EESAC should review its bylaws on an annual basis to refresh members' awareness and to make any needed amendments. Individuals authorized by the principal can access bylaws online at <http://opi.dadeschools.net/Products>.* A sample set of bylaws is included in School Board Rule 6Gx13- 1B-1.031.

The following outline provides suggestions as to the topics which should be included in good bylaws as well as those items which are required to be included.

A. Purpose

- Why does the EESAC exist?
- What are the responsibilities of the EESAC?

B. Members

- Who are the voting members? (Refer to page 5 of this guide for required minimums.)
- How many alternates are there?
- Who is eligible to serve in each category?
- Are there any members who are “*ex officio*”? (Note: The principal and the UTD designated steward are required members. Some schools may include the PTA president as one of the parent representatives; this must be stated in the bylaws.)
- How long is each member's term of office?
- What are the duties of members?

It is required by state law to include the following:

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

It is recommended to include the following as duties:

1. *Attend all regular and special meetings,*
2. *Communicate with constituents to collect data for decision making,*
3. *Report to constituents the actions taken by the Council,*
4. *Consider the needs of all students when making decisions.*

C. Elections

- How are teacher, student, parent, and education support employee representatives elected?
- Who conducts each election?
- How is public notice provided for parent elections?
- What process takes place when a vacancy occurs before a member's term has expired?
- How often does the EESAC elect its officers?

It is required by school board rule to include the following:

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.

Refer to page 7 of this guide for more information about elections.

D. Meetings

- When, where, and how often are regular meetings held?
- How can a special meeting be called?
- How can a meeting be cancelled?

It is required by state law to include the following:

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

It is recommended that you include the following:

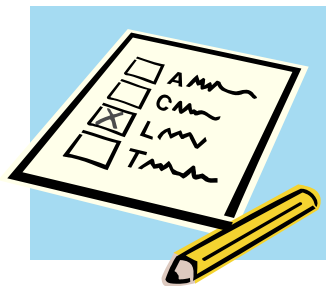
All meetings shall be open to the public and shall not be held in any facility which discriminates on the basis of sex, age, race, creed, color, origin, disability, or economic status or which operates in such a manner as to unreasonably restrict access to such a facility.

E. Quorum

- How many members must be present to constitute a quorum?

It is required by state law to include at least the following:

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

- How does the Chair prepare and distribute the agenda?
- How may Council members add items to the agenda?
- How may non-Council members suggest agenda items?
- How can the agenda be amended?

It is required by state law to include the following:

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. Decision Making

- What decision making processes are used?

It is recommended that you include the following:

The primary method of decision making shall be by consensus.

H. Minutes

- Who is responsible for taking minutes and posting them online?
- How will minutes be maintained?

It is required by state law to include the following:

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.

Refer to page 9 of this guide for more information about minutes.

I. Input from Non-Council Members

- How can members of the public address the EESAC?

J. Committees

- What standing committees, if any, are there?
- Who can serve on these committees and how are they selected in order to ensure balanced participation?
- How does the EESAC form special committees?

K. Amendments

- How can the bylaws be amended?

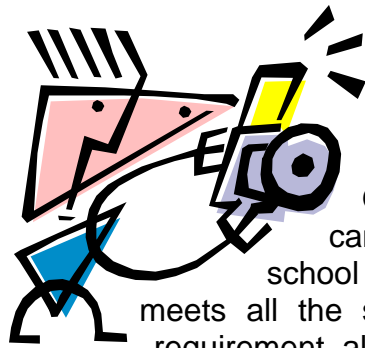
Some EESACs use the following:

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

Rosters

What are they?

EESAC rosters list all voting members and alternates along with their demographic information.



An official **“snapshot”** roster is presented to the School Board each year in November. **The deadline for schools to complete and verify this roster is October 1.**

Once rosters are approved by the School Board, the District can certify to the Florida Department of Education that every school in Miami-Dade County has a school advisory council that meets all the stipulations of state law. If the District fails to meet this requirement, all lottery funding would be at risk.

Throughout the year, the roster must be regularly updated whenever new elections take place. The principal, the chair or the designee should contact the Office of School Quality Improvement to request that the online software be unlocked, go to <http://opi.dadeschools.net/Products> to make necessary revisions, then verify the roster using codes provided by this office.

What are the requirements for the EESAC Roster?

As required by state law, school board rule, or both, each EESAC must:

- **Begin with the following minimum membership:**
 - Five (5) teachers and one (1) alternate teacher,
 - Four (4) parents and one (1) alternate parent,
 - One (1) education support employee and one (1) alternate,
 - One (1) student and one (1) alternate student,
 - One (1) business/community representative,
 - The UTD designated building steward, and
 - The principal;
- **Add enough persons who do not work at the school so that the non-employees form the majority;**
- **Demonstrate that the EESAC is reflective of the ethnic, racial, linguistic, disabled, and economic community served by the school; and**
- **Include at least one representative (parent, teacher or administrator) of exceptional student education.**

EESACS should also equitably include parents of LEP students.

What about adult schools?

- Adult programs that share a facility with a K-12 school add the adult school principal, a teacher, and a student to the K-12 school's EESAC.
- Stand-alone adult schools follow the requirements for K-12 schools, but they are not required to include parent representatives.

Must every school include a student?

Yes. Only those elementary schools which do not have a 5th or 6th grade are exempt. Middle and senior high schools may have more than one student member.

Are there any exceptions?

An EESAC may vote to request a composition waiver if it wants to alter membership, including the addition of an alternate for the principal. This request is submitted through the Office of School Quality Improvement to the EESAC Support Committee. If the Committee recommends approval, the EESAC bylaws must be amended to reflect the change in membership. (The only exception to this procedure is to add additional alternates for teachers, parents, students, or education support employees. These may be added without outside approval.



Elections

What is required?

- Teachers, parents, students, and education support employees must elect their representatives to the EESAC.
- All full-time and part-time teachers, counselors, media specialists, and permanent subs must have the opportunity to vote at a previously announced faculty meeting for their representatives.
- All education support employees, including all non-instructional and non-administrative personnel who work at least 20 hours per week must have an opportunity to vote for their representatives at a previously announced meeting.
- All parents must have the opportunity to vote for their representatives at a meeting which has been advertised at least five working days in advance.
- All students must have an opportunity to vote for their representatives, unless the EESAC bylaws stipulate that an elected Student Council officer will also serve as a member of EESAC.
- The principal appoints business/community representatives and should use this opportunity to balance the ethnic/racial composition of the EESAC.
- All members serve for the length of term specified in the bylaws or until they are no longer eligible to serve; terms may be different for different groups.
- Annual elections must be completed in time so that a fully functioning EESAC is in place at the beginning of the school year.
- Interim elections must be held to fill any vacancies that occur during the school year.
- The chair and other officers of the EESAC must be elected from among the members; voting members as well as alternates are eligible to serve in an officer position.

What is recommended?

- *Teacher elections should be conducted by the UTD designated steward in cooperation with the EESAC chair.*
- *Parent elections may be held in conjunction with a PTA meeting, however the EESAC chair should conduct the election, making sure that all parents in the school are informed about the election and have the opportunity to vote.*
- *All groups should receive adequate information prior to and during the elections so that they understand the role of EESAC and the responsibilities of an EESAC member, as well as the qualifications of the candidates for whom they may vote.*

Meetings

When should meetings be held?

According to state law, EESAC meetings must be held regularly and at a time that is convenient for parents, students, teachers, and business/community representatives. Each EESAC must also follow its bylaws in scheduling meetings.

As a best practice, EESACs must meet at least four times per year to review the draft School Improvement Plan, to approve the final School Improvement Plan after Regional Center review, to conduct a midyear review of progress, and to conduct a final assessment of progress.

EESACs commonly meet monthly in order to monitor progress related to the implementation of School Improvement Plan strategies, to make decisions about the budget, and to conduct a thorough needs assessment.

EESACs may meet before school, after school, in the evening, or on the weekend in order to accommodate the schedules of the various stakeholder members. In order to enhance attendance, some EESACs meet at an off-campus location, such as a restaurant or community center.

All meetings must be publicly advertised at least five (5) working days in advance.



- A meeting announcement must be posted on the District's website, <http://dadeschools.net> under "Meetings," and
- Advertisements must be posted and/or distributed within the school community so that all interested persons are aware of the meeting.

All meetings must be held in a place which will accommodate all members of the public who wish to attend, including those with a disability. If an individual notifies the EESAC that he or she will require an accommodation in order to participate in the meeting, the accommodation (e.g., sign language translator or wheelchair lift) must be provided.

How is the agenda prepared?

Following procedures outlined in the bylaws, the chair will prepare the agenda and distribute it to the members at least three (3) days in advance of the meeting.

The agenda may be posted along with the meeting announcement.

How is the meeting conducted?

The chair conducts the meeting, providing an opportunity for all members to participate in decision making and giving members of the public the opportunity to address the EESAC. Some schools may use *Roberts Rules of Order* or some other parliamentary guide, if this is stipulated in their bylaws.

Following procedures outlined in the bylaws, most EESACs seek to make decisions by consensus, voting only when there is not time or opportunity to reach consensus.

Since meetings can involve many members and non-members, it is a very good practice to create name cards for each member. This helps members to know one another and quickly identifies any non-members who are present.

How should minutes be handled?

Minutes must be kept for every meeting of the EESAC, listing the date, time and location of the meeting, the names of those present, and the actions taken.

All decisions must be recorded exactly in the minutes. If a vote is taken, the results must be recorded by listing the names of the members who voted in favor and those who voted against. By law, all members who are present must vote. The only exception is for a member who has a conflict of interest. That member must declare the conflict and abstain from voting.

The EESAC may elect one of its members to be the recording secretary, a clerical person may be assigned by the principal to this responsibility, or some other process may be followed.

Minutes, including tape recordings made of the meetings, are public records. They must be saved and must be made available to any member of the public who requests them. The process to maintain minutes is:

- 1. Following the meeting, the designated secretary goes online to <http://opi.dadeschools.net/Products> and posts the minutes.**
- 2. At its next meeting the EESAC approves or amends the minutes. The designated secretary will then make any necessary corrections to the online draft.**
- 3. The principal must then go online to verify the approved minutes, using the verification code issued by the Office of School Quality Improvement, to allow the minutes to go into the public domain.**

When preparing the next meeting agenda, the chair should refer to the past minutes to bring forward issues that are ongoing or unresolved.

School Performance Excellence Planning



The EESAC is the sole body responsible for final decision making at the school relating to the implementation of school improvement and accountability. This is the EESAC's primary obligation.

The School Improvement Plan must address issues relative to budget, training, instructional materials, technology, staffing, student support services, school safety and discipline, and resource allocation.

In order to accomplish its charge, the EESAC should:

- *Develop the school's mission and vision;*
- *Examine all aspects of the school when developing the School Improvement Plan;*
- *Determine the school's needs and prioritize them;*
- *Recommend strategies to improve areas of importance;*
- *Decide how to measure results; and*
- *Assist in the preparation and evaluation of the School Improvement Plan.*

Although every school will have its own process for developing the School Improvement Plan, the EESAC must give the final approval of the School Improvement Plan, the Midyear Review, and the end of year Assessing Progress Report.

A+

In addition, the EESAC should receive regular reports on the implementation of the School Improvement Plan, including the progress related to implementation of the strategies and the results of benchmark assessments.

Some EESACs form subcommittees to monitor each of the objectives in the School Improvement Plan. The subcommittees can include members of the EESAC as well as other non-members who are familiar with the various aspects of the school's programs.

The school's assistant principal for curriculum is an invaluable resource to the EESAC and may make recommendations to the Council. The assistant principal is not, however, a voting member of the EESAC unless a waiver has been received to add this person either as a member or as an alternate to the principal.

Money

What are the EESAC's responsibilities with regard to the budget?

The EESAC must advise the principal in the development of the school's budget. In order to accomplish this, the EESAC should receive budget training.

Budget training can be provided by the school's principal, by the budget analyst assigned to the school from the District, or by some other competent administrator.



A portion of the school's budget is an allocation of \$10.00 for every FTE in the school, made directly to the EESAC. This money cannot be spent on capital improvements or on any project or program which lasts longer than one year. In addition, the Florida Attorney General has offered an opinion that the EESAC may not pay a stipend to its chair, since serving as chair is not a project or program. Neither District staff nor the principal may override the decision of the EESAC with regard to these funds. (24.121 F.S.)

The Controller for Miami-Dade County Public Schools has created a procedure for accessing EESAC funds for small purchases through the school's internal fund. A copy of the Controller's directive is attached to this guide along with the

necessary forms.

Copies of the entire school budget, not just the EESAC portion, should be provided to all members. The location of the FR 05-08 should be one that is accessible to EESAC members. Budget decisions and implementation timelines should be tracked through the EESAC's minutes.

What is the EESAC's role in the use of School Recognition money?

Every Florida school that receives a performance grade of "A" or improves one letter grade will receive School Recognition money. This fund, equal to \$100.00 for every student in the school, may be spent on staff bonuses, temporary personnel, or educational equipment and materials.

The decision on how to spend School Recognition money must be made jointly by the EESAC and the staff of the school. If a decision has not been reached by November 1, the money will automatically be distributed in bonuses to classroom teachers who are currently teaching in the school.

The legislature did not designate a process for a school to follow in order to have the staff and the EESAC reach agreement about **School Recognition** money. A good practice is to design a process and an agreement on how conflicts will be resolved before the school receives this award. When considering how to distribute bonus money, EESACs are encouraged to consider staff who are currently employed at the school as well as former employees who were part of the school when the improved performance took place.



Florida's Government in the Sunshine Law

As a public body, all EESACs are subject to the requirements of Florida's Government in the Sunshine Law. This law requires public access to the EESAC and to its public records. The requirements regarding public notice of meetings, opportunity for public input at meetings, and the maintenance of minutes as public records have been addressed in earlier sections of this guide. In addition, the Sunshine Law requires:



- **No Secret Ballots** -- all votes must be made publicly and must be recorded in the minutes.
- **No Secret Meetings** – no members of the EESAC may discuss privately any issue that will come before the EESAC for a vote.

There are civil and criminal penalties for violations of the Sunshine Law.

To obtain a copy of the Sunshine Law, contact First Amendment Foundation, 336 E. College Avenue, Suite 101, Tallahassee, FL 32301.



Training and Support

To provide assistance in identifying resources and strategies necessary for the development and implementation of the School Improvement Plan or to provide professional development activities in support of consensus decision making, training and support are available from the **Office of School Quality Improvement**, UTD, Regional Centers, and the Office of Labor Relations.



To assist in the resolution of conflicts, appropriate joint support may be provided upon the request of the principal, UTD, or the EESAC to the EESAC Support Committee and upon notification to the regional Assistant Superintendent.

To resolve unsuccessful conflicts, final intervention may be requested from the EESAC Support Committee which will make recommendations to the Superintendent.

Contact Information:

Office of School Quality Improvement, 305 995-1745

Office of Labor Relations, 305 995-1590

Regional Center I, 305 687-6565

Regional Center II, 305 624-8802

Regional Center III, 305 883-0403

Regional Center IV, 305 642-7555

Regional Center V, 305 595-7022

Regional Center VI, 305 246-5934

Division of Exceptional Student Education, 305 995-1721

UTD, 305 854-0220



Office of the Controller

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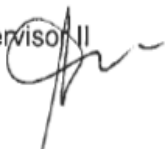
Vincent S. Dawkins
Accounts Payable Dept.
Suite 602
Tel. 995-2611

To: All Elementary and Secondary School
Principals and Treasurers

Date: February 4, 2005

From: Connie Pou, Controller 

Memo Ref.: CP- 081

By: Alexandra I. Mirabal, Supervisor
Internal Fund Accounting 

Subject: **ACCESSING EESAC FUNDS FOR SMALL PURCHASES THROUGH THE
SCHOOLS' INTERNAL FUND**

In order to give schools the opportunity to access funds designated by their EESAC (currently known as EEC - Educational Excellence Council) committees (Prog. 9583) for purchases of small priced items that are not allowed under Fund 9, purchasing credit card or on-line MSAF purchasing guidelines (i.e. food related student incentives), the following procedures have been developed to be followed accordingly. Please note that since this is the first time these procedures have been made available, schools will be allowed to implement them at this mid-year point; **however, in the future, this process must be conducted at the beginning of each school year.**

1. Every school year the school's EESAC committee may elect to designate a set dollar amount (i.e. \$1,000, **but no more than \$2,999**) to be used by the school for small purchases (i.e. food related student incentives, recognition certificates, etc.) as determined by them and stipulated in the minutes of the meeting. The minutes must describe each type of authorized purchase in sufficient detail to provide the necessary support for the expenditures to be paid. Keep in mind that EESAC money must justifiably be used for school/educational improvement purposes but **cannot be used for monetary bonuses for employees, capital improvement projects or for any project (capital or otherwise) that extends beyond 1 year.**
2. Upon obtaining a copy of the EESAC committee minutes, the principal will be allowed to authorize an Internal Fund JV transfer from the Fund-9 account to a new Internal Fund function created, **Trust Program (5004) EESAC Funds (0561)**. The amount of the transfer must be for the set amount of money designated by EESAC (i.e. \$1,000) as reflected in the minutes. A copy of the minutes must be retained by the school for audit purposes to document the JV transfer made.
 - a. This money now available in the new function (0561) may be used for purchases of items as stipulated in the minutes of the EESAC committee meeting. All pertinent expenditures will be posted to this function and processed in accordance with Internal Fund policies and procedures. Sales taxes, when applicable to certain purchases, may be charged to this function. If personal use items are purchased and given away as incentives (i.e. t-shirts) a Complimentary Items – Recipient List (FM-6679) should be maintained for audit purposes.

MEMORANDUM

- b. By the close of the fiscal year, all purchases made must be paid and any remaining balance in this (0561) function must be returned to the EESAC committee's budget structure (Program 9583) by issuing a check payable to the School Board of Miami-Dade County and sent to the Office of Treasury management with the attached new form (FM-6871) created to facilitate this process.
3. Once the transfer of funds has been made from the Fund-9 account into the new 0561 function, the corresponding JV transfer becomes a reconciling item in the Fund 9 account and must be reflected as an expenditure by using the JV# with the description "EESAC Funds " in Section 1 of the Fund 9 Reconciliation Form, until a TPO is prepared to replenish the Fund-9 account. When preparing the Fund-9 TPO this item will be entered again with the JV# and description "EESAC Funds " to be charged to the school's EESAC budget structure.

Please note that these procedures were mainly developed to accommodate purchases of small priced items that typically, due to policy restrictions, could not be purchased through Fund 9, purchasing credit card or on-line MSAF requisitions; therefore, purchases of allowed items should continue to be processed as before.

Please feel free to provide a copy of this memorandum to your school's EESAC committee to advise them of this opportunity to further assist the school. Additionally, remind your EESAC committee members that since we are at the midyear point, they must first verify the available balance in the school's EESAC Program prior to authorizing any set dollar amount for this purpose to avoid overspending their available funds.

Should you have any questions regarding these procedures, please contact your school's Internal Fund Business Manager.

Attachment

cc: Allen M. Vann
Willa Young
Jose Montes de Oca
Daisy Naya
Silvia Rojas
Vincent Dawkins
Leo Fernandez
Anne Thompson
Business Managers

