

School Name: Miami Beach Senior High School

Location # 7201

The bylaws for this school were last modified on February 17, 2022.

The bylaws are as follows:

I. PURPOSE

The purpose of the Miami Beach Senior High School (MBSH) Educational Excellence School Advisory Council (EESAC) is for all members of the MBSH community to work together to assist in making decisions which affect instruction and the delivery of educational programs and assist the principal in the development of the School Improvement Plan (SIP) as well as the school budget and thus to ensure improved student achievement. The primary method the Council will use to do this is by the preparation and evaluation of the School Improvement Plan (SIP). The School Improvement Plan (SIP) will serve as the master plan for Miami Beach Senior High. All activities necessary to assist in the preparation, implementation, and evaluation of this plan will be the main concern of this Council.

II. COUNCIL MEMBERS

A. Composition

1. The MBSH Educational Excellence School Advisory Council (EESAC) shall be made up of five (5) teachers and one (1) alternate teacher, five (5) parents or designated guardians who currently have a child enrolled in the school and one (1) alternate parent, three (3) students and two (2) alternate students, one (1) business/community representatives, one (1) educational support employee and one (1) alternate educational support employee, the UTD designated steward, and the principal of the day school.

2. With the exception of the principal and business/community representatives, all other members and their alternates shall be elected by their constituent groups.

3. The Council will closely represent the diversity of the MBSH community.

4. The Council will be composed of at least (50% +1) non-school employees, as per state statute.

B. Eligibility

1. All teachers, student services personnel, and media specialists employed by MBSH are eligible to be elected teacher representatives to the Council.

2. All other persons employed by MBSH, including paraprofessionals, those who are not defined as instructional or administrative personnel and whose duties require (2) or more hours in each normal working week, are eligible to be elected as an educational support employee representative.

3. All parents or designated guardian(s) who are responsible for a child enrolled in MBSH are eligible to be elected as a parent representative, with the exception of those parents who are also employed by MBSH.

C. Terms

1. All members of the Council will be elected for a term of three (3) years, which shall begin upon election and end the thirtieth (30) of June of the third year. a. Teacher members shall be elected for the three (3) year period which corresponds to the teacher contract. b. Parents/Guardians are eligible for election and/or reelection as long as they have a student currently enrolled at MBSH. c. The student member must be currently enrolled at MBSH to be eligible for election.

2. Continuing membership on the Council will be contingent upon good attendance. A member missing two (2) consecutive unexcused meetings per year, September-August, will lose his/her representative seat. b. The alternate member will automatically fill the vacancy.

3. The appropriate alternate representative member will automatically assume the office of a vacancy for the remainder of the term of office.

D. Responsibilities

Council members are expected:

1. to attend all regular and special meetings.
2. to communicate with the constituents to collect recommendations, data and opinions for decision making.
3. to consider the needs of all students when making decisions.
4. to make the decision of how EESAC funding will augment the School Improvement Plan (SIP).
5. to assist in the school budget.
6. to report to the constituents the actions taken by the Council.

E. Council Officers

1. Voting members on the current Council will elect a Chair, a Vice-Chair, and a Recording Secretary.
2. The Chair will preside at all meetings of the Council at which he/she is present; conduct the meeting following the agenda providing an opportunity for all members to participate in decision-making and giving members of the public the opportunity to address the EESAC; represent the Council or designate a representative from the Council to attend meetings when called upon to do so; coordinate the work of the Council in accordance with its

mission; and perform other duties that are assigned by the membership of the Council.

3. The Vice Chair will act as an aide to the Chair, performing duties of the Chair in the absence or disability of the Chair to act, and will perform other duties that may be assigned by the membership or the Chair of the Council.

4. The Recording Secretary will keep minutes of all meetings and will ensure that minutes are distributed to all Council members, postmarked at least three (3) working days before the next regular meeting; will ensure that minutes are posted for public inspection on the internet; will ensure that all official records are maintained and kept as a resource for future Councils; and will perform any duties that are assigned by the membership of the Council or the Chair of the Council.

III. 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. (FSS and SBBP)

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

- No Secret Ballots: SACs fall under the purview of the Florida Sunshine Laws, votes may not be taken by secret ballot as that is a violation of open government determined by the Attorney General's Office. However, the Sunshine Law Manual states that "Council members are not prohibited from using written ballots to cast a vote as long as they are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act."
- 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.

IV. MEETINGS

A. Schedule

All meetings will be held at a time that is convenient to the principal, parents or designated guardians, students, teachers, educational support employees, the designated steward and business/community representatives. (FSS)

1. The regular meetings of the Council will be held each month between September and May.
2. Meetings will be held at Miami Beach Senior High, at times mutually agreed upon the Council members and at times convenient to parents, students, teachers, and business/community representatives. Meetings will last up to a maximum of one hour and thirty minutes, unless extended by the direction of the attending members.
3. In the event that a special meeting is needed, the Principal, Chair, or a majority of the Council members may call such a meeting. Notice must be given at least twenty-four (24) hours in advance per state statute.
4. A regular Council meeting may be canceled by majority consensus or the Council. Notices of cancelled meetings must be publicized on at least the Citizens Information Meeting Announcements Webpage.
5. 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, origins, or economic status or which operates in such a manner as to unreasonably restrict access to such a facility and will be publicly advertised at least five (5) working days in advance on the district website and distributed within the school community.
6. A majority of the voting members of the Council shall constitute a quorum. A quorum must be present before a vote can be taken.

B. Agenda

1. The agenda will be prepared by the Chair in consultation with the principal and EESAC members and distributed in writing and posted at least three (3) days prior to all regular and special meetings.
2. Additions to the Agenda:
 - a. Council members may add agenda items to any regular meeting agenda by contacting the

Chair a minimum of seven working days prior to the meeting.

b. Non-Council constituents may propose an agenda item by contacting a Council member and submitting the concern in writing a minimum of seven (7) working days prior to the meeting.

c. The agenda may be amended at the meeting by a majority vote.

V. **CONSENSUS DECISION MAKING**

The primary method by which decisions of the Council will be made is through the consensus decision-making process. Council members will publicly vote following discussion. Consensus is the agreement by most participants while including every member's opinion as much as possible.

VI. **MINUTES**

Minutes must be kept for every meeting of the EESAC (FSS). Minutes should include the name of the school, a list of those in attendance, the date and location of the meeting, an official call to order, old and new business, the date and location of the next meeting, and the time the meeting adjourned. Any action items voted on by the EESAC should also be reflected in the minutes.

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.

A. Written minutes of each regular and special meeting shall be kept as an open, permanent record of the activities of the Council.

B.-The minutes shall be approved at the next regular meeting of the Council, and copies of the approved minutes will be kept as public record on file in the Main Office with the Principal's secretary.

C. The minutes will be posted on the internet as per state statute.

VII. **NON-COUNCIL INPUT**

A. Those who are in attendance at Council meetings shall be provided an opportunity to discuss issues under consideration at the discretion and recognition of the Chair. Citizens wishing to speak at the EESAC meeting must sign up in advance. One may sign up to speak to a scheduled agenda item or through open forum on any specific topic. Requests to speak must be submitted by written request to the EESAC Chair no later than 12:00 PM the day before the regular scheduled meeting.

B. Any one speaker or spokesperson for a group shall be permitted to speak no more than two (2) minutes at the meeting for each issue that individual addresses (including time on agenda items and, later, on consent or non-agenda items), except in unusual circumstances determined and approved by unanimous vote of Board members present at the meeting.

C. Recognition of Non-Council members will occur at the conclusion of the meeting when concerns center about non-agenda items.

D. Speakers will be recognized in the order the requests were received.

E. The total time allotted for the Non-Council member participation shall not exceed one-half (1/2) hour per meeting. The time limit may be extended by a majority vote of the Board.

VIII. **COMMITTEES**

Committees will be established by the Chair for the duration of their usefulness. All Committees report directly to the Council. Members of a committee can be both members and non-members of EESAC, as committees should be open to all stakeholders.

IX. **AMENDMENTS**

A. These Bylaws shall be reviewed annually at the regular Council meeting prior to the general election.

B. Proposed changes to these Bylaws shall be submitted to the Chair in writing to be put on the agenda of the next meeting for discussion and/or recommendation to the Council members.

C. The proposed Bylaw changes will be published in the minutes.

D. At the first regular meeting, following general elections, the proposed Bylaw changes shall take effect and be implemented with the consensus approval of the newly constituted Council.

MEMORANDUM

December 7, 2021

TO: Ms. Deborah Riera, Principal
Miami Beach Senior High School

Mr. Fiori Thomas, ~~EESAC Chair~~ - UTD Steward
Miami Beach Senior High School

Ms. Gussie Sakowicz, ~~UTD Steward~~ - EESAC Chair
Miami Beach Senior High School

FROM: Sylvia J. Diaz, Ed.D., Chief Academic Officer
Office of Academics and Transformation

SUBJECT: RESPONSE TO EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC) REQUEST FOR VARIATION IN COMPOSITION

Your school's request to decrease the number of student representatives from 3 to 2 and increase the number of alternate students from one to three on your Educational Excellence School Advisory Council (EESAC) has been denied. The Council recommends that all three student voting members remain, and the number of alternative student representatives be increased from one to two. This Waiver request must be resubmitted.

Changes to the EESAC composition as required by the current School Board Bylaws and Policies #2125 may impact your bylaws. Please review your current bylaws, determine if any changes are required, and take any necessary action to bring your bylaws into alignment with the required composition.

It is recommended that copies of this memorandum be distributed to all EESAC members and that it is noted in the minutes of the next scheduled EESAC meeting.

If you require additional information, please contact Dr. Omar Riaz, Office of School Improvement, via email at omarriaz@dadeschools.net.

SJD:or
M025

cc: Dr. Try K. Diggs
Dr. Verena Cabrera
Dr. Omar Riaz