



## Educational Excellence School Advisory Council



### 6121 Rubén Darío Middle School

**School Name** Rubén Darío Middle School

**Location #** 6121 Region Center IV

**The bylaws for this school were last modified on Apr. 22, 2010.**

**The bylaws are as follows:**

#### I. PURPOSE

The purpose of the Rubén Darío Middle Community School Educational Excellence Council is to work together to ensure improved student achievement.

One of the ways the council will do this is by preparing and evaluating the School Performance Excellence Plan.

#### II. COUNCIL MEMBERS

##### A. Composition

The Rubén Darío Middle Community School Educational Excellence Council shall be made up of a minimum of five (5) teachers, a minimum of four (4) parents, a minimum of one (1) student, a minimum of one (1) educational support employee, a minimum of one (1) business/community representative, the UTD steward and the principal. In addition, there shall be enough members who do not work at the school added so that they (the non-school employees) become the majority. With the exception of the principal and the business/community representative, all other members shall be elected by their constituent groups. Teachers, parents, students, and educational support employees shall also elect an alternate representative. The council will be representative of the ethnic, racial, linguistic, and economic community served by the school. In case there is a tie vote, the current EESAC members will decide, and the person with the least amount of votes shall be the alternate. The principal can also make the decision to break the tie. If necessary, the membership will be expanded to ensure racial, ethnic, linguistic, and gender balance of the council.

##### B. 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 educational support employee representatives. All parents, guardians or significant others responsible for a child enrolled in Ruben Dario Middle Community School are eligible to be elected as parent representatives.

### C. Terms

The terms of office for teachers and support personnel shall be the three (3) year period that corresponds to the term of the teachers' contract.

Parents shall serve on the council for the duration of their child's enrollment at Rubén Darío Middle Community School. Students shall serve on the council during the duration of their term of office as president of the Rubén Darío Middle Community School student body. The business community representative shall be appointed for a term of three (3) years, and may be reappointed at the Principal's discretion. All elected members shall be voted upon at the end of the UTD contract. Members shall serve no more than three (3) consecutive terms. They may be reelected after one (1) term of the contract has elapsed.

### D. Responsibilities

Council members are expected to:

1. Attend all regular and special meetings. Attendance is mandatory. Members who have 2 consecutive unexcused absences will be dismissed from the committee. An unexcused absence shall be recorded when a member fails to notify the chairperson or the principal of the absence. Prior notification of an absence is considered an excused absence.
2. Communicate with constituents to collect data and opinions for decision making.
3. Report to constituents the actions taken by the council.
4. Consider the needs of all students when making decisions.

## III. ELECTION PROCESS

Those members requiring election shall be nominated and elected by their constituents in an open forum in which members have received notification of the meeting in writing at least one week prior to voting. Vacancies shall be filled as needed following nomination and election guidelines. All elected members shall be voted upon at the end of the UTD contract. Members shall serve no more than three (3) consecutive terms. They may be reelected after one (1) term of the contract has elapsed. The chairperson shall be elected annually by the council.

## IV. MEETINGS

### A. Regular Meetings

The regular meetings of the council will be held on the second Thursday of each month. The meetings will be held in the school's media center. All meetings will be held at a time that is convenient to parents, students, teachers, and business/community representatives.

#### B. Special Meetings

In the event a special meeting is needed the principal, chairperson or a majority of council members may call a meeting.

#### C. Cancellation

A regular council meeting may be canceled by the council.

#### D. Accessibility

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.

#### V. QUORUM

In order for the council to conduct business, a quorum of fifty percent (50%) plus one (1) of the members must be present.

#### VI. AGENDA

A. The chairperson shall prepare and distribute the agenda for all regular and special meetings. A copy of the agenda will be posted for staff members to peruse.

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

#### B. Adding to the Agenda

1. Council members may add items to any regular meeting agenda at the time of the meeting with a consensus of the members present.

2. Non-council members may propose an agenda item by submitting an item in writing to a council member, or at a regular meeting with consensus of the council members assembled.

3. The agenda may be amended at the meeting by council consensus.

#### VII. CONSENSUS DECISION MAKING

The primary method of decision-making shall be by consensus. This process is not defined by a majority or two-thirds vote. Consensus allows teachers, administrators, support personnel, parents and community members, as a group of professionals, to reach agreement on common

goals and on the strategies to reach those goals.

## VIII. MINUTES

Written minutes of each regular and special meeting shall be kept as an open, permanent record of the activities of the council. The minutes shall include the names of those in attendance and any actions taken by the council and actions for the next meeting. These minutes will be distributed to council members for review and for recommendations on action items prior to the next meeting. The minutes shall be approved at the next regular meeting of the council. Minutes will be entered in the Internet and an official copy kept on file in the recorder's possession. A copy will also be available for review in the school's media center. Additional copies will be distributed to the staff.

## IX. 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 hearing input from a non council member the council will discuss the issue and reach consensus. Non-council members may address an agenda item for a maximum of three (3) minutes.

## X. COMMITTEES

The following committees will be a part of the Educational Excellence Council.

1. Discipline: To review issues and concerns as they relate to student discipline.
2. Budget: To decide budgetary issues that are within its power.
3. School Performance Excellence Plan: Responsible for the creation of the School Performance Excellence Plan in compliance with Blueprint 2000, Dade County School Board rules, and comprehensive district wide plan, and to ensure that all stake holders are represented.

Other ad hoc committees will be created as needed.

## XI. AMENDMENTS

By-laws can be amended through a quorum. Recommendations for by-law amendments may come from constituents of the Rubén Darío Middle Community School Educational Excellence Council.