



## Educational Excellence School Advisory Council



### 4081 M-DCPS Primary Learning Center

**School Name** M-DCPS Primary Learning Center      **Location #** 4081

**The bylaws for this school were last modified on (This will automatically update once the changes have been uploaded.)**

**The bylaws are as follows:**

#### EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL BYLAWS

##### A. PURPOSE

The purpose of the M-DCPS Primary Learning Center Educational Excellence School Advisory Council 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 1008.345, F.S. Comprehensive Revision of Florida's System of School Improvement and Education Accountability.

##### B. COUNCIL MEMBERS

###### 1. Composition

The M-DCPS Primary Learning Center Educational Excellence School Advisory Council shall be made up of 1 teacher, 3 alternate teachers, 4 parents, 1 alternate parent, 0 students, 1 educational support employee, 1 alternate educational support employee, 3 business/community representatives, the UTD designated steward, the principal, and the alternate 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. 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 M-DCPS Primary Learning Center. A majority (50% plus 1) of members must not be employed by the District.

###### 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 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 M-DCPS Primary Learning Center are eligible to be elected as parent representatives, with the exception of those parents who are also employed by M-DCPS Primary Learning Center.

### 3. Terms

The terms of office shall begin in August of each year, at which time elections will take place according to the following stipulations. Teachers and education support employees shall be elected for the current school year. Parents and students shall be elected in August of each year. The EESAC chairperson shall be elected by the EESAC in August of each year.

### 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

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. Teacher elections shall be conducted by the UTD Steward in cooperation with the EESAC chair. Parent elections shall be conducted by the EESAC chair.

## D. MEETINGS

### 1. Regular Meetings

All meetings will be held at a time that is convenient to parents, students, teachers, and business/community representatives. The meetings will be held at a location in the Primary Learning Center that is most convenient for all stakeholders.. The EESAC will meet a minimum of 3 times a year.

### 2. Special Meetings

In the event a special meeting is needed, the principal, EESAC 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 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 will aim for the maximum agreement among people while drawing on as much of everyone's ideas 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 the main office.

## 1. INPUT FROM NON-COUNCIL MEMBERS

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

#### J. COMMITTEES

Committees shall be established as necessary.

#### K. AMENDMENTS

These bylaws may be amended at any regular meeting by a 2/3 vote of the membership of the Educational Excellence School Advisory Council, provided that at least 5 working days written notice of the proposed change has been given to all members of the Council.