

Miami Lakes Educational Center
5780 Northwest 158th Street
Miami lakes, Florida 33014

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL BYLAWS –
Revised 14 November 2019

ARTICLE ONE - PARLIAMENTARY AUTHORITY

Robert's Rule of Order, newly revised, shall be the authority upon which decisions will be based on all questions of procedures not specifically provided by these bylaws.

ARTICLE TWO - NAME

The name of this organization shall be: Miami Lakes Educational Center Educational Excellence School Advisory Council. Throughout these By-Laws this organization shall be referred to as EESAC or "the Council."

ARTICLE THREE – PURPOSE AND ROLE

The role of the Educational Excellence School Advisory Council is to define its goals and visions, work together with the Principal and foster an environment of professional collaboration among all education stakeholders at the school level.

The EESAC will bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs; it shall assist in the preparation and evaluation of the School Improvement Plan (SIP); it shall address all state and district goals; and it shall be authorized to review the SIP periodically and amend it as needed.

Elected members, in union with the Principal, will use a consensus management approach in which all stakeholders involved will identify priorities, make recommendations, and find solutions that will address the improvement of student achievement in a collaborative manner. EESAC is authorized to provide all stakeholders with a role in decision making which impacts instruction and the delivery of educational programs.

All recommendations made by, and evolving from, the EESAC shall be tied to one or more strategies of the School Improvement Plan, and in support of the State/District goals. Pursuant to Florida Statutes Section 229.58(1)(a), the EESAC is to work together with the Principal in the preparation and evaluation of the School Improvement Plan. They may address issues that include curriculum, student discipline, professional development and budget, as it applies to the School Improvement Plan. The EESAC is the sole body responsible for final decision making relating to school improvement and accountability.

The EESSAC must advise the Principal in the development of the school's budget (FSS). The EESAC shall receive budget training. Copies of the entire school budget, not just the EESAC portion, shall be provided to all members and said copy shall be one that is accessible to all EESAC members. All matters relating to budget shall be tracked through the EESAC Minutes.

ARTICLE FOUR – BY-LAWS

By-laws have the force of law and must be followed exactly or amended to change the procedures.

The By-Laws shall be clear and concise and shall support state laws, School board rules, and the contract with UTD.

The EESAC shall review its By-Laws on an annual basis

ARTICLE FIVE – FLORIDA’S GOVERNMENT-IN-THE-SUNSHINE

As a public body, the EESAC is subject to the requirements of Florida’s Government-in-the-Sunshine. This requires public access to the EESAC and to its public records. The requirements regarding public announcements, maintenance of minutes, etc., have been addressed previously in these By-Laws.

No Secret Ballots are permitted. All votes must be made public and recorded in the Minutes.

No Secret Meetings are permitted. No members of the EESAC may discuss privately any issue that will come before the EESAC for a vote.

ARTICLE SIX – MEMBERSHIP

As of July 1, 2008, a majority of members must be persons who are not employed by the School District (FSS).

Section One - Composition

- 1 Principal
- 1 Post-Secondary Associate Director
- 1 Alternate Principal
- 1 UTD Steward
- 4 Secondary Teachers
- 1 Alternate Secondary Teacher
- 2 Post-Secondary Teachers
- 1 Alternate Post-Secondary Teacher
- 4 Parents
- 1 Alternate Parent
- 4 Secondary Students
- 1 Alternate Secondary Student
- 1 Post-Secondary Student
- 2 Educational Support Employees
- 1 Alternate Educational Support Employee
- 3 Business Community Representatives

The Miami Lakes Educational Center EESAC recognizes that invaluable assistance shall be given by the Assistant Principal for Curriculum and said individual is asked to be present at all meetings and is given the right and duty to make recommendations to the EESAC. The Assistant Principal for Curriculum is not a voting member.

Section Two - Eligibility

EESAC members shall be elected by their respective peer groups in a fair and equitable manner. All instructors, student support personnel, and media specialists employed by the school are eligible to be elected as a “teacher” representative to the Council.

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.

The Student Government president, twelfth grade, eleventh grade, and tenth grade presidents shall be appointed members of the EESAC by virtue of election by their peers. Their terms of office will commence with the first EESAC meeting held after the start of the school year. The ninth grade president shall be appointed as the Alternate Student representative, and the SGA vice-president shall act as the alternate student representative to EESAC from the beginning of the school year until a freshman class president is elected.

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 faculty meeting.

Section Three - Terms

The term of membership shall be two (2) years commencing on date of election.

EESAC members are expected to attend all regular and special meetings. Any member who has two consecutive unexcused absences shall be considered to have resigned. The member shall be replaced following election/selection procedures as stated in the By-laws. The newly elected member will serve through the remaining term of the individual being replaced.

All members are expected to communicate with constituents to collect data and opinions for decision making purposes and to report to constituents on the actions taken by the Council. All members will consider the needs of all stakeholders when making decisions.

ARTICLE SEVEN – ELECTION PROCESS

Elections shall be conducted at a time determined by the EESAC, and all eligible employees shall have the right to volunteer for membership. Voting can occur at meetings or by mail, by secret ballot, or by a show of hands.

Teacher elections are to be conducted by the UTD designated Steward in cooperation with the EESAC Chair.

Parent elections may be held in a PTSA meeting, but they should be conducted in cooperation with the EESAC Chair. Membership in the PTSA is not a requirement for voting or being elected as a parent representative.

Ballots shall be prepared with the names of those nominated. Current council members shall be automatic nominees unless the Chairperson, or Designee, is otherwise notified by a member who chooses not to repeat his or her term.

Miami Lakes Educational Center EESAC will give proper Notice of Election of Council Members in accordance with Florida's Government in the Sunshine law and will do what is necessary to conduct elections during hours that are convenient for each constituent group.

ARTICLE EIGHT – OFFICERS

The officers of the EESAC shall consist of a Chairperson and Vice-Chairperson. Officers shall be elected by the Council Members. Officers shall be elected for a term of two (2) years and shall be eligible for re-election to any office. The term of office shall commence as of date of election. Voting can occur at meetings or by mail, by secret ballot, or by a show of hands.

The Miami Lakes Educational Center does not elect a Secretary. However, it recommends that the Principal appoint a member of the clerical staff to assist the Chair and Vice-Chair as needed.

ARTICLE NINE – MEETINGS

All members and non-members are to conduct themselves in a courteous, respectful, and professional manner at all times. Proper decorum shall be evident at all times and shall include the silencing of all electronic devices.

The regular meeting of the EESAC shall be held monthly or as needed, throughout the school year. The location of all meetings shall be announced by the Chair, Vice Chair, or designee.

The EESAC shall meet no less than four (4) times each school. Three (3) meetings are required to approve the School Improvement Plan, to conduct a midyear review of progress, and to conduct a final assessment of progress. The MLEC EESAC has agreed to meet on a monthly basis and additional meetings may be scheduled as needed.

All meetings shall be held at a time that is convenient to parents, students, teachers, and business/community representatives. All meetings shall be open to the public and shall not be held in any facility which discriminates on the basis of sex, age, race, creed, color, origin, disability, or economic status or which operates in such a manner as to unreasonably restrict access to such a facility.

A meeting announcement shall be posted on the District's website, and advertisements shall be posted and/or distributed so all interested parties are aware of the meeting.

A special EESAC meeting may be called by the Principal, Chairperson or Designee, or a majority of the Council members. A regularly scheduled meeting may be cancelled by the Chairperson or Designee or by the Council.

In order for the EESAC to conduct business, a quorum of fifty-one percent (51%) of voting members must be present. No action may be taken unless the quorum is present.

Section One - Agenda

The Chairperson, or Designee, shall prepare and distribute an Agenda for a regular or special meeting. All members must receive at least three (3) days' advance notice in writing of any matter that is scheduled to come before the EESAC for a vote. Electronic notices are acceptable.

EESAC members may add items to any regular meeting agenda by contacting the Chairperson, or Designee, no less than three (3) days in advance of a scheduled meeting.

Section Two - Minutes

Minutes shall be kept of all meetings. Copies of the approved Minutes shall be maintained by the school as a public record. A copy of the approved Minutes of every meeting shall be posted electronically on the Internet in accordance with Miami-Dade County Public School's directives. In addition, the Minutes shall be posted to the Miami Lakes Educational Center's website.

The Minutes shall include the listing of the date, time, and location of the meeting; the names of those present and absent; and a detailed description of any action that required a consensus or ballot vote by the EESAC. It is at the discretion of the Chair, Vice-Chair, or Designee to include mention of Agenda items not requiring action by the EESAC.

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 and said member must declare the conflict and abstain from voting.

Section Three - Decision Making

The primary method of decision making shall be by consensus. When warranted, and agreed to by the Chairperson, or Designee, decisions may be rendered by a majority vote of all members present. 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; said member must declare the conflict and abstain from voting.

Section Four - Non-Council Members

Members of the public can address the EESAC by contacting any member who shall inform the Chair and Vice-Chair of same. It is recommended that those wishing to address the EESAC notify appropriate individuals no less than two days prior to a scheduled meeting. Those in attendance at Council meetings shall be provided with an opportunity to discuss issues under consideration as specified in these By-laws.

Non-council members who attend a scheduled EESAC meeting and who wish to speak to the EESAC – not having informed the Chair/Vice-Chair prior – shall be given the right to address the EESAC if a majority of voting members present agree. Once agreement is reached, non-council members who are in attendance shall be given the opportunity to discuss issues under consideration and which have been included in the Agenda.

Non-council members shall have the right to propose an agenda item by contacting the Chairperson, or Designee, no less than one week prior to the scheduled meeting date.

In keeping with the stated goals of Miami Lakes Educational Center, all members of the school's Leadership Team are to be invited to participate in all EESAC meetings. This includes Academy Leaders and Department Heads whose input and advice is warranted and welcomed. As a matter of record, all members of the MLEC Leadership Team are included in all correspondence associated with the EESAC.

ARTICLE TEN – COMMITTEES

Committees of the EESAC shall be established by a consensus of all members present and on an as-needed basis.

First choice for membership on a committee shall be the right of all members. If necessary, the Chairperson, or Designee, shall have the authority to appoint committee members. Committee members do not have to be members of the EESAC.

All committees shall be required to prepare and submit written reports to the Council and shall act only on the recommendations of the Council.

As long as a committee is “fact-finding, gathering information” in nature, it does not have to operate in the “Sunshine.”

Currently, EESAC has one (1) standing committee – the Technology Committee. Any and all committees other than said Committee shall be deemed to be “Ad hoc” Committees and shall be terminated at the conclusion of their efforts.

ARTICLE ELEVEN – EESAC BUDGET ALLOCATION

A portion of the school's budget is an allocation made directly to the EESAC. This money cannot be spent on capital improvements or on any project or program which lasts longer than one year. The EESAC may not pay a stipend to its Chair.

EESAC shall entertain all requests from students, student organizations, faculty, and staff seeking funds. Proposals shall be submitted to the Chair no less than seven (7) working days prior to a scheduled meeting and shall consist of a well-documented and detailed description of the need along with a justifiable and supportable rationale for the request. Any group and/or individual requesting funds shall be present at the scheduled meeting to reply to any questions and/or concerns from EESAC members. Neither District staff nor the Principal may override the decision of the EESAC with regard to these funds (FS).

ARTICLE TWELVE – SCHOOL RECOGNITION MONEY

After consultation with Faculty and Staff, the Miami Lakes Educational Center's EESAC has agreed to the following procedures for distribution:

- a. All faculty and staff members may offer a proposal to the EESAC regarding distribution.
- b. The EESAC shall determine which three (3) proposals are in the best interest of all employees affected. This determination shall be made either at the regularly scheduled monthly meeting or a special meeting convened for this purpose.
- c. Once the three (3) proposals have been identified, the EESAC shall request the Principal initiate a Faculty/Staff Meeting at which time the proposals shall be presented to all in attendance. A secret vote will be taken with the assistance of the UTD and a final determination of distribution shall be made based on outcome of said vote.
- d. In the event of a tie vote – additional vote(s) shall be required until overall consensus is reached by employees present.

If a decision has not been reached by February 1st, the money will automatically be distributed in bonuses to classroom teachers who are currently teaching in the school.

ARTICLE THIRTEEN – TRAINING AND SUPPORT

The Office of Strategic and School Improvement Planning, UTD, Regional Centers, and the Office of Labor Relations are available for support.

Request for 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.

In the event of unsuccessful resolution of a conflict, final intervention may be requested from the EESAC Support Committee which will make recommendations to the Superintendent.

ARTICLE FOURTEEN – AMENDMENTS

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.

Approved by the Educational Excellence School Advisory Council this 16th day of September, 2024.

Yaset Fernandez, Principal

Lourdes Amba, Chairperson