

Mercedes Toural, Chief Education Officer  
and Deputy Superintendent of Schools

**SUBJECT:            PROPOSED PROMULGATION OF NEW SCHOOL BOARD RULE:  
INITIAL READING 6Gx13- 6A-1.48, K-8 CENTERS**

**COMMITTEE:        LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND  
PERSONNEL SERVICES**

At the School Board Meeting of March 17, 2004, an action proposed by School Board Member, Mr. Frank J. Bolaños and approved by the School Board, directed the Superintendent to develop a School Board rule establishing procedures for the conversion of a school to a K-8 Center. The proposed rule broadens public school choice in Miami-Dade County Public Schools by providing procedures for approving the conversion of schools to K-8 Centers. These centers are configured to include students from kindergarten through grade eight, as an alternative to the traditional elementary and middle level configuration. The rule also provides that parents of all students enrolled in grade five at an established K-8 Center shall choose to allow their children to continue at the K-8 Center for grades six through eight or to enroll them in the traditional middle school to which they would otherwise have been assigned.

Research indicates that there is no educationally or socially sound reason for segregating middle grade students from primary and intermediate students. In addition, there is some indication that a configuration that allows students to remain at the same school through grade eight is appropriate for promoting positive attitudes toward school, motivation to learn, and higher academic achievement during the early adolescent years. Conversely, a K-8 Center middle grade experience is not meant to be the equivalent of a traditional middle school environment. The K-8 Center offers a streamlined curriculum for grades six through eight that emphasizes the core academic subjects, but limits the possible range of electives, Honors, and high school level courses available at the traditional middle school.

Attached are the Notice of Intended Action and the proposed new Board rule.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the promulgation of new School Board Rule 6Gx13- 6A-1.48, K-8 Centers.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to promulgate School Board Rule 6Gx13- 6A-1.48, K-8 Centers.

RKF/MB:mm

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 16, 2004 its intention to promulgate new School Board Rule 6Gx13- 6A-1.48, K-8 Centers, at its meeting of August 18, 2004.

**PURPOSE AND EFFECT:** To establish a process for converting schools to K-8 Centers.

**SUMMARY:** To establish as Board Rule a process for establishing K-8 Centers which includes steps, timelines, and approval levels.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1)(2); 1001.42(22); 1001.43(10), F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1001.41(3); 1001.42(9)(b)(3)(7)(8); 1001.43(2)(f)(4)(5); 1002.20(6)(a)

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 18, 2004, 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 July 13, 2004, 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 RULE is available to the public for inspection and copying at cost in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mr. Frank J. Bolaños  
Date: June 2, 2004

**Instruction – Elementary and Secondary****K-8 CENTERS**

In the interest of broadening public school choice, Miami-Dade County Public Schools provides K-8 Centers, which are configured to include students from kindergarten through grade eight, as an alternative to the traditional elementary and middle level configuration. A K-8 Center middle grade experience is not meant to be the equivalent of a traditional middle school environment. The K-8 Center offers a streamlined curriculum for grades six through eight that emphasizes the core academic subjects, but limits the possible range of electives, honors, and high school level courses available at the traditional middle school. Physical education and athletics are also limited. The parents of all students enrolled in grade five at an established K-8 Center shall choose to allow their children to continue at the K-8 Center for grades six through eight or to enroll them in the traditional middle school to which they would otherwise have been assigned. Revised

The conversion of a school campus to a K-8 Center should be made primarily for the purpose of improving educational services, including the relief of overcrowding, the prevention of enrollment decline at the middle school level, the provision of curricular continuity, the provision of optimum academic and social support, and such factors that might be unique to a particular conversion.

The process for proposing conversions of schools to K-8 Centers shall consist of the submission of a written proposal, analysis of the proposal by a K-8 Center Technical Committee (which will include a district-level study of facilities-related and curricular aspects of the conversion, if necessary), review by a K-8 Center Administrative Committee, and recommendation to the School Board.

**I. Proposal Submission**

- A. Proposals for conversion shall be initiated by the Educational Excellence School Advisory Committee (EESAC), PTA/PTSA, or the ACCESS Center Revised assistant superintendent.
- B. Proposals must adhere to the Miami-Dade County K-8 Center Application Format and must, at minimum, address the following factors: initiating entity (source of the request); rationale for the request; current school enrollment and capacity; projected increase in student enrollment with the added grades; projected impact on the enrollment and diversity of the neighboring schools; curricular provisions, including the method by which parents will choose between the two middle grades options; staffing implications; school site acreage and current usage; and evidence of community support.

- C. Proposals must be received in the appropriate administrative office no later than 4:30 p.m. on or before the second Tuesday of September for consideration during the fall review process and no later than 4:30 p.m. on or before the second Tuesday of January for consideration during the spring review process. Proposals reviewed in the fall will be considered at or prior to the December School Board Meeting, and those reviewed in the spring will be considered at or prior to the April School Board Meeting, unless extenuating circumstances intervene. The proposal for any conversion proposed to take place in a given school year must be submitted during the first submission cycle of the previous year or earlier.

Added

II. Proposal Review

- A. A K-8 Center Technical Committee shall examine all proposals and, by majority vote, take one of two actions on each proposal. It may request a district-level study of facilities-related and curricular aspects of the proposed conversion, or it may forward the proposal to the next level of review without additional analysis.

The K-8 Center Technical Committee shall be comprised of the senior administrators of the following areas, or their designees, who must also be administrators:

- Curriculum and Instruction;
- ACCESS Center in which the school is located;
- Attendance Boundary Committee;
- Civil Rights and Diversity Compliance;
- Evaluation and Research;
- Transportation;
- Business Operations;
- Employment and Staffing; and
- Food and Nutrition.

Additional Committee membership will include parent representatives from the following:

- PTA/PTSA at the initiating school; and
- PTA/PTSA at the affected middle school.

Added

The Assistant Superintendent, School Choice and Parental Options, will act as chair of the K-8 Center Technical Committee, and the ACCESS Center Assistant Superintendent in which the school is located will present the proposal.

- B. A K-8 Center Administrative Committee shall review each proposal, along with the district-level study requested by the K-8 Center Technical Committee, if applicable, and, by majority vote, make a recommendation for acceptance or denial of the proposal to the Superintendent of Schools. At least one (1) representative of the initiating entity must be available to answer questions from the K-8 Center Administrative Committee when the proposal is reviewed.

The K-8 Center Administrative Committee shall be comprised of the following persons, or their equivalent:

Chief Education Officer and Deputy Superintendent of Schools, or designee, who will act as chair;  
Chief Business Officer, or designee;  
Chief Financial Officer, or designee;  
Chief Personnel Officer, or designee;  
Associate Superintendent, ACCESS Centers, or designee;  
Associate Superintendent, Instructional Operations, or designee;  
Associate Superintendent, Management Operations, or designee;  
Principal from an established K-8 Center;  
One representative from the Attendance Boundary Committee;  
One representative from the Diversity Equity and Excellence Advisory Committee;  
One representative from the Schools of Choice Advisory Committee;  
One member of the United Teachers of Dade, selected by the Executive Vice President of the United Teachers of Dade;  
and  
President of the County Council of PTA, or designee.

- C. All proposals shall be submitted to the School Board, by the Superintendent of Schools with a recommendation for acceptance or denial.
- D. The School Board must, by a majority vote, approve or deny each proposal that it receives.
- E. If the proposal is denied, the School Board shall direct the Superintendent of Schools to articulate in writing the specific reasons based upon good cause supporting the denial of the proposal. If a proposal is denied, the originator may resubmit a revised proposal to the appropriate administrative office for review during subsequent submission cycles.
- F. An approved proposal will be referred to the School Site Planning and Construction (SSPC) Committee for inclusion in the next regular cycle of facilities planning as outlined in School Board Rule 6Gx13- 2C-1.083

Section (III), Educational Facilities Planning, Site Selection and Acquisition, and Construction.

- G. Once the construction is completed, and prior to the facility being occupied by the additional grade level(s), the K-8 Center will be included in the Attendance Boundary Committee (ABC) process for a grade configuration change.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.  
Law Implemented, Interpreted, or Made Specific: 1001.41(3); 1001.42(9)(b)(3)(7)(8);  
1001.43(2)(f)(4)(5); 1002.20(6)(a) F.S.

History  
New:

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



# Miami-Dade County Public Schools

## K-8 Center Application Format



Miami-Dade County Public Schools  
*giving our students the world*

School Choice and Parental Options  
1450 NE Second Avenue, Suite 271  
Miami, Florida 33132  
305 995-7260

Available electronically at:  
<http://www.choice.dadeschools.net>

## **K-8 Center Application Process**

Proposals may be submitted at any time during the year; however, the review process is initiated twice annually – in September and January. Any application received within the published deadline in the fall or spring application timeline will be processed in the following order.

- Submit application by 4:30 p.m. on specified date  
Ten (10) copies of the application must be hand delivered to:

Assistant Superintendent  
School Choice and Parental Options  
1450 NE Second Avenue, Suite 271  
Miami, Florida 33132

- Convene K-8 Center Technical Committee (KCTC)
- Conduct Facilities, Curriculum Feasibility Study (as appropriate)
- Convene K-8 Center Administrative Committee (KCAC)
- Submit proposal to the School Board for consideration at its regular meeting

## K-8 Center Application Guidelines

# INSTRUCTIONS

### Application Format

A written application shall be submitted to Miami-Dade County Public Schools (M-DCPS) that adheres to guidelines set forth in the M-DCPS K-8 Center Application Format.

The application shall contain a maximum of 20 single-side pages, including attachments. Ten (10) copies of the application package must be submitted no later than 4:30 p.m. on the submission date for the fall or spring review process to:

Assistant Superintendent  
School Choice and Parental Options  
1450 NE Second Avenue, Suite 271  
Miami, Florida 33132

Please assemble the completed application, in the following order:

1. Cover page, with required signatures
2. Executive summary
3. Rationale for the request
4. Current student enrollment and capacity
5. Projected annual increase in student enrollment
6. Impact on neighboring schools' enrollment
7. Programmatic and/or curricular provisions
8. Staffing implications
9. School site acreage and current use
10. Evidence of community support
11. Attachments

An overarching consideration for each conversion proposal will be the extent to which it substantively addresses one or more of the factors that support conversion as specified in School Board Rule 6Gx13- 6A-1.48, K-8 Centers, in particular: the relief of overcrowding, the prevention of enrollment decline at the middle school level, the provision of curricular continuity, the provision of optimum academic and social support, and such factors that might be unique to a particular conversion.

Please address the requirements on the following pages as thoroughly and clearly as possible in the sequence in which they appear.

## K-8 Center Application

### 1. COVER PAGE

Name of school: \_\_\_\_\_ Date \_\_\_\_\_

Initiating entity: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's address: \_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

#### DIRECTIONS TO REVIEWERS (OR DESIGNEE)

In an effort to ensure widespread awareness of a school's proposed grade configuration changes that may have curricular or demographic implications, School Choice and Parental Options requires that each conversion proposal be reviewed by appropriate school/ACCESS Center/district administrators prior to submission. It is the responsibility of the originator of the proposal to secure the signatures of the reviewers that are listed below. After reviewing this proposal, please check YES to indicate support for the conversion. Otherwise, check NO.

Yes _____	No _____	Principal	Signature	Date
Yes _____	No _____	EESAC Chair	Signature	Date
Yes _____	No _____	PTA President	Signature	Date
Yes _____	No _____	Feeder Pattern Lead Principal	Signature	Date
Yes _____	No _____	Assistant Superintendent Curriculum & Instruction	Signature	Date

This proposal has been reviewed and is being forwarded.

ACCESS Center Assistant Superintendent	Signature	Date
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## **2. EXECUTIVE SUMMARY**

(One page)

Include a brief summary of each of the sections in the application.

### **3. RATIONALE FOR THE REQUEST**

(One page maximum)

Clearly identify a strong need for this conversion based on one or more of the following criteria:

- relief of overcrowding in area middle schools;
- the prevention of enrollment decline at the middle school level;
- provision of curricular continuity;
- provision of optimum academic and social support; and/or
- such factors that might be unique to a particular conversion.

#### 4. Current School Enrollment and Capacity

Specify the current program enrollment and capacity, including both permanent and relocatable facilities, and the condition of the facilities. (Attach a copy of the most recent School's Profile and Room Utilization Chart from the current *School Profiles* produced by Full Service Schools/Attendance Boundary Committee. This publication is available from that office or from the Citizen Information Center, Miami-Dade County Public Schools, 1450 NE Second Ave., Room 158, 305-995-1128.)

What is the official October FTE membership for the current year?

What is the current program capacity, including permanent and relocatable structures?

#### 5. Projected Annual Increase in Student Enrollment

Delineate the projected annual increase in student population with the addition of each successive grade, should the K-8 conversion occur.

Complete the projected student enrollment for each *additional* grade, by year, as it pertains to your school:

Year 1: 20xx-20xx  
 up to \_\_\_\_\_ students                      Grade \_\_\_\_\_

Year 2: 20xx-20xx  
 up to \_\_\_\_\_ students                      Grades \_\_\_\_\_ & \_\_\_\_\_  
 (Total, Years 1 & 2)

Year 3: 20xx-20xx  
 up to \_\_\_\_\_ students                      Grades \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_  
 (Total, Years 1 - 3)

**6. Impact on Neighboring Schools**

(One page maximum)

Identify all of the neighboring schools that would be impacted as a result of this conversion. The description must include each school's current enrollment, its existing capacity, and the number of students, if any, by which its enrollment would decline during each year of the conversion.

Projected number of students enrolling in the proposed K-8 Center instead of			
	in _____ School		
	Grade		
	6	7	8
Year 1			
Year 2			
Year 3			



## 7. CURRICULAR PROVISIONS

(Five pages maximum)

Clearly delineate programmatic and curricular issues as they pertain to the inclusion of the additional grades at the proposed school. The description should include the availability and comprehensiveness of learning opportunities that are pertinent to the proposed grade levels, e.g., electives, science labs, physical education. (Refer to the district's *Competency Based Curriculum*, which is available on the Internet at <http://portal.dadeschools.net/cbc/index.htm>, and the *Student Progression Plan* for the current year, which may be found under "e-handbooks" on the district's website, <http://www.dadeschools.net>, or from Curriculum and Instruction, Miami-Dade County Public Schools, 1500 Biscayne Blvd., Room 327-K, 305 995-2432.)

This section shall also contain a description of the method by which parents of students in grade five will choose to enroll their children in either the K-8 Center or middle school for grades six through eight. A sample choice form may be found on the following page.

SAMPLE PARENT CHOICE FORM

SCHOOL NAME

Dear Parent:

You have the choice of enrolling your child at \_\_\_\_\_ K-8 Center or \_\_\_\_\_ Middle School for grades six through eight. The school day at the K-8 Center is the same as that of the elementary grades; that is, from 8:30 A.M. to 3:00 P.M., except on Wednesdays when students are released at 2:00 P.M. The middle school day is from 9:00 A.M. to 3:40 P.M. daily.

Because of the smaller number of students that are served in a K-8 model, the curricular program differs from that which can be offered at a larger middle school. However, each model has unique benefits as delineated below:

- The \_\_\_\_\_ K-8 Center offers the following to students in grades 6-8:
  - i. Core academic subjects
  - ii. A sense of continuity and comfort
  - iii. Advanced courses in . . .
  - iv. Electives, including band, art, . . . .
  - v. After school clubs, including . . . . .
  
- \_\_\_\_\_ Middle School offers the following to students in grades 6-8:
  - i. Core academic subjects
  - ii. An age-appropriate environment to enhance the development of important socialization skills
  - iii. Advanced courses in . . . . .
  - iv. Electives, including band, art, chorus, speech and debate . . . .
  - v. Interscholastic sports, including . . . . .
  - vi. Clubs, including . . . . .

Please indicate where you choose to enroll your son or daughter for grade six next year, and submit this form to the office no later than February 28. Thank you for your cooperation.

Sincerely,

Principal

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For grade 6, I choose to enroll my child, \_\_\_\_\_ at

Student name

\_\_\_\_\_ "Your School" K-8 Center

\_\_\_\_\_ "The Neighborhood" Middle School

\_\_\_\_\_  
Parent name (Please print.)      Parent signature      Date

## 8. Staffing Implications

(One page maximum)

Delineate the number of additional instructional and non-instructional staff that will be added each year, based on the K-8 Centers Allocation Plan and the projected student enrollment. (Refer to the sections addressing K-8 Centers in the *School Allocation Plan* for the current school year, which is available under "e-handbooks" on the district's website, <http://www.dadeschools.net>, or from Financial Affairs, Office of Budget Management, Miami-Dade County Public Schools, 1450 NE Second Ave., Room 923, 305 995-1225.)

**9. School Site Acreage and Current Usage**

(One page maximum)

Include the total site acreage, current usage, and availability of land to build a middle learning center without significantly impacting physical education areas.

## **10. Evidence of Community Support**

(One page maximum)

Clearly specify the process implemented to inform all affected parties of the proposed conversion, including the PTA, the local community/municipality, the EESAC, and feeder pattern principals.

## **11. Attachments**

Please attach any supporting documents or data that would enhance the reviewers' understanding of the proposal.