

Office of Superintendent of Schools  
Board Meeting of March 17, 1999

February 24, 1999

Education  
Joseph H. Mathos, Deputy Superintendent

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: FINAL READING  
6Gx13- 1B-1.031, GUIDELINES FOR THE ESTABLISHMENT OF  
EDUCATIONAL EXCELLENCE COUNCILS AS REQUIRED BY  
BLUEPRINT 2000**

The School Board of Miami-Dade County, Florida, announced on January 13, 1999, its intention to amend School Board Rule 6Gx13-1B-1.031, Guidelines for the Establishment of Educational Excellence Councils as Required by Blueprint 2000, at the meeting of March 17, 1999.

The Notice of Intended Action was published in the *Miami Daily Business Review* on January 19, 1999, posted in various places for public information, and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are copies of the Notice of Intended Action and the amended rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida adopt amended School Board Rule 6Gx13-1B-1.031, Guidelines for the Establishment of Educational Excellence Councils as Required by Blueprint 2000, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective March 17, 1999.

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on January 13, 1999, its intention to amend Board Rule 6Gx13- 1B-1.031, Guidelines for the Establishment of Educational Excellence Councils as Required by Blueprint 2000, at its meeting of March 17, 1999.

**PURPOSE AND EFFECT:** The purpose of this amendment is to comply with amendments to Sections 229.58 and 229.591, Florida Statutes, revise outdated language, and ensure broad representation on Educational Excellence School Advisory Councils.

**SUMMARY:** This amendment is to guarantee that a majority of the members of each council are not employed by the school and that each council includes the phrase "school advisory council" in its name.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2); 230.23(17) F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 229.58; 229.591; 230.23005(5) F.S.

**IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF** March 17, 1999, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by February 9, 1999, to the Superintendent of Schools, Room 912, at the same address.

**ANY PERSON WHO DECIDES TO APPEAL THE DECISION** made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

**A COPY OF THE PROPOSED AMENDED RULE** is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Anne Thompson  
Supervisor: Mr. Joseph H. Mathos  
Date: February 24, 1999

Participation by the Public**GUIDELINES FOR THE ESTABLISHMENT OF EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCILS AS REQUIRED BY BLUEPRINT 2000**

As stipulated in ~~Blueprint 2000, Florida's system for school improvement and education accountability~~ Section 229.58 F.S., District and School Advisory Councils, each school must establish a school advisory council, which shall be ~~named on Educational Excellence Council in Dade County Public Schools~~ 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 ~~the statutory requirements of Blueprint 2000~~ regarding the establishment and functioning of school advisory councils [Florida Statutes 229.58(1)(a) 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 "assist in the preparation and evaluation of the school improvement plan" required from each school. This responsibility may include recommending waivers or changes to Florida Statutes, State Board 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.

- 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. During the 1996-97 school year, all Miami-Dade County Public Schools conducted new elections for their Educational Excellence School Advisory Councils. 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 Proficiency (LEP) parents or parental representatives will be included where possible.

- 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.
- 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) --- 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**
- I. **Representation Additions for Adult/Postsecondary Programs which Share Facilities** --- in addition to the requirements described above, a second administrator, a second student, and a sixth 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. **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 Family and Community Involvement Advisory Committee through the Parent Participation Office, 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 Family and Community Involvement Advisory Committee will make recommendations to the Superintendent 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 Family and Community Involvement Advisory Committee for consideration.

--- 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~~ ~~by~~ the ~~school~~ ~~School Board of Dade County, Florida~~. Selection of additional members shall be done in a manner consistent with procedures in this Rule.

Revised subsequent to initial reading of 1/13/99

**K. 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**

**L. 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 Family and Community Involvement Advisory Committee which will make recommendations to the Superintendent regarding the appropriateness of the request.

**III. REVIEW/APPROVAL PROCEDURES:**

**A. Review by Bureau of Community Services**

--- each school will submit its initial Educational Excellence School Advisory Council membership, or any changes to that membership, to the Parent Participation Office, Bureau of Community Services.

--- concerns about the composition of the council at any particular school will be referred to the Family and Community Involvement Advisory Committee.

--- the Family and Community Involvement Advisory Committee will propose resolutions to the Superintendent.

**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.C. Election Process, which addresses election procedures for Council members.

**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 ~~Blueprint 2000~~ 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.

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 the 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.

#### E. QUORUM

In order for the Council to conduct business, a quorum of \_\_\_ members must be present. The quorum must include both teacher and parent representatives.

#### 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.

#### G. CONSENSUS DECISION MAKING

The primary method of decision making shall be by consensus.

#### H. MINUTES

Written minutes of each regular and special meeting shall be kept as an open, permanent record of the activities of the Council. 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

~~*(Describe a process to amend these bylaws.)*~~

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(17) F.S.

Law Implemented, Interpreted, or Made Specific: ~~229.58(+)(a)~~; 229.591; 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