Miami-Dade County Public Schools

Educational Excellence School Advisory Councils (EESAC)

A Resource Guide

for

effective EESAC implementation

OFFICE OF
SCHOOL IMPROVEMENT

2013-14

Miami-Dade County Public Schools

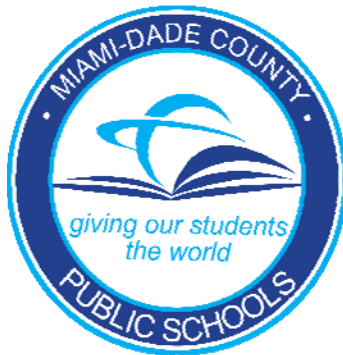## The School Board of Miami-Dade County, Florida

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

Revised 3/11/14

Table of Contents

OVERVIEW

A Short History

The concept of the Educational Excellence School Advisory Councils (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability. In 1991, School Advisory Councils (SACs) 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 (UTD), 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 affects 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.

Responsibility of the EESAC

Each EESAC is the sole body responsible for final decision-making at the school relating to implementation of the State system of school improvement and accountability. This authority is delineated in Florida Statute 1001.452, in Miami-Dade County School Board Bylaws & Policies (SBBP) 2125 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 required by Florida State Statute (FSS)(FS 1001.452) or by SBBP 2125 are written in bold in this document.** *Those items that are recommended best practices, but not required, are written in italics.*

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Education Excellence School Advisory Councils

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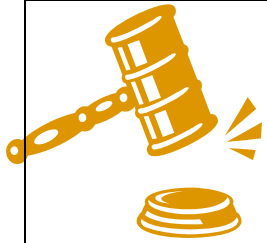
BYLAWS

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 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. It is recommended that the bylaws "Modification Date" be changed at least every two years indicating the bylaws have been reviewed or modified. Individuals authorized by the principal can access bylaws online at *http://osi.dadeschools.net.* A sample set of bylaws is included in SBBP 2125.

The current recommended guideline for amending the bylaws is provided in SBBP 2125: "*The 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 of the Council.*"

The operating bylaws for each EESAC must include the provision entitled School Bylaws Template B.5. Unexcused Absences, C. Election Process, D.5. Convenient Meeting Time, E. Quorum, F.3. Notice to Members, and H.1. Maintenance of Minutes.

The following outline provides suggestions as to the topics which should be included in the EESAC bylaws.

A. Purpose

A-1 Why does the EESAC exist?

This authority is delineated in Florida Statute 1001.452 and 1008.345, in Miami-Dade County SBBP 2125, and in Miami-Dade County Public Schools/United Teachers of Dade Contract, Article XXVI, Section 5.

A-2 What are the responsibilities of the EESAC?

The EESAC is the sole body responsible for final decision-making at the school relating to implementation of the provision of the state system of improvement and accountability. The EESAC's additional responsibilities include the following:
1. To assist in the preparation, implementation, and evaluation of the School Improvement Plan (SIP);
2. To assist in the preparation and evaluation of the school's annual budget; and
3. To recommend waivers or changes to Florida Statute, Florida Board of Education Rules, School Board Bylaws & Policies, and labor contract provisions.

B. Members

B-1 Who are the voting members?

A majority of the members of each school advisory council must be persons who are not employed by the School District (FSS 1001.452(1)(a)). Each advisory council shall be composed of the principal, the UTD steward, 5 teachers, 1 education support employees, 1 student (Elementary schools not housing grades five and six may include students on their councils), 5 parents, and 3 business and community citizens who are representative of the ethnic, racial, and economic community served by the school (SBBP 2125). Each council will also add a sufficient number of parents, students, and/or business/community representatives to make the majority of the members of each EESAC persons who are not employed by the District, (i.e. 50% +1). Selection of additional members shall be done in a manner consistent with this policy. Voting Members on the current EESAC roster shall elect officers.

B-2 How many alternates are there?

At least:
1 alternate teacher
1 alternate parent
1 alternate student
1 alternate education support employee

The designated UTD steward may designate an alternate steward in his/or her absence; however, it does not generate an alternate position on the roster. The UTD designated steward may select a different alternate from one meeting to the next.

B-3 Who is eligible to serve in each category?

Each advisory council shall be composed of:
Teachers, include classroom teachers, certified student services personnel and media specialists (elected);
Parents or designated guardians who currently have a child enrolled in the school (elected);
Students at vocational/adult-technical centers, high schools, middle schools, and elementary schools (housing 5th grade) (elected);
Education support employee (elected);
Business/community representatives (appointed);
UTD designated steward (designated); and
Principal (designated)

B-4 Are there any "*ex officio"* members*?*
No. The principal and the UTD designated steward are required members based upon their position at the school.

B-5 How long is each member's term of office?
Each member's length of service is determined by each school's bylaws.

B-6 What are the duties of members?

It is recommended that the school's EESAC bylaws include the following as duties:
1. Attend all regular and special meetings;

2. Communicate with constituents to collect recommendations/data for decision-making;

3. Report to constituents the actions taken by the Council; and

4. Consider the needs of all students when making decisions.

C. Elections

C-1 How are teachers, students, parents, and education support employee representatives elected?

Elections shall be conducted in a fair and equitable manner as follows:

- **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 for their representatives at a previously announced faculty meeting.**
- **All educational 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 that has been advertised at least five (5) 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.**
- *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 as stipulated in the bylaws to fill any vacancies that occur during the school year.*
- *The chair and other officers of the EESAC must be elected from among the EESAC voting members.*

C-2 Who conducts each election?

School Board Bylaws & Policy requires the inclusion of the following in each set of bylaws:

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. (FSS and SBBP)

- *Teacher elections shall be conducted by the UTD designated Steward in cooperation with the EESAC chair.*

- *Parent elections shall be held at a time convenient for stakeholders or may be scheduled **PRIOR** to a PTA meeting. The elections should be conducted by the EESAC chair.*

- *All stakeholder should receive adequate information prior to and during the elections so that they understand the role of the EESAC and the responsibilities of an EESAC member, as well as the qualifications of the candidates for whom they may vote.*

C-3 How is public notice provided for parent elections?

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 the elections for each constituent group during hours that are convenient for each constituent group.

C-4 What process takes place when a vacancy occurs before a member's term has expired?

Specify the process in your bylaws. Once elections have taken place, make updates to your roster online.

Any member who has two consecutive UNEXCUSED absences from council meetings shall be considered as having resigned from the position. The member shall be replaced following election/selection procedures as stated in the bylaws. (FSS)

C-5 How often does the EESAC elect representatives?

Elections are held according to a school's bylaws to fill vacancies. Ensure that the voting process is delineated in the bylaws. The process should include notification of elections to be held, selection of nominees, the process by which people may vote, and how the results will be posted. Ballots and voting records should be kept by an ESSAC officer and the results documented in the official minutes.

D. Meetings

D-1 When, where, and how often are regular meetings held?

It is required by state law to include the following in your bylaws**:**

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

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 based on 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.

EESACs must meet at least four (4) times per year, (quarterly) to approve the School Improvement Plan for the school year, 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.

D-2 How can a special meeting be called?

The principal, chair, or a majority of the Council members may call a special EESAC meeting.

D-3 How can a meeting be cancelled?

Stipulate the process for cancelling meetings in your bylaws. Remember that your bylaws must reference the quorum required for voting and the number of times per year that you will meet. All meetings must be cancelled on the Citizen Information Meeting Announcement Webpage.

D-4 How are meetings advertised?

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

- A meeting announcement must be posted on the District's website, *http://www.dadeschools.net* under "Meetings," and
- Advertisements must be posted and 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.

E. Agenda

It is required by state law to include the following: **(FSS)**
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.

It is also HIGHLY recommended that all meetings include discussions and presentations on the status of the SIP and student achievement based on data analysis.

ALL DIFFERENTIATED ACCOUNTABILITY (DA) Schools
In the section, "Monitoring Process and Plans," the following must be provided to the RED (Regional Executive Directors):

"The school must provide quarterly updates on the implementation of the School Improvement Plan to the School Advisory Council (i.e., EESAC) and make updates to the School Improvement Plan."

"The school will provide minutes and sign-in sheets to document the school performance data for the baseline, midyear, and end-of-year was reviewed with the EESAC to guide writing the SIP goal."

<u>E-1 How does the Chair prepare and distribute the agenda?</u>

The chair, in consultation with the principal and EESAC members, shall prepare and distribute the agenda for all regular and special meetings. The agenda should be distributed and posted prior to the meeting.

<u>E-2 How may Council members add items to the agenda?</u>

Council members may add items to any regular meeting agenda by contacting the Chair in advance.

<u>E-3 How may non-Council members suggest agenda items?</u>

Non-council members may propose an agenda item by contacting a Council member.

<u>E-4 How can the agenda be amended?</u>

The agenda may be amended at the meeting by majority vote. Each school's bylaws should provide additional information on this process.

F. MEETING

<u>F-1 How is the meeting conducted?</u>

The chair conducts the meeting following the agenda (see Appendices for sample Agendas), providing an opportunity for all members to participate in decision-making, and giving members of the public the opportunity to address the EESAC. Schools are encouraged to establish a parliamentary guide in order to assure consistency in conducting EESAC meetings. This process should be stipulated in the 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.

"Consensus will aim for the maximum agreement among people while drawing on as much of everyone's ideas as possible."

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

<u>F-2 How many members must be present to constitute a **QUORUM**?</u>

It is required by state law to include <u>at least</u> the following in your bylaws:
   A majority of the voting members of the Council shall constitute a quorum. A quorum must be present before a vote may be taken. (FSS)
- If a voting member is not present, the alternate for that position is the voting member for that meeting.
- An alternate may only be counted towards the quorum if the voting member that they represent is NOT present at the meeting; and
- Assistant principals may only serve as the alternate if a waiver has been submitted and approved by the District EESAC Support Committee.

F-3 What decision-making processes are used?

It is recommended that you include the following in your bylaws:
The primary method of decision-making shall be by consensus. (SBBP)

"Consensus will aim for the maximum agreement among people while drawing on as much of everyone's ideas as possible."

F-4 How should **MINUTES** be handled?

Minutes must be kept for every meeting of the EESAC (FSS), 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. Posting authority of the minutes must be given by the principal through online access.

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://osi.dadeschools.net* and posts the minutes.

2. It is recommended that the minutes be posted within 7 working days of the meeting.

3. At its next meeting the EESAC approves or amends the minutes. The designated secretary will then make any necessary corrections to the online draft.

4. The principal must then go online to verify the approved minutes, using the verification code issued by the designated District office.

5. EESAC minutes, both pending and verified, may be viewed at:
   http://osp.dadeschools.net/products/ONLINE/info/infopickschool.asp?rep=eesac

F-5 How can non-council members address the EESAC?

Members of the public can address the EESAC by contacting a Council member. Those who are in attendance at Council meetings shall be provided with an opportunity to discuss issues under consideration as specified in the school's bylaws.

F-6 What committees, if any, are there?

A standing committee may oversee ongoing issues and/or programs during the course of the school year. Examples include: Discipline and Safety; Curriculum Council; Reading/Language Arts; and awards committees.

The members of the committee can be both members and non-members of the EESAC. Membership should be open to all stakeholders.

Special committees are formed on an as need basis. The EESAC can create committees that should be limited to addressing those areas that affect the SIP goals, such as Curriculum, Budget, Staffing, and Parental Involvement. The District, in conjunction with United Teachers of Dade, encourages EESACs to create committees to assist them in developing and monitoring the School Improvement Plan. Members of these committees do not have to be elected to the EESAC.

G. Rosters

G-1 What are they?

EESAC rosters list all voting members and alternates along with their demographic information.
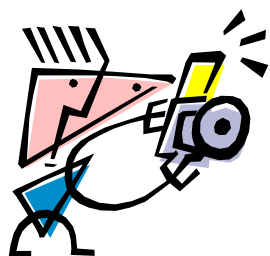
An official roster is presented to the School Board each year for approval per Florida State Statute. The deadline for schools to complete and verify this roster is set on an annual basis.

Once rosters are approved by the School Board, the district can certify to the Florida Department of Education that every Miami-Dade County Public School has a school advisory council that meets all the stipulations of state law.

Throughout the year the roster must be updated at *http://osi.dadeschools.net* whenever vacancies and new elections take place. These updates are documented as the "Current Roster."

G-2 What are the requirements for the EESAC Roster?

As required by school board rule (SBBP) each EESAC must:
- *Begin with the following minimum membership:*
    Five (5) teachers and one (1) alternate teacher,
    Five (5) parents and one (1) alternate parent,
    One (1) education support employee and one (1) alternate,
    One (1) student and one (1) alternate student (Elementary schools with 5th grade.),
    Three (3) business/community representatives, the UTD designated building steward, and the principal;
- *Add enough persons who do not work at the District so that the non-district employees form the majority;*

- *Demonstrate that the EESAC is reflective of the ethnic, racial, linguistic, disabled, and economic community served by the school;*
- *Include at least one representative (parent, teacher or administrator) for Students With Disabilities (SWD); and*
- *Equitably include parents of ELL students.*

G-3 What about adult schools?

- Adult programs that share a facility with a K-12 school will add the adult school principal (as applicable), a teacher, the UTD designated steward (as applicable), 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.

G-4 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.

G-5 Are there any exceptions to the roster composition?
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 designated District office to be presented to the District EESAC Support Committee. Once the Support Committee approves the waiver, 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 educational support employees. These may be added without the Support Committee's approval.

As required by law, the principal must remain a member of the EESAC and must participate fully in all council meetings and decision-making processes. When, because of an unavoidable conflict, the assistant principal acts as an alternate, (**with an approved Composition Waiver**) for the principal, the assistant principal will have full authority to speak and to participate in all decision-making processes. Decisions made by the EESAC are binding.

H. School Improvement Planning
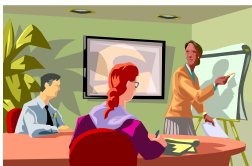
The EESAC is the sole body responsible for developing and monitoring final decision making at the school relating to the implementation of the School Improvement Plan. (FSS)

The School Improvement Plan must address issues relative to core academic areas (Reading, Mathematics, Writing, and Science), parental involvement, suspensions, attendance, and dropout prevention/graduation, along with budget, professional development training opportunities, instructional materials, staffing, student support services, and the ongoing monitoring of the EESAC.

In order to accomplish its charge, the EESAC should:

- *Schedule and conduct meetings on a regular basis;*
- *Review all applicable student performance data;*
- *Determine the students' needs and prioritize them;*
- *Recommend strategies to improve areas of need;*
- *Decide how to measure results;*
- *Assist in the preparation and evaluation of the School Improvement Plan;*
- *Meet all District and State timelines; and*
- *Document data analysis and SIP reviews in the EESAC minutes.*

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 Mid-Year Review, and the End-of-Year Review.

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 and district/state 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.

I. Money
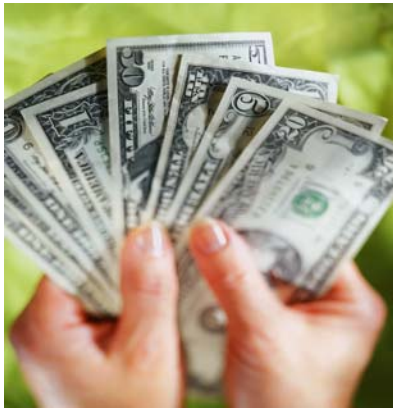
I-1 What are the EESAC's responsibilities with regard to the budget?

The EESAC must advise the principal in the development of the school's budget. (FSS) 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 administrator.

A portion of the school's budget is an allocation of $5.00 for every FTE in the school, made directly to the EESAC. **This money may not be used on capital improvements, nor may they be used for any project or program that has a duration of more than one (1) year. Neither District staff nor the principal may override the decision of the EESAC with regard to these funds. (F.S. 24.121)**

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. Decisions and directions for the use of this set-aside fund should be made at the beginning of the school year and should be noted in the EESAC minutes. A copy of the Controller's directive is included in the Appendices.

Copies of the entire school budget, not just the EESAC portion, should be provided to all members. Budget decisions and implementation timelines should be tracked through the EESAC's minutes.

I-2 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 $93.29 (2011-2012) for every student in the school, may be spent on staff bonuses, temporary personnel, or educational equipment and materials.

Funds from the school recognition program cannot be utilized for the purchase of T-shirts, parties for students, field trips or any other similar type of activity as per M-DCPS, Office of Budget Management (Refer to Appendices for Memorandum RYS:04).

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 **February 1,** the award will be equally 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.

J. Meeting the Five Star requirements through the EESAC

Schools wishing to apply for the Five Star Award should meet the following requirements:

- A minimum of 8 meetings are held per year and each meeting must average 80% attendance of members.
- Annual presentation of School Improvement Plan to the School Advisory Council after public notice to all stakeholders (school marquee, flyers, etc.) has been made;
- Evidences of ongoing training and/or development of the School Advisory Council are available;
- School Improvement Plan reflects one new idea that involves the community in its implementation;
- School Advisory Council participated in the development and/or interpretation of the needs assessment data; and
- Training has been provided for staff and SAC members on collaborative partnering and shared decision making

For assistance, please contact: Office of Community Services,
http://community.dadeschools.net/5-star.asp

K. Florida's Government-in-the-Sunshine

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

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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.

Or order on line: *http://www.floridafaf.org/index.htm*

L. 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 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 District EESAC Support Committee and upon notification to the Regional 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 Labor Relations, 305-995-1590

North Region Center, 305-572-2800

Central Region Center, 305-499-5050

South Region Center, 305-252-3041

Education Transformation Office (ETO), 305-995-3091

Division of Exceptional Student Education, 305-995-1721

United Teachers of Dade (UTD), 305-854-0220

APPENDICES

MIAMI-DADE COUNTY PUBLIC SCHOOLS
EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL
COMPOSITION WAIVER

All requests for a waiver to School Board of Miami-Dade County Bylaws & Policies #2125 must first be approved by the Educational Excellence School Advisory Council at the school initiating the request.

Complete this waiver in the space provided only if a new roster composition is requested. Schools should submit this form along with a copy of the Minutes from the EESAC meeting in which the request was approved to:

School Mail Code 9046, District EESAC Support Committee

Name of school: _____
Work location number: _____
Date of Submission: _____

Describe the variation:
Insert the number of representatives on the line in front of each position for which your new roster will appear. This includes **ALL** positions, those for which no change is requested **and** those for which a change is being requested.

___ Principal	___ Teachers	___ UTD Designated Steward	___ Parents	___ Student(s)	___ Ed Sup Emp.
___ Bus/Com Rep(s)	___ Alt Principal	___ Alt Teacher	___ Alt Parent	___ Alt Ed Sup	___ Alt Student
___ Adult/Voc Principal	___ Adult/Voc Teacher	___ Adult/Voc Student	___ Brd of Dir(s) (Charter School)		

Explanation for the request:

_____ _____ _____
Please Type/Print - Principal's Name Please Type/Print – Chair's Name Please Type/Print – UTD Designated Steward's Name

_____ _____ _____
Principal's EESAC Chair's UTD Designated Steward's
Signature & Date Signature & Date Signature & Date

FM-7292 Rev. (03-13)

RECOMMENDED TEMPLATE AS FOUND IN SBBP 2125

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.B.5. **Unexcused Absences, IV.C. Election Process, IV.D.5. Convenient Meeting Time, IV.E. Quorum, IV.F.3. Notice to Members, and IV.H.1. Maintenance of Minutes**

A. Purpose

The purpose of the _____ School EESAC 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 F.S. 1008.345, Comprehensive Revision of Florida's System of School Improvement and Education Accountability.

B. Council Members

1. Composition

The _____ Council shall include ___ teachers, ___parents, ___ students, ___ education support employees, ___business/community representatives, the UTD designated steward and the principal. With the exception of the principal, the UTD designated steward, and the business/community representatives, all other members shall be elected by their constituent groups. Teachers, parents, students, and education support employees shall elect an alternate representative. The designated steward may designate an alternate steward in their absence. The council will be representative of the ethnic, racial, linguistic, disabled, and economic community served by _____ School. A majority (fifty percent (50%) plus one (1)) of members must not be employed by the District. (Note: Refer to Composition and Procedural Requirements 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 twenty (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 may be elected for the three (3) 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.

5. **Unexcused Absences**

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

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 according to 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.

5. Convenient Meeting Time

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

E. Quorum

A majority of the voting members of the council (or the alternates representing absent voting members) shall constitute a quorum. A quorum must be present before a vote may be taken.

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.

3. Notice to Members

All members must receive at least three (3) days' advance notice in writing of any matter that is scheduled to come before the council for a vote.

G. Consensus Decision Making

The primary method of decision making shall be by consensus. Consensus seeks the agreement of the most participants while including every member's opinions as much as possible.

H. Minutes

1. Maintenance of Minutes

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. In addition, beginning July 1, 2002, a copy of the minutes of every meeting will be provided electronically to the designated District website.

2. Content

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 attend the council meetings shall be allowed 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.) School established committees, which must include discipline and safety, are to be allowed to report to the EESAC on a regular basis.

K. Amendments

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

F.S. 1001.42(18)(a)(b), 1001.42(19)(c), 1001.452, 1008.345
F.A.C. 6A-1.09982

Office of the Controller

Connie Pou
Controller
Suite 664
Tel. 995-2001

Daisy Naya
Assistant Controller
General Accounting
Suite 664
Tel. 995-2025

Odalis Garces
District Director
Payroll Department
Suite 614
Tel. 995-1641

Eric F. Ojeda
Executive Director
Accounts Payable Dept.
Suite 602
Tel. 995-1604

MEMORANDUM

TO: All Elementary and Secondary School Principals and Treasurers

DATE: October 3, 2013

MEMO: CP-028

FROM: Connie Pou, C.P.A.
Controller

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 Educational Excellence School Advisory Council (EESAC) committees (Functional Area – 95830000 [510100 elem., 510200 middle, 510300 senior, 512000 alternative]) for purchases of small priced items that are not allowed under Fund 9, purchasing credit card or on-line SAP purchasing guidelines (i.e. food related student incentives), the following procedures have been developed. **This is a one time only process to be conducted at the beginning of each school year.**

1. At the beginning of each school year the school's EESAC committee may elect to transfer up to $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. Only one transfer per school year is permitted. The minutes must include the amount of the transfer and describe each type of authorized purchase in sufficient detail to provide the necessary support for the expenditures to be paid. The funds transferred must be budgeted for the entire school year. 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 (FM-0992) from the Fund 9 account to the Internal Fund function, **Trust Program (5004) EESAC Funds (0561).** The amount of the transfer must be for the set amount of money designated by EESAC (i.e. up to $2,999) 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 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 policies and procedures of the Manual of Internal Fund Accounting. A Purchase Order is required for all expenditures of $100 or more. 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 or tote bags) a *Complimentary Items – Recipient(s) List* form (FM-6679), must be signed by anyone receiving personal use items and must be retained for audit purposes.

19

      b. By the close of the fiscal year, all purchases made must be paid and <u>any remaining balance in the (0561) function</u> must be returned to the EESAC committee's budget structure (Functional Area – 95830000 [510100 elem., 510200 middle, 510300 senior, 512000 alternative]) by issuing a check payable to the School Board of Miami-Dade County and forwarded with *Return of EESAC Internal Fund Balance to District EESAC Budget Structure* form (FM-6871) to the Office of Treasury Management.

3. Once the transfer of funds has been made from the Fund 9 account into the 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 SAP Fund 9 check request is prepared to replenish the Fund 9 account. When preparing the SAP Fund 9 check request 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 SAP Shopping Cart; therefore, purchases of allowed items should continue to be processed accordingly.

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.

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

CP:bjz

cc: Ms. Valtena Brown
    Mr. Jose Montes de Oca
    Ms. Maria T. Gonzalez
    Mr. Trevor Williams
    Dr. Maria P. De Armas
    Ms. Silvia R. Rojas
    Mr. Leonardo Fernandez
    Ms. Daisy Naya
    Mr. Eric F. Ojeda
    Ms. Linda G. Fife
    Business Managers

MIAMI-DADE COUNTY PUBLIC SCHOOLS
giving our students the world
MIAMI-DADE COUNTY PUBLIC SCHOOLS
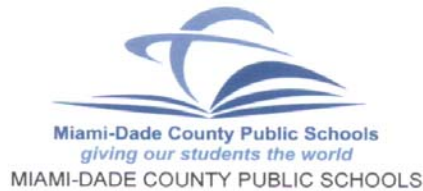
RETURN OF EESAC INTERNAL FUND BALANCE TO
DISTRICT EESAC BUDGET STRUCTURE

TO: M-DCPS - Office of Treasury Management
Mail Code 9999, Room #615

ATTN: CASHIER

FROM: _____ _____
                         School Name   Work Location #

Enclosed please find check No._____ in the amount of $ _____
from Internal Fund Program 5004, function 0561- "EESAC Funds" to be deposited
and credited to the following accounting budget structure:

FUND	OBJECT	LOCATION	EESAC PROGRAM	* FUNCTION
0100	5510	_____	9583	_____

Fill in with the appropriate school location and * function (5101 elem., 5102 middle,
5103 senior, 5120 alternative).

_____   _____
        Treasurer's Signature   Date

_____   _____
        Principal's Signature   Date

COMPLIMENTARY
ITEMS - RECIPIENT(S) LIST

Activity Description _____

ACTIVITY NUMBER _____

PRINT NAME AND TITLE (i.e. student, teacher etc.)	SIGNATURE	DESCRIPTION & QUANTITY of item(s) received	Date Received

Sponsor's Signature _____ Date _____

FM-6679 (01-04)

M E M O R A N D U M

TO: Selected Principals

FROM: Ron Y. Steiger, Chief Budget Officer
             Office of Budget Management

SUBJECT: 2012 FLORIDA SCHOOL RECOGNITION PROGRAM (FSRP) GUIDELINES AND AWARDS

Congratulations to you and your school on your award in the 2012 Florida School Recognition Program (FSRP). Attached is a detailed payroll processing procedure, the 2012 List of Recognized Schools and awards amount, and a copy of the 2012 Florida Statute Section 1008.36.

The award amount that should be used for "employee bonus" distribution has been placed in the following account structure, under your school's funds center:

Fund	Commitment Item	Functional Area
100000	515700	85010000-500000

Fringe benefits must be paid on these bonus payments, therefore, for your convenience, they have already been computed and placed under the following account structure, under your school's funds center:

Fund	Commitment Item	Functional Area
100000	521000	85010000-500000

The following commitment items have been established to allow your school to expend funds in accordance with your previously submitted plan:

514900 Temporary Instructors   551000 Supplies
515000 Hourly Employee   552000 Textbooks
515700 Bonus Payments   564000 Furniture, Fixtures & Equipment*
52xx00 Various fringe benefits   569000 Software *

   * Can be used for both capitalized and non-capitalized items.

Remember the following guidelines when using your FSRP funds:

   a. **Funds from the school recognition program <u>cannot</u> be utilized for the purchase of T-shirts, parties for students, field trips or any other similar type of activity as per Florida Statute Section 1008.36.**

b. Fringe benefits must be paid on charges to salary objects (51xx). The current composite budgeted fringe benefits are as follows:

Bonus Payments	10.35%
Hourly	15.61%
Substitutes	11.90%

c. You are reminded that salary and fringe benefits will be deducted each pay period as they are incurred and are <u>not</u> encumbered for the year. To avoid overspending these funds, you must project these salaries and benefit costs for the entire fiscal year and monitor other expenditures accordingly.

d. Deficit program available balances will be covered by transferring funds from your discretionary account throughout the year.

It is also important to remember that pursuant to Florida Statute Section 1008.36, these funds "must be used as determined by the school's staff and school advisory council for non-recurring bonuses to the faculty and staff, or for non-recurring expenditures for educational equipment or materials or temporary personnel for the school to assist in maintaining and improving student performance. **If school staff and the school advisory council did not reach agreement by February 1, 2013, the awards must be equally distributed to all classroom teachers currently teaching in the school."**

Budget-related questions should be directed to Ms. Betty Barahona, Fiscal Specialist, at (305) 995-2457 or by e-mail at BBarahona@dadeschools.net or Ms. Wirthy Fuentes, Executive Director, at (305) 995-2463 or by e-mail at WFuentes@dadeschools.net.

RYS:bb

Attachments

cc: Superintendent's Cabinet
        Regional Superintendents
        Dr. Maria P. de Armas
        Ms. Connie Pou
        Ms. Cynthia Gracia
        Ms. Daisy Naya
        Ms. Odalis J. Garces
        Ms. Linda G. Fife
        Office of Budget Management Staff

The 2013 Florida Statutes

1008.36 Florida School Recognition Program.—

(1) The Legislature finds that there is a need for a performance incentive program for outstanding faculty and staff in highly productive schools. The Legislature further finds that performance-based incentives are commonplace in the private sector and should be infused into the public sector as a reward for productivity.

(2) The Florida School Recognition Program is created to provide financial awards to public schools that:

(a) Sustain high performance by receiving a school grade of "A," making excellent progress; or

(b) Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.

(3) All public schools, including charter schools, that receive a school grade pursuant to s. 1008.34 are eligible to participate in the program.

(4) All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

(5) School recognition awards must be used for the following:

(a) Nonrecurring bonuses to the faculty and staff;

(b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or

(c) Temporary personnel for the school to assist in maintaining and improving student performance.

Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.

History.—s. 381, ch. 2002-387; s. 24, ch. 2008-235; s. 13, ch. 2010-22.

Recommended Guidelines

- Review and share with EESAC, staff, and stakeholders Florida Statute 1008.36, terms, and budget requirements that directly relate to Florida School Recognition Program (FSRP)
  - Schedule meetings for EESAC and staff
  - Advise all stakeholders that the amount of money awarded is pending
  - Clarify the roles of EESAC and the staff in determining the distribution of the FSRP's fund
  - Establish a timeline for the development and approval of the plan (Submission deadline to OSI of the **District School Recognition Plan/Final Verification**, **Friday, January 24, 2014**)
- Solicit involvement (Principal, EESAC Chair and designated UTD Steward) from all EESAC and staff members in the planning process to form a committee to determine distribution of dollars
  - Ensure adequate representation from instructional and non-instructional, parent, and community representatives
- Schedule meetings to facilitate the development of the plan(s)
  - Provide sample plans or previously accepted funded distribution plans
  - Provide a list of all possible recipients (full-time, part-time, retirees, on leave, deceased, transfers, surplus, RIF)
  - Determine which individuals and/or groups may submit a plan to the committee within an established timeline
- Schedule a general staff meeting so the committee may present their plan(s)
  - Post meeting on the district calendar no fewer than 5 days in advance
  - Publish plan(s) to the staff at least 5 days in advance of the meeting where the final vote will occur
  - Vote on the plan(s) until one plan is accepted by a simple majority (50% plus 1) of the people present at the meeting
    - Require sign-in sheets and secret ballots
    - Counting should be done by UTD Steward, EESAC Chair, and any other interested observer and voting results should be posted immediately
- Present and approve the final proposed plan at a scheduled EESAC meeting by **Thursday, January 23, 2014**
- Review and confirm payroll distribution (Principal, EESAC Chair, and designated UTD Steward) prior to submission in order to eliminate mistakes

  - Review previous year's Table of Authorized Positions (TAPs) if distribution involves previous staff

- Your school will receive instructions from the Budget and Payroll offices to assure completion requirements.
- Submit appropriate forms to designated office(s), if plan involves non-salaried expenditure (This will remain as pending until your school receives instructions from the Budget and Payroll offices.)
- Complete **District School Recognition Plan/Final Verification** page, scan and email to Dr. Sherian Demetrius (sdemetrius@dadeschools.net) by **Friday, January 24, 2014**, or fax to the Office of School Improvement at: 305-995-2910 by **Friday, January 24, 2014.**
- Archive a description of the process used to arrive at the plan, voting ballots and results, payroll records and fund expenditures for auditing purposes

REMINDER - "If school staff and the school advisory council cannot reach agreement by **February 1, 2014**, the awards must be equally distributed to all classroom teachers currently teaching in the school." http://www.fldoe.org/evaluation/geninfo.asp

If you need additional assistance, please contact a staff member from the Office of School Improvement:

Ms. Linda G. Fife, 305-995-2692, lfife@dadeschools.net

Ms. Ja'nine Bryant, 305-995-7686, jmadderly@dadeschools.net

Dr. Sherian Demetrius, 305-995-7046, sdemetrius@dadeschools.net

Ms. Pamela Wentworth, 305-995-1520, pwentworth@dadeschools.net

Office of School Improvement

Developing EESAC Agenda Items

Minutes for all Educational Excellence School Advisory Council (EESAC) meetings provide official documentation in meeting **Florida State Statute - 1001.452,** which addresses the responsibilities of the School Advisory Council and for **Miami-Dade County School Board Policy #2125,** which outlines the process for taking and documenting minutes of EESAC meetings.

The documents on the following pages represent items that should be considered when preparing your school's EESAC agenda.

- Those items marked with an "X" on the following pages, and included in your EESAC agenda, will assure compliance with both Florida State Statute and School Board Policy.
- An official sign-in sheet for each EESAC meeting (which will be kept on file at the school-site) will crosscheck and confirm, for quorum purposes, those names listed in the minutes of your meeting. Additionally, an official sign-in sheet is REQUIRED for all Differentiated Accountability (DA) schools; which includes **Focus** and **Priority** designated schools.
- The suggested window of scheduling an EESAC meeting will allow the school to meet the DA requirement of updating and submitting the "2013-2014 Differentiated Accountability Requirements **Focus** and **Priority** School Checklist."

FIRST MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes – Official sign-in sheet is kept on file	X	
2. Establish rules and responsibilities of EESAC	X	X
3. Review bylaws and accept recommendations from stakeholders	X	
4. Provide a copy of the SIP Draft to all members	X	X (Prior to 9/3/13 - RED)
a. Review 2013 FCAT& EOC results to determine appropriateness of goal& strategies	X	X
b. Align PD Calendar to SIP (and DA checklist as applicable)	X	X
c. Review budget to align with SIP	X	
d. Ensure that a process for FCIM, MTSS/RtI monitoring has been included	X	X
5. Schedule budget training as needed	X	
6. Establish criteria for funding requests	X	
7. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X
8. Establish meeting calendar for the remainder of the school year	X	X

* In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

SECOND MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on Form FLDOE DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes – Official sign-in sheet is kept on file	X	
2. Amend and approve Bylaws for 2013/2014	X	
3. Review updated SIP and approve the final version prior to 10/07/2013 posting to the FLBSI	X	X
4. Align SIP strategies to preliminary Baseline data	X	X
5. Review and update the requirements of DA checklist		X
6. Update as necessary and approve the final draft of the DA Checklist prior to 10/07/2013 posting		X
7. Approve transfer of $2,999.00 from Fund 09 to Internal Fund Function and describe authorized purchases in sufficient detail to support expenditures**	X	
8. Determine an EESAC roster waiver is needed and submit FM#7292 to OSI by 10/4/2013	X	
9. Finalize EESAC roster in anticipation of lockdown (10/4/2013)	X	
10. Review and approve requests for funding according to established criteria	X	
11. Establish criteria for distribution of school recognition funds[1]	X	
12. Review results of FCIM & MTSS/RtI monitoring	X	X
13. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X

*In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

** It is recommended that the principal provide the request for funding and include the description of purchases.

[1] For qualifying schools, using the 2013-14 FSRP Recommended Guidelines

THIRD MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes – Official sign-in sheet is kept on file	X	
2. Review and approve funding requests	X	
3. Finalize School Recognition Award distribution[1]		
4. Post the 2013-14 School Improvement Plan by 10/07/2013 to https://www.flsiponline.com	X	X
5. Post the 2013-14 Differentiated Accountability Plan by 10/07/2013 to FLBSI		X
6. Determine an EESAC roster waiver is needed and submit FM#7292 to OSI by 10/04/2013	X	
7. Review Baseline Data and realign SIP goals/strategies as needed	X	X
8. Review Baseline Data and make updates to the SIP as needed	X	X
9. Review results of FCIM & MTSS/RtI monitoring	X	X
10. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X

*In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

[1] For qualifying schools - Elementary, Middle School and K-8. High Schools should formalize a plan pending awards **(January, 2014)** for review in the next meeting(s) as applicable.

FOURTH MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes - Official sign-in sheet is kept on file	X	
2. Review and approve funding requests, if any	X	
3. Review Fall Interim Data and realign SIP goals/strategies as needed	X	X
4. Review results of FCIM/MTSS/RtI monitoring	X	X
5. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X

*In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

FIFTH MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes - Official sign-in sheet is kept on file	X	
2. Review and approve funding requests, if any	X	
3. Review school site Mini Benchmark Assessment Data and realign SIP goals/strategies as needed	X	X
4. Review results of FCIM &MTSS/RtI monitoring	X	X
5. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X

*In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

SIXTH MONTHLY EESAC MEETING

MID-YEAR MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes - Official sign-in sheet is kept on file	X	
2. Review and approve funding requests, to complete expenditure of EESAC funds as applicable	X	
3. Review fall & Winter Interim Data and realign SIP goals/strategies as needed.	X	X
4. Review the Mid-Year Narrative Reflection (2/17/14) https://www.flsiponline.com	X	X
5. Review and update of DA Checklist		X
6. Review results of FCIM & MTSS/RtI monitoring	X	X
7. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X
8. Approval of the Staff and EESAC on the distribution of FSRP funding (by 01/17/2014)	As Applicable	

* In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

SEVENTH MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes - Official sign-in sheet is kept on file	X	
2. Review results of FCIM & MTSS/RtI monitoring	X	X
3. Review report from the Leadership Team on SIP implementation of goal area strategies with recommendations for improvements	X	X
4. Distribute and review the End of Year Feedback Template(EOY) (EESAC and all stakeholders)	X	X

* In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

EIGHTH MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes - Official sign-in sheet is kept on file	X	
2. Review EOY reports and provide copies of feedback to the 2014/2015 SIP writing team.	X	
3. Determine if an EESAC roster waiver is needed and submit FM #7292 to OSI by 04/30/2014	X	
4. Review results of FCIM/RtI monitoring	X	X
5. Review report from the Leadership Team on SIP implementation of goal area strategies with recommendations for improvements	X	X

* In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EESAC meeting.

FINAL MONTHLY EESAC MEETING

TOPICS	All Schools (Including DA)	*Items ADDRESSED SPECIFICALLY on FLDOE Form DA-2 Checklist for Focus & Priority schools
1. Approve Prior Minutes - Official sign-in sheet is kept on file	X	
2. Review and approve funding requests, to complete expenditure of EESAC funds	X	
3. Review End-of-Year feedback and plan adjustments to goal area strategies as needed	X	X
4. SIP writing team attends scheduled Technical Assistance training	X	
5. Final review and update of DA Checklist (TBA)		X
6. Review results of FCIM &MTSS/RtI monitoring	X	X
7. Review report from the Leadership Team on SIP implementation of goal area strategies	X	X

* In addition to all listed topics and in order to meet the required updates to the DA Checklists, DA schools must include these topics on the EESAC agenda and document the review/approval in the minutes of the EE SAC meeting.

HOW TO UPDATE YOUR EESAC ROSTER

1. Log on to: http://osi.dadeschools.net/

2. On the Left hand menu bar: "**EESAC**" select Edit Minutes/Bylaws/Rosters

3. Enter the school's 4-digit work location number

4. Select your name from the **Staff Member** list and enter the last 4 digits of your SSN in the box next to **"Edit EESAC Roster"**

5. If the EESAC chair is **NOT** employed by the District, scroll down to the middle of the page to the category **"EESAC Chair:"** Type the 8 character EESAC Chair verification ID in the space provided: "**Edit the EESAC Roster**"

6. On the left hand side menu bar, select **Add Member** to add a new member to the roster

7. Enter the following field for the council member: First name, middle initial & last name

8. Select the group the member represents

9. Indicate if the member is the **Chair or Board of Directors chair (Charter Schools)**

10. Enter the date when the EESAC member was **elected or re-elected (month, day, year)**

11. Select gender

12. Select primary ethnicity

13. Indicate if the member is: **the parent of an English Language Learner (ELL) student at this school**

14. Indicate if the member is: **employed in the M-DCPS District (All charter school employees are considered "Employed by the District")**

15. Indicate if the member is: **an Exceptional Student Education (ESE) representative**

16. **Click: Save new member Information** [**Reminder**: entries must be made one at a time]

17. To modify/delete a member**,** select **Modify/Delete Member** from the left hand menu bar**-** process one member at a time

HOW TO POST EESAC MEETING ANNOUNCEMENT
(Must have a M-DCPS Employee Number)

1. Log on to: http://osi.dadeschools.net/

2. On the Left hand menu bar, below EESAC:

3. Select **Post Meetings**

4. Fill in the required fields: **Employee Number, Birth Month/year, E-Mail Address** then click enter

5. Verify that the 'Required Information' is correct

6. From the drop-down menu for Category, select '**School Meeting'**

7. Enter the following: **Meeting date; meeting Time – (a.m. / p.m.) (Meeting end time is optional)**

8. **School/Department**: Enter the **WORK LOCATION NUMBER** followed by the school's name (do not include "#" or the letters "WL")

9. **Address & Room**: Enter the school's address and the room in which the meeting will be held

10. **Subject:** EESAC Meeting or Provide a brief outline/summary of the topics (Agenda items) to be covered during the meeting

11. **Contact Person**: Enter your name

12. Telephone: Enter your school's telephone number

13. Click: Add meeting

14. Save and print the confirmation notice, you will need it to cancel or update the meeting announcement

HOW TO POST EESAC MINUTES
(SHOULD BE POSTED 5 DAYS PRIOR TO THE MEETING)

1. Log on to: http://osi.dadeschools.net/

2. On the Left hand menu bar, below EESAC:

3. Select Edit Minutes/Bylaws/Rosters

4. Enter the school's 4-digit work location number

5. Select your name from the **Staff Member** list and enter the last 4 digits of your SSN in the box next to **"Edit EESAC Minutes"**

6. If the EESAC chair is **NOT** employed by the District, scroll down to the middle of the page to the category **"EESAC Chair"**: Type the 8 character EESAC Chair verification ID in the space provided and click on "**Edit EESAC Minutes"**

7. Use the Pull-Down option to select the date (Month, Day, and Year) and time of the meeting (hour, minute, time) - Click to add a new minutes entry

8. Fill in the following: (a) The name of the recording secretary (b) Where the meeting took place

9. **Quorum:** Indicate if quorum was established for this meeting

10. **Florida Sunshine Law compliance**:

    Was Citizens' Information notified? (Yes/No)

    You must have the confirmation sheet that was generated when you posted the meeting to Citizen's Information.

    Date Citizen's Information was notified (Month, Day, and year)

11. **Attendance**: In the first box- **Members Present**, cut the names of those members who were absent from that meeting and add them to the second & third boxes- as appropriate - **Members not Present –Excused & Unexcused**

12. **Others Present**: list all non-voting members who are present

13. **Topics/Outcomes Discussed:** Provide a concise yet detailed summary of the topics covered based on your agenda and the decisions taken. If a vote was taken, the minutes must include how each member voted

14. Click and save the entry

Facilitator Tool for Problem Solving
School Improvement Plan (SIP)
Part II. Expected Improvements
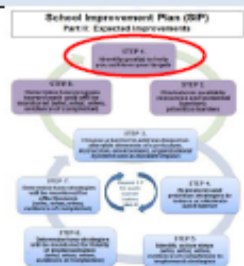
Step 1: Identify goal(s) to help you achieve your targets
____ Ensure appropriate stakeholders and decision makers are present
____ Review data to select priorities (system level, widespread issues)
____ Identify or verify target(s) based on data (SIP Target)
____ Choose goal(s) that would support positive progress toward the target(s)
____ Describe the problem or goal(s) to be addressed in concrete terms
____ Establish clear understanding of the goal(s) among stakeholders
____ Describe a desired outcome that would result if goal was achieved
____ Establish understanding of the outcome among stakeholders
____ Discuss how this outcome will be measured (What data will be used?)
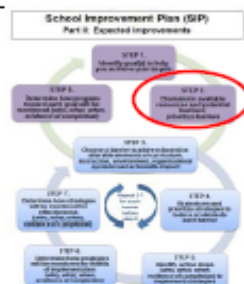
## Step 2: Brainstorm resources, barriers; prioritize barriers
____ Brainstorm resources/positive factors available; consider what has
  contributed to success so far; what is available that could help achieve
  the goal, resources at school, community or district; personnel,
  materials, schedules, curriculum, instruction, funding, leadership,
  partners, environment, school culture, etc.
____ Brainstorm barriers that could prevent goal attainment
____ Brainstorm without evaluation or judgment, all ideas are charted
____ All stakeholders participate until ideas are exhausted
____ Use of concise statements should be encouraged, no discussion
____ Encourage a free flow of ideas
____ Use paraphrasing and summarizing to capture ideas in phrases
____ Record only enough about each idea to allow for clarification
____ When list is complete, clarify, sort, and prioritize barriers based on
  alterable elements of curriculum, instruction, environment, and
  organizational systems
____ From prioritized list, consider why barriers occur
____ Identify whether barriers are symptoms or root causes using evidence
  (qualitative or quantitative) to verify (no hunches)
____ Identify which barriers have the most impact on the goal if removed
____ Identify which barriers are immediately actionable
____ List and number barriers in order of impact and priority: Targeted Barriers

Step 3: Choose a barrier to address
____ Choose one barrier to cycle through step 7
____ Repeat 3-7 for other targeted barriers
____ Teams may need more than one problem solving session to cycle targeted
  barriers through steps 3-7
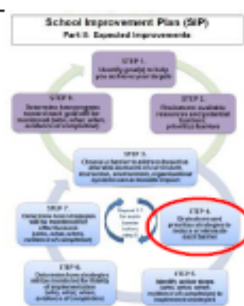
Step 4: Brainstorm strategies, prioritize strategies
____ For the barrier selected in Step 3:
____ Brainstorm strategies that could be used to reduce the barrier
____ Brainstorm without evaluation or judgment, all ideas are charted
____ Remind stakeholders that this is an *idea stage*, no decisions made, no
  filters to block the free flow of ideas
____ Use list of resources identified in Step 2 for generation of ideas
____ Use paraphrasing and summarizing to capture ideas in phrases
____ Record only enough about each idea to allow for clarification
____ When list is complete, clarify, sort, prioritize strategies

Step 5: Identify action steps for implementation
___ For each targeted strategy, develop an action plan:
  ___ Identify and describe the strategy, specific actions (*what*)
  ___ Prompts for action (training, necessary infrastructure, materials)
  ___ Identify *who* will implement the strategy
  ___ Identify *when* and for how long this strategy will be implemented
       (schedule, dates)
  ___ Identify what *evidence* (data) of completion
  ___ Consider how will this strategy be measured? (progress monitoring)
  ___ Consider anticipated change in staff, teacher, or student behaviors as
       this strategy is being implemented successfully and deeply
  ___ Consider anticipated change in student performance as the strategy is
       having the desired impact

Step 6: Determine how strategies will be monitored for fidelity of implementation (*who, what, when, evidence of completion*)
___ For each action plan, develop a monitoring plan (*what*):
  ___ Describe how support will be provided for person(s) implementing
       strategy
    ___ *Who* will support, when, how often
  ___ Describe how implementation will be monitored:
    ___ *Who* is responsible for monitoring
    ___ *When* and how often will monitoring occur (dates, schedule)
    ___ Identify what evidence (data) of completion

Step 7: Determine how strategies will be monitored for effectiveness (*Who, what, when, evidence of completion*)
Develop a detailed plan that explains how data will be collected to evaluate
    progress of the strategy (*Is it working and how will we know?*)
  ___ *What* data (evidence) will be collected?
  ___ Establish a schedule (dates) for data collection (*when*)
  ___ Who will collect, chart, and prepare data? (*who*)
  ___ Establish a schedule (dates) for team to evaluate periodic progress
  ___ Establish criteria (expectations) for success and decision rules for
       monitoring periodically during implementation (*what and when*)
    ___ What is a successful response? (Continue plan)
    ___ What is a questionable response, and what will we do?
    ___ What is a poor response and what will we do?
Revisit Steps 3-7 for all prioritized barriers before Step 8

Step 8: Determine how progress toward each goal will be monitored (Who, what, when, evidence of completion)
___ Describe the process and timeline (*what*) for using data collected through
       step 7 to decide if progress toward goal(s) in Step 1 is satisfactory
___ Establish a schedule of data meetings to measure and monitor incremental
       changes, ensure critical decision makers are present (*who, when*)
___ Determine criteria (*evidence*) to evaluate response (positive, questionable,
       or poor response) and plans to address each type of response
___ Decide to continue, intensify, modify, or terminate based on data
___ Teams may revisit Targeted Barriers as conditions change throughout
       the school year to re-evaluate order and impact of barriers

Non-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities 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 gender 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.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - Prohibits discrimination against employees or applicants because of genetic information.
Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.

School Board Policies 1362, 3362, 4362, and 5517 prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised 07/2011