

Office of Superintendent of Schools
Board Meeting of August 16, 2023

August 10, 2023

Lourdes Diaz, Chief Academic Officer
Office of Academics and Transformation

**SUBJECT: FINAL READING: PROPOSED ADOPTION OF SCHOOL
BOARD POLICY 9147, *EDUCATIONAL MATERIALS ADVISORY
COMMITTEE***

**COMMITTEE: ACADEMICS, INNOVATION, EVALUATION, AND
TECHNOLOGY**

**LINK TO STRATEGIC
PLAN: RELEVANT, RIGOROUS AND INNOVATIVE ACADEMICS**

This item is submitted for consideration by the Board to adopt a new School Board Policy 9147, *Educational Materials Advisory Committee*. At the School Board meeting of April 19, 2023, the Board approved Agenda Item H-20, proffered by School Board Member Roberto J. Alonso and co-sponsored by School Board Chair Mari Tere Rojas and School Board Member Mary Blanco. Agenda Item H-20 authorizes the Superintendent of Schools to explore the feasibility of creating an Educational Materials Advisory Committee (EMAC) to fulfill the purposes as delineated in the item and to make recommendations as to the proposed advisory committee's operations, inclusive of, but not limited to, staff support, number of meetings, issuance of reports to the Board, and any further recommendations as to its composition. As a result of the recommendations brought before the Board at the May 10, 2023, Academics, Innovation, Evaluation & Technology Committee Meeting, Board Policy 9147, *Educational Materials Advisory Committee* has been crafted for initial reading.

Board Policy 9147 establishes EMAC, a committee of parents, teachers, students, and community members, that advises the Superintendent on matters related to instructional materials. The EMAC is responsible for promoting parent involvement in the selection of educational materials, promoting parent contributions when stakeholder input is solicited in selecting library materials, educating parents about educational materials and related Board Policies, Florida Statutes, and Florida Administrative Code, and making recommendations for new educational materials.

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The School Board is committed to providing the best possible education for all students; the EMAC will be an important part of that commitment. To facilitate this collaboration and increase transparency, the Board shall establish the Educational Materials Advisory Committee (EMAC) with membership requirements as outlined in the policy and consistent with the requirements of Board Policy 9140, *Citizens' Advisory Committees*.

However, nothing in Policy 9147 shall be construed to supplant specific procedures set forth in other Board policies, including but not limited to Policy 2510, *Instructional Materials, School Library/Media Center, and Other Educational Materials*, Policies 1213, 3213, 4213, *Student Supervision and Welfare*, Policy 5517.02, *Discrimination/Harassment Complaint Procedures for Students*, and Policy 2215, *Program of Instruction*.

District staff worked in collaboration with the Office of the General Counsel to recommend this policy adoption.

Attached are the Notice of Intended Action and the proposed policy for adoption.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt School Board Policy 9147, Educational Materials Advisory Committee and authorize the Superintendent to file the policy with The School Board of Miami-Dade County, Florida, to be effective August 16, 2023.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 21, 2023, its intention to adopt Board Policy 9147, *Educational Materials Advisory Committee*, at its regular meeting on August 16, 2023.

PURPOSE AND EFFECT: Board Policy 9147, *Educational Materials Advisory Committee*, is recommended for adoption to establish a committee to serve in an advisory capacity to the Superintendent on matters related to Instructional Materials.

SUMMARY: Board Policy 9147, *Educational Materials Advisory Committee* (EMAC), is recommended for adoption to establish a committee to serve in an advisory capacity to the Superintendent on matters related to instructional materials. The EMAC is responsible for promoting parent involvement in the selection of educational materials; promoting parent contributions when stakeholder input is solicited in selecting library materials; educating parents about educational materials and related Board Policies, Florida Statutes, and Florida Administrative Code; and making recommendations for new educational materials. All meetings shall be held in open public sessions and all materials made in connection with official business of these meetings and not exempt from disclosure pursuant to Florida statutes are open for public inspection, pursuant to Florida's Government-in-the-Sunshine and Public Records Laws, F.S. Chapters 286.011 and 119. Notice for any Board Advisory Committee meeting shall be in accordance with Board Policy 9125, *District Advisory and Other District Committee Meetings*. The EMAC shall be established with membership requirements as outlined in the policy and consistent with the requirements of Board Policy 9140, *Citizens' Advisory Committees*. However, nothing in Policy 9147 shall be construed to supplant specific procedures set forth in other Board policies, including but not limited to Policy 2510, *Instructional Materials, School Library/Media Center, and Other Educational Materials*, Policies 1213, 3213, 4213, *Student Supervision and Welfare*, Policy 5517.02, *Discrimination/Harassment Complaint Procedures for Students*, and Policy 2215, *Program of Instruction*.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Fla. Stat. ss. 1001.41 (1), (2), 1001.42(17).

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: Fla. Stat. ss 119.071(3)(a), 286.011, 1002.20(19), 1003.02(1)(d), 1006.31, 1006.40.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF August 16, 2023, 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 in Section 120.54(1), Fla. Stat., must do so in writing by July 19, 2023, to the Superintendent, 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, Fla. Stat.)

COPIES OF THE PROPOSED NEW POLICY are available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.

9147 – EDUCATIONAL MATERIALS ADVISORY COMMITTEE

A. Establishment

The School Board recognizes the need and impact of an educational materials advisory committee comprised of parents. Parents are the primary stakeholders in their children's education, and they have a unique perspective on the needs of their children and the community. An educational materials advisory committee can provide valuable input related to educational materials. The committee can also help to identify and foster parental involvement opportunities for the communities they represent to engage with the District in the established process of selecting educational materials.

The School Board is committed to providing the best possible education for all students, and an educational materials advisory committee is an important part of that commitment. To facilitate this collaboration and increase transparency, the Board shall establish the Educational Materials Advisory Committee (EMAC) with membership requirements as outlined below and consistent with the requirements of Board Policy 9140, *Citizens' Advisory Committees*.

Purpose and Responsibilities

As an advisory committee, the EMAC should provide strategic input and recommendations as it relates to educational materials that align with the Board's existing policy, mission, and goals. The purpose of the EMAC shall not interfere with the processes and determinations of state law and Board Policy 2510, *Instructional Materials, School Library/Media Center, and Other Educational Materials*.

The EMAC will:

1. **Promote parent involvement in the selection of educational materials:** The committee would work to increase parent participation in the selection of educational materials through existing processes as outlined in Board Policy 2510, Florida Statutes, and Florida Administrative Code. The EMAC would serve as advisors to the Superintendent as well as to the communities that each member represents. The EMAC will focus on developing methods to increase awareness of the processes and procedures available to parents as outlined in Board Policy 2510, Florida Statutes and Florida Administrative Code to engage in committees convened for the purposes of selecting educational materials pursuant to law and policy.
2. **Promote parent contributions when stakeholder input is solicited in selecting library materials:** Section 1006.28(2)(d)2., F.S., provides that school districts must adopt policies that require consultation of reputable, professionally recognized reviewing periodicals and school community stakeholders. Community stakeholders include parents and parent/teacher associations. The EMAC would assist by encouraging parents from their respective districts to participate in the selection process for library materials.

- 3. Educate parents about educational materials and related Board Policies, Florida Statutes, and Florida Administrative Code:** The committee will provide parents with information about educational materials currently utilized by the District, such as how the materials were selected and how to use materials effectively at home. The EMAC will also aid in communicating to parent stakeholders the related Board Policies (and processes therein), related Florida Statutes, and related Florida Administrative Code.

- 4. Make recommendations for new educational materials:** At the final meeting of the academic year, the committee may identify and recommend new, supplemental educational materials that would be beneficial to the students of M-DCPS. The recommended materials, if considered, will undergo the same vetting process that all instructional materials undergo as outlined in School Board Policy 2510. Recommendations for instructional materials that would be used as part of classroom instruction in core subject areas would be subject to the State's adoption cycle and considered as supplemental resources only. Members who make recommendations must avoid conflicts of interest by abiding by F.S. Chapter 112 as defined in Policy 8150 and Policy 9140.

C. **Membership**

1. **Voting Members**

The EMAC shall be comprised of the following sixteen (16) voting members and fourteen (14) alternates:

- a. The Assistant Superintendent for Academics and the Assistant Superintendent for Innovation & School Choice or their designees.

- b. One (1) voting parent member (and one (1) alternate) appointed by each of the nine (9) Board members. The appointed parent must have a child currently enrolled in an M-DCPS school (non-charter) and must be residents of the voting district which the appointing Board Member represents.

- c. Two (2) voting teacher members (and two (2) alternates) appointed by the Superintendent.

- d. Two (2) voting high school student members of the District Student Government Association (and two (2) alternates) appointed by the presiding Student Advisor to the Board. Students must be active M-DCPS students throughout their term.

- e. One (1) voting PTA/PTSA member (and one (1) alternate) appointed by the ~~chair~~ President of the Miami-Dade Council of PTAs/PTSAs.

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2. **Member Qualifications**

Selected committee members must meet the eligibility criteria set forth in Board Policy 9140, *Citizens' Advisory Committees*.

3. **Term of Service**

- a. Each EMAC member appointed by Board members shall have a two (2) year term of service. Each EMAC member appointed by Board members may be reappointed at the conclusion of the term of service by the Board member. Newly appointed Board members shall have the discretion to retain a former Board member's EMAC appointee or to nominate a new EMAC member.
- b. PTA/PTSA and Teacher appointments will be for a one (1) year term. PTA/PTSA and Teacher voting members may be reappointed at the conclusion of the term of service.
- c. Student appointments will be for a one (1) year term. Student voting members may be reappointed at the conclusion of the term of service.
- d. EMAC members may be removed should they miss two (2) consecutive, regular meetings without good cause, by majority vote of the EMAC or at the discretion of the person who appointed the EMAC member.

4. **Vacancies**

If a vacancy occurs, the alternate shall serve, unless and until the respective appointing body appoints a new member to the committee, which may be the alternate.

D. Meetings

1. All meetings shall be held in open public sessions and all materials made in connection with official business of these meetings and not exempt from disclosure pursuant to Florida statutes are open for public inspection, pursuant to Florida's Government-in-the-Sunshine and Public Records Laws, F.S. Chapters 286.011 and 119. Notice for any Board Advisory Committee meeting shall be in accordance with Board Policy 9125, District Advisory & Other District Committee Meetings. The notice shall include the means or method by which the public attend the meeting or access the virtual meeting.
2. The EMAC shall meet three (3) times per year and may schedule additional meetings as needed.
 - a) One meeting shall take place in the month of September for onboarding and training of all members and setting committee goals and objectives for the year that align with the goals and objectives set forth in this policy.
 - b) One meeting shall take place in the month of February to review the committee's progress on goals and objectives.
 - c) One meeting shall take place in the month of May to review the committee's progress and to craft an update for the Superintendent, to transmit to the Board, if necessary, per Board Policy 9140.
3. Meeting dates and times shall be determined by the EMAC prior to the first meeting of every fiscal year.
4. A majority, or nine (9) voting members, of the EMAC shall constitute a quorum for the EMAC to conduct business.
5. The EMAC shall conduct its meetings in accordance with the latest edition of Robert's Rules of Order.
6. The EMAC shall be chaired by a member of the committee elected to serve as Chair by a majority vote of the EMAC. The EMAC may elect other officers as necessary by majority vote but must include, at a minimum, a Vice-Chair. All positions are for a term of one (1) year.

7. The Chair shall preside at all meetings. The Vice-Chair shall serve as the Chair when the Chair is unavailable and perform such other duties from time to time as may be assigned by the Chair.
8. The Chair shall prepare the regular meeting agenda in collaboration with District staff. District staff shall distribute the agenda and meeting materials in accordance with Board policy.
9. Additional District staff, as assigned by the Superintendent, shall serve as District liaison, provide administrative support to the EMAC, including arranging and scheduling meetings per EMAC Chair's direction, publishing and distributing meeting notices and agendas in accordance with the Board policies, establishing the agenda in collaboration with the Chair, keeping the meeting minutes, gathering relevant documentation for distribution to members, and assisting with drafting and submitting recommendations in accordance with the EMAC's purpose.
10. A representative of the Office of the General Counsel shall serve as legal advisor and parliamentarian as necessary to support the EMAC to accomplish its purposes and protect the interests of the Board.
11. The EMAC may adopt bylaws as it deems necessary. Any bylaws must be consistent with this policy and approved by the Board.

Nothing in this policy shall be construed to supplant specific procedures set forth in other Board policies, including but not limited to Policy 2510, *Instructional Materials, School Library/Media Center, and Other Educational Materials*, Policies 1213, 3213, 4213, *Student Supervision and Welfare*, Policy 5517.02, *Discrimination/Harassment Complaint Procedures for Students*, and Policy 2215, *Program of Instruction*.

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Legal

F.S. 119.071(3)(a)

F.S. 286.011

F.S. 847.012

F.S. 1002.20(19)

F.S. 1003.02(1)(d)

F.S. 1006.31

F.S. 1006.40