

0321 Biscayne Elementary School

School Name Biscayne Elementary School

Location # 0321

EESAC Bylaws

Biscayne Elementary Community School

EDUCATIONAL EXCELLENCE COUNCIL BYLAWS

A. Purpose

The Biscayne Elementary Community School Educational Excellence School Advisory Council has been designated as the school body responsible for monitoring school improvement, professional collaboration and authentic representative decision making.

B. COUNCIL MEMBERS

1. Composition

The Educational Excellence Council shall be made up of 7 teachers plus one alternate, 5 parents plus one alternate, 1 student plus one alternate student, 1 educational support employee plus one alternate education support employee, 6 business/community representatives, the UTD steward, one alternate principal and the principal. With the exception of the principal, business/community representatives and the parents, all other members shall be elected by their constituent groups. Teachers, parents, students and education support employees shall also elect an alternate representative. The council will represent the ethnic, racial, linguistic and economic community served by Biscayne Elementary Community School.

2. Eligibility

All teachers, student services personnel, and the media specialist employed by the school are eligible to be elected teacher representatives to the Committee. All other persons employed by the school including paraprofessionals and those who are not defined as instructional or administrative personnel and whose duties require 20 or more hours in each normal working week are eligible to be elected as the education support employee representative. All parents, guardians or significant others responsible for a child enrolled at Biscayne Elementary Community School are eligible to be elected as parent representatives.

3. Terms

EESAC Chairperson will serve a 3 year term. A 3 year term of office for teachers and educational support employees shall be implemented. Parents will serve a three year term unless otherwise specified and students will serve a two year term. The business/community representative will be appointed by the principal for a term of 1 year.

Council members are expected to:

a. Attend all regular and special meetings. 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 (if required). An excused absence is defined as one in which the EESAC member is not able to attend the meeting for any number of reasons and notifies the chair in advance.

- b. Communicate with constituents to collect data and opinions for decision making.
- c. Report to constituents the actions taken by the Council and consider the needs of all students when making decisions.

C. ELECTION PROCESS

1. School-The school shall give proper notice of the election of council members in accordance with the Florida 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.
2. Parents- All parent representatives to the Educational Excellence Council must be determined through an election in which all parents have an opportunity to participate. Limited English Proficient (LEP) parents or parental representatives will be included where possible.
3. Student-All students in 4th & 5th grade shall be given an opportunity to elect 2 representatives to the EESAC. One Citizenship Honor student shall be nominated by each fourth and fifth grade homeroom teacher. The student receiving the highest number of votes shall be the student representative.
4. Teachers-The teacher representative to the EESAC must be determined through an election in which all teachers have a opportunity to participate. The term "teacher" shall include classroom teachers, certified student services personnel and the media specialist.
5. Education Support Employee- The term "education support employee" means any person employed by a school, including "paraprofessionals," who are not defined as instructional or administrative personnel and whose duties require 20 or more hours in each normal work week. The education support employee representative to the EESAC must be determined through an election process in which all education support employees have an opportunity to participate.
6. UTD Steward-Automatic representation for the "Designated Steward."
7. Business/Community Representative-Appointed by the principal.
8. Principal
9. Election of Chair-At the last meeting of a chairperson's term, EESAC members shall elect a new chairperson from a slate of nominees.
10. Process to fill vacancies will be filled according to election by-laws.
11. Increased Representation-After having been established in accordance with the preceeding composition and procedural requirements, the EESAC may submit a request, with explanation, to the Family and Community Involvement Advisory Committee through the Parent Participation Office, as established by the Superintendent of Schools, to increase the number of representatives in one, several, or all of the groups for which representation is required. The Family and Community Involvement Advisory Committee will make recommendations to the Superintendent regarding the appropriateness of the request.
12. Variation in Composition-If a school believes that it has unique circumstances regarding the formation of the EESAC, it may propose a variation in the composition set forth above. The proposed variation in composition shall be submitted to the Family and Community Involvement Advisory Committee which will make recommendations to the Superintendent regarding the appropriateness of the request.

D. MEETINGS

1. Regular Meetings

The regular meetings will be held at a time/date that is convenient to parents, students, teachers, and business/community representatives. There will be a minimum of five regular meetings throughout the school year, and more will be scheduled as needed.

2. Cancellation

A regular Council meeting may be cancelled by the council if enough members are not present (majority).

3. 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 or economic status or which operates in such a manner as to unreasonably restrict access to such a facility.

E. QUORUM

A majority of the voting members of the council 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 meetings three days in advance.

2. All EESAC members must receive at least 3-days advance notice in writing of any matter that is scheduled to come before the Council for a vote.

3. Council may add items to any agenda by contacting the Chair 24 hours in advance.

4. Non-Council members may propose an agenda item by contacting the Chair.

G. CONSENSUS DECISION MAKING

The primary method of decision making shall be consensus.

H. MINUTES

Minutes shall be kept for all meetings of the EESAC. Copies of the approved minutes shall be maintained by the school as public record. In addition, a copy of the minutes of every meeting as of July 1, 2002, will be posted electronically by the school on the internet.

I. INPUT FROM NON-COUNCIL MEMBERS

Those who are in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration in the following manner:

After being recognized by the chair, the speaker shall have the opportunity to address an issue for no more than five minutes.

J. COMMITTEES

1. Student Services

Science Fair and Safety

All student activities and clubs

2. Parent Services

PTSA-Title 1

Monthly training for parents

3. Teacher Services

TEC-workshops, certification

4. Grant Writing

Support and encourage grant writing

5. Attendance

Improve school attendance

6. Discipline

Improve school-wide discipline

7. Budget

Review expenditures

8. Curriculum

9. Multi-Cultural

Provide cultural awareness

10. Technology

Bridge to the 21st century

K. AMENDMENTS

Any full-time employee of Biscayne Elementary Community School can propose an amendment to the EESAC By-Laws. The proposal shall be submitted in writing to the EESAC.