

Miami-Dade County Public Schools

Educational Excellence School Advisory Council (EESAC)



2024-2025

EESAC Resource Guide



BOARD MEMBERS



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District 6



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VICE CHAIR
District 8



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Ms. Luisa Santos
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Student Advisor

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OVERVIEW

History

The concept of the Educational Excellence School Advisory Councils (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability. In 1991, School Advisory Councils (SACs) were entrusted with assisting in the development of the School Improvement Plan. The School Board of Dade County, Florida, embraced these state-mandated bodies. In a “Memorandum of Understanding” with the United Teachers of Dade (UTD), adopted in 1996, the School Board renamed the School Advisory Councils as Educational Excellence Councils and authorized them to provide all stakeholders with a role in decision making which affects instruction and the delivery of educational programs. The Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999 when Blueprint 2000 was revised to become Florida’s High-Quality Education System. At that time, the Councils were also charged with assisting principals in the development of school improvement plans, as well as the schools’ budgets.

Responsibility of the EESAC

The EESAC is responsible for final decision-making at the school relating to the implementation of the School Improvement Plan (SIP). This authority is delineated in Florida Statute 1001.452(1)(a), in Miami-Dade County School Board Bylaws & Policies (SBBP) 2125 and in Miami-Dade County Public Schools/United Teachers of Dade Contract, Article XXVI, Section 5.

The following compilation of requirements, recommendations, and best practices is designed to guide EESACs in effectively serving their schools while meeting state and school board requirements. **Those items required by Florida State Statute (FSS)(FS 1001.452) or by SBBP 2125 are written in bold in this document.** *Those items that are recommended best practices, but not required, are written in italics.*

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BYLAWS

Each EESAC must develop operating bylaws. Bylaws should be clear, concise descriptions of how the EESAC will function. Individual bylaws must support state laws, school board rules, and the contract with UTD, while they enumerate the procedures that are unique to that school. Bylaws have the force of law. They must be followed, or they must be amended to change the procedures.

Every EESAC should review its bylaws on an annual basis to refresh members' awareness and to make any needed amendments. It is recommended that the bylaws "Modification Date" be changed every year indicating the bylaws have been reviewed or modified. Individuals authorized by the principal can access bylaws online at <http://osi.dadeschools.net>. A sample set of bylaws is included in SBBP 2125.

The Operating bylaws for each EESAC must include the provision entitled School Bylaws Template B.5. Unexcused Absences, C. Election Process, D.5. Convenient Meeting Time, E. Quorum, F.3. Notice to Members, and H.1. Maintenance of Minutes.

The following outline provides suggestions as to the topics which should be included in the EESAC bylaws.

A. Purpose

A-1 What is the EESAC?

The Education Excellence School Advisory Council (EESAC) is a school-based group intended to represent the school, the community, and those persons closest to the students who share responsibility for supporting the school's continuous improvement, Florida Statute 1001.452 (1)(a).

A-2 Why does the EESAC exist?

This authority is delineated in Florida Statute 1001.452(1)(a) and 1008.345, in Miami-Dade County SBBP 2125, and in Miami-Dade County Public Schools/United Teachers of Dade Contract, Article XXVI, Section 4.

A-3 What are the responsibilities of the EESAC?

The EESAC is the sole body responsible for final decision-making at the school relating to the implementation of the provision of the state system of improvement and accountability. The EESAC's additional responsibilities include the following:

1. To assist in the annual preparation, implementation, and evaluation of the School Improvement Plan (SIP);
2. To assist in the preparation of the school's annual budget; and
3. To recommend waivers or changes to Florida Statute, Florida Board of Education Rules, School Board Bylaws & Policies, and labor contract provisions (SBBP 2125 A).

B. Members

B-1 Who are the voting members?

Each advisory Council shall be composed of the principal, the UTD steward, five teachers, one education support employee, one student (Elementary schools, not housing grades five and six, may include students on their Councils), five parents, and three business and community citizens who are representative of the ethnic, racial, and economic community served by the school (SBBP 2125).

Each Council will also add enough parents, students, and/or business/community representatives to make the majority of the members of each EESAC persons who are not employed by the District, (i.e. 50% +1). Selection of additional members shall be done in a manner consistent with this policy. Voting Members on the current EESAC roster shall elect officers. **A majority of the members of each School Advisory Council must be persons who are not employed by the School District (FSS 1001.452(1)(a)).**

B-2 How many alternates are there?

At least:

- One (1) alternate teacher
- One (1) alternate parent
- One (1) alternate student
- One (1) alternate education support employee

The designated UTD steward may designate an alternate steward in his/or her absence; however, this does not generate an alternate position on the roster. The UTD-designated steward may select a different alternate from one meeting to the next.

B-3 Who is eligible to serve in each category?

Each advisory Council shall be composed of:

1. Teachers include classroom teachers, student services personnel, and media specialists (elected)
2. Parents or designated guardians who currently have a child enrolled in the school (elected)
3. Students at vocational/adult-technical centers, high schools, middle schools, and elementary schools (housing 5th grade) (elected)
4. Education support employee (elected)
5. Business/community representatives (appointed)
6. UTD designated steward (designated)
7. Principal (designated)

B-4 Are there any “ex officio” members?

No. The principal and the UTD-designated steward are required members based on their position at the school.

B-5 How long is each member’s term of office?

Each member’s length of service is determined by each school’s bylaws. Teachers may be elected for the three (3) year period which corresponds to the teacher contract.

B-6 What are the duties of members?

It is recommended that the school’s EESAC bylaws include the following duties:

1. *Attend all regular and special meetings.*
2. *Communicate with constituents to collect recommendations/data and opinions for decision-making.*
3. *Report to constituents the actions taken by the Council; and*
4. *Consider the needs of all students when making decisions.*

C. Elections

C-1 How are teacher, student, parent, and education support employee representatives elected?

School Board Bylaws & Policy requires the inclusion of the following in each set of bylaws:

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:

1. 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."*
2. Teachers, parents, students, and education support employees must elect their representatives to the EESAC.
3. 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.
4. 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.
5. 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.*
6. 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.*
7. The principal appoints business/community representatives and should use this opportunity to balance the ethnic/racial composition of the EESAC.

8. Elections must be completed in time so that a fully functioning EESAC is in place at the beginning of the school year.
9. Interim elections must be held as stipulated in the bylaws to fill any vacancies that occur during the school year.
10. The chair and other officers of the EESAC must be elected from among the EESAC voting members.

C-2 Who conducts each election?

1. *Teacher elections shall be conducted by the UTD designated Steward in cooperation with the EESAC chair.*
2. *Parent elections shall be held at a time convenient for stakeholders or may be scheduled **PRIOR** to or **AFTER** a PTSA meeting. The elections should be conducted by the EESAC chair.*
3. *All stakeholders should receive adequate information prior to and during the elections so that they understand the role of the EESAC and the responsibilities of an EESAC member, as well as the qualifications of the candidates for whom they may vote.*

C-3 How is public notice provided for parent elections?

The school shall give reasonable 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 the elections for each constituent group during hours that are convenient for each constituent group.

C-4 What process takes place when a vacancy occurs before a member's term has expired?

Specify the process in your bylaws. Once elections have taken place, make updates to your roster online.

Any member who has two consecutive UNEXCUSED absences from Council meetings shall be considered as having resigned from the position. The member shall be replaced following election/selection procedures as stated in the bylaws. (FSS)

C-5 How often does the EESAC elect its officers?

Elections are held to fill vacancies according to a school's bylaws. Ensure that the voting process is delineated in the school's bylaws. The process should include notification of elections to be held, selection of nominees, the process by which people may vote, and how the results will be posted. Ballots and voting records should be kept by an ESSAC officer and the results documented in the EESAC minutes.

D. Meetings

D-1 When, where, and how often are regular meetings held?

EESACs commonly meet monthly to monitor progress related to the implementation of School Improvement Plan strategies and to make decisions about the budget.

It is required by State Law to include the following in your EESAC bylaws:

All meetings will be held at a time that is convenient for parents, students, teachers, and business/community representatives. (FSS)

It is recommended that you include the following:

- *All meetings shall be open to the public and shall not be held in any facility, which discriminates based on 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.*
- *EESACs must meet at least four (4) times per year, (quarterly) to approve the School Improvement Plan for the school year, to conduct a midyear review of progress, and to conduct a final assessment of progress.*

D-2 How can a special meeting be called?

The principal, chair, or a majority of the Council members may call a special EESAC meeting.

D-3 How can a meeting be canceled?

The regular Council meeting may be canceled by the Council. All meetings must be canceled on the Citizen Information Center Meeting Announcement Webpage.

Stipulate the process for canceling meetings in your bylaws. Also reference the required quorum for voting and the number of times the EESAC will meet.

D-4 How are meetings advertised?

All meetings (regular and special) must be publicly advertised at least five (5) working days in advance (FSS).



1. A meeting announcement must be posted on the District's website (step-by-step directions can be found in the appendices).
2. Advertisements must be posted and distributed within the school community so that all interested persons are aware of the meeting.
3. Meeting notice should be displayed in the school front office and be accessible.

All meetings shall be open to the public and shall not be held in any facility or location that discriminates on the basis of sex, age, race, creed, color, origin, disability, or economic status or that operates in such a manner as to unreasonably restrict access to such a facility.

E. Agenda

It is required by State law to include the following: **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 (FSS).**

It is also HIGHLY recommended that all meetings include discussions and or presentations on the status of the SIP and student achievement.

E-1 How does the Chair prepare and distribute the agenda?

The Chair, in consultation with the principal and EESAC members, shall prepare and distribute the agenda for all regular and special meetings. The agenda should be distributed and posted prior to the meeting.

E-2 How can Council members add items to the agenda?

Council members may add items to any regular meeting agenda by contacting the Chair in advance.

E-3 How may Non-Council members suggest agenda items?

Non-Council members may propose an agenda item by contacting a Council member at least five (5) days prior to the scheduled EESAC meeting.

E-4 How can the agenda be amended?

The agenda may be amended at the meeting by majority vote. Each school's bylaws should provide specific information on this process.

F. Meeting

F-1 How is the meeting conducted?

The chair conducts 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. Schools are encouraged to establish a parliamentary guide in order to ensure consistency in conducting EESAC meetings. This process should be stipulated in the bylaws.

*Following procedures outlined in the bylaws, most EESACs seek to make decisions by consensus, voting only when there is not enough time or opportunity to reach consensus. **"Consensus seeks the agreement of the most participants while including every member's opinion as much as possible."***

F-2 How many members must be present to constitute a **QUORUM**?

It is required by state law to include at least the following in your bylaws:

A majority of the voting members of the Council shall constitute a quorum. A quorum must be present before a vote is taken (FSS).

However, if a quorum of a local board is physically present, "the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness... whether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board" (AGO 03-41).

- If a voting member is not present, the alternate for that position is the voting member for that meeting.
- An alternate may only be counted towards the quorum if the voting member that he or she represents is NOT present at the meeting; and
- Assistant principals may only serve as the alternate to the principal if a waiver has been submitted and approved by the District EESAC Support Committee.

F-3 What decision-making processes are used?

It is recommended that you include the following in your bylaws:

The primary method of decision-making shall be by consensus (SBBP).

Consensus seeks the agreement of most participants while including every member's opinion as much as possible.

F-4 How should **MINUTES** be handled?

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. Posting authority of the minutes must be given by the principal through online access. Minutes, including tape recordings made of the meetings, are public records. They must be saved and must be made available to any member of the public who requests them. The process to maintain minutes is:

1. Following the meeting, the designated secretary/EESAC chair goes online to <http://si.dadeschools.net> and posts the minutes.
2. It is recommended that the minutes be posted within 7 working days of the meeting.
3. At its next meeting, the EESAC approves or amends the minutes. The designated secretary will then make any necessary corrections to the online draft.
4. The principal must then go online to verify the approved minutes, using the verification code issued by the Office of School Improvement.
5. EESAC minutes, both pending and verified, may be viewed at:
<http://osp.dadeschools.net/products/ONLINE/info/infopickschool.asp?rep=eesac>

F-5 How can Non-Council members address the EESAC?

Members of the public can address the EESAC by contacting a Council member. Those who attend Council meetings shall be provided with an opportunity to discuss issues under consideration as specified in the school's bylaws.

F-6 What committees, if any, are there?

A standing committee may oversee ongoing issues and/or programs during the school year. School established committees, which must include discipline and safety, are to be allowed to report to the EESAC on a regular basis. The members of the committee can be both members and non-members of the EESAC. Membership should be open to all stakeholders.

List any standing committees, their responsibilities, and make provisions to establish special committees. Include guidelines for composition that ensure balanced participation. School established committees, which must include discipline and safety, are to be allowed to report to the EESAC on a regular basis (SBBP).

Members of the committees do not have to be elected to the EESAC.

G. Rosters

G-1 What are they?

EESAC rosters list all voting members and alternates along with their demographic information. An official roster is presented to the School Board each year for approval per Florida State Statute. The deadline for schools to complete and verify this roster is set on an annual basis. Once rosters are approved by the School Board, the District can certify to the Florida Department of Education that every Miami-Dade County Public School has a School Advisory Council that meets all the stipulations of state law.

Throughout the year the EESAC roster must be updated at <http://si.dadeschools.net> whenever vacancies and new elections take place. These updates are documented as the "Current Roster."

G-2 What are the requirements for the EESAC Roster?

As required by School Board rule (SBBP) each EESAC must:

1. *Begin with the following minimum membership:*
 - Five (5) teachers and one (1) alternate teacher,*
 - Five (5) parents and one (1) alternate parent,*
 - One (1) education support employee and one (1) alternate,*
 - One (1) student and one (1) alternate student (Elementary schools with 5th grade).*
 - Three (3) business/community representatives, the UTD-designated building steward, and the principal.*
2. *Add enough persons who do not work at the District so that the non-District employees form the majority;*
3. *Demonstrate that the EESAC is reflective of the ethnic, racial, linguistic, disabled, and economic community served by the school.*
4. *Include at least one representative (parent, teacher, or administrator) for Students with Disabilities (SWD); and*
5. *Equitably include parents of English Language Learners (ELL) students.*

G-3 What about adult schools?

1. Adult programs that share a facility with a K-12 school will add the adult school principal (as applicable), a teacher, the UTD designated steward (as applicable), and a student to the K-12 school's EESAC.
2. Stand-alone adult schools follow the requirements for K-12 schools, but they are not required to include parent representatives.

G-4 Must every school include a student?

Yes. **Councils of vocational/adult-technical centers, high schools, middle schools, and elementary schools containing grades five and/or six shall include students. Elementary schools not housing grades five and six may include students on their Councils. Elementary schools may include no more than one (1) student representative. All students at each of the vocational/adult technical, senior high, middle, or elementary schools must be given an opportunity to elect their representative to the EESAC. Each school may establish its own nomination and**

election procedures. School Advisory Council s of career centers and adult education centers are not required to include parents as members (SBBP).

G-5 Are there any exceptions to the roster composition?

The EESAC may submit a request with an explanation to the EESAC Support Committee, as established by the Superintendent, using FM-7292, to increase or decrease the number of representatives in one, several, or all the groups for which representation is required. The EESAC Support Committee will make recommendations to the Superintendent regarding the appropriateness of the request. The specific request to increase or decrease EESAC representation must be approved by a majority vote of the Council prior to submission to the EESAC Support Committee for consideration. Requests for an increase or decrease in EESAC representation, when approved by the EESAC Support Committee, will remain in effect until a new composition or procedural requirement is requested and approved by the EESAC Support Committee. Once the Support Committee approves the waiver, the EESAC bylaws must be amended to reflect the change in membership.

As required by law, the principal must remain a member of the EESAC and must participate fully in all Council meetings and decision-making processes. When, because of an unavoidable conflict, the assistant principal acts as an alternate for the principal (**with an approved Composition Waiver**). The assistant principal will have full authority to speak and participate in all decision-making processes. Decisions made by the EESAC are binding.

H. School Improvement Planning

The EESAC is the sole body responsible for developing and monitoring final decision making at the school relating to the implementation of the School Improvement Plan (FSS).

In accomplishing its charge, the EESAC should:

- *Schedule and conduct meetings on a regular basis.*
- *Review all applicable student performance data.*
- *Determine the students' needs and prioritize them.*
- *Recommend strategies to improve areas of need.*
- *Decide how to measure results.*

- *Assist in the preparation and evaluation of the School Improvement Plan/Process.*
- *Meet all District and State timelines; and*
- *Document data analysis and SIP reviews in the EESAC minutes.*

The EESAC must give the final approval of the SIP, the Mid-Year Review as applicable, and the End-of-Year Review. In addition, the EESAC should receive regular reports on the implementation steps and progress toward meeting the outcome statements.

Some EESACs form subcommittees to monitor the implementation plan. The subcommittees can include members of the EESAC as well as other non-members who are familiar with the various aspects of the school's programs.

I. Money

I-1 What are the EESAC's responsibilities with regard to the budget?

The EESAC must advise the principal in the development of the school's budget. (FSS) To accomplish this, the EESAC should receive budget training.

Budget training can be provided by the school's principal, by the budget analyst assigned to the school from the District, or by some other administrator.

School Improvement Funds: These funds will not be available for the 2024-2025 school year. For further support, please contact the Budget Management Office at 305-995-1227.

I-2 What is the EESAC's role in the use of School Recognition money?

Every Florida school that receives a grade of "A," rating of "Commendable," schools that improve at least one performance grade or rating category, or schools that improve more than one letter grade and sustain the improvement the following year are eligible for school recognition. Funds for the Florida School Recognition Program shall be awarded by the Commissioner of Education in the amount of up to \$100 per Full Time Equivalent student for each qualifying school.

The staff and School Advisory Council at each recognized school jointly decide how to use

the financial award. As specified in statute, schools must use their awards for one or any combination of the following: nonrecurring faculty and staff bonuses; nonrecurring expenditures for educational equipment and materials; or temporary personnel to assist in maintaining or improving student performance.

Funds from the school recognition program cannot be utilized for the purchase of T-shirts, parties for students, field trips or any other similar type of activity as per M-DCPS, Office of Budget Management (Refer to Appendices for Memorandum RYS:04).

The decision on how to spend School Recognition money must be made jointly by the EESAC and the staff of the school. If a decision has not been reached by **February 1**, the award will be equally distributed in bonuses to classroom teachers who are currently teaching in the school.

The legislature did not designate a process for a school to follow in order to have the staff and the EESAC reach an agreement about School Recognition money. A good practice is to design a process and an agreement on how conflicts will be resolved before the school receives this award. When considering how to distribute bonus money, EESACs are encouraged to consider staff who are currently employed at the school as well as former employees who were part of the school when the improved performance took place.

THESE FUNDS WILL NOT BE AVAILABLE FOR THE 2024-2025 SCHOOL YEAR

J. Meeting the Five Star requirements through the EESAC

The Five Star School Award was created by the Commissioner's Community Involvement Council and is presented annually to those schools that have shown evidence of exemplary community involvement. In order to earn FIVE STAR school recognition, a school must show documentation that it has achieved 100% of the established criteria in the categories of:

- Business Partnerships
- Family Involvement
- Volunteerism



- Student Community Service
- School Advisory Council

For assistance, please contact: Office of Community Engagement,

<https://www.engagemiamidade.net/community-five-star-school>

K. Florida's Government-in-the-Sunshine

As a public body, all EESACs are subject to the requirements of Florida's Government-in-the-Sunshine. This requires public access to the EESAC and its public records. The requirements regarding public notice of meetings, an opportunity for public input at meetings, and the maintenance of minutes as public records have been addressed in earlier sections of this guide. In addition, the Sunshine Law requires:

- **No Secret Ballots - all votes must be made publicly and must be recorded in the minutes.**
- **No Secret Meetings - no members of the EESAC may discuss privately any issue that will come before the EESAC for a vote.**

There are civil and criminal penalties for violations of the Sunshine Law. **The Sunshine Law can be obtained from [2021 Sunshine Law Manual \(2\).pdf](#).**

L. Training and Support

To assist in identifying resources and strategies necessary for the development and implementation of the School Improvement Plan or to provide professional development activities in support of consensus decision-making, training, and support are available from the Office of School Improvement, UTD, Region Offices, and the Office of Labor Relations.

To assist in the resolution of conflicts, appropriate joint 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. To resolve unsuccessful conflicts, final intervention may be requested from the EESAC Support Committee which will make recommendations to the Superintendent.



Contact Information

Office of Labor Relations, 305-995-1590

North Region Center, 305-572-2800

Central Region Center, 305-499-5050

South Region Center, 305-252-3041

Education Transformation Office (ETO), 305-995-1405

Division of Exceptional Student Education, 305-995-2037

United Teachers of Dade (UTD), 305-854-0220

Appendices





**MIAMI-DADE COUNTY PUBLIC SCHOOLS
EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)
COMPOSITION WAIVER REQUEST**

All requests for a waiver to School Board Bylaws and Policies 2125, adopted July 1, 2011, must first be approved by the Educational Excellence School Advisory Council (EESAC) at the school initiating the request.

- **Current Composition:** Using your current EESAC Demographics, insert the number of representatives for each position in the "Current Composition" column.
- **Proposed Composition:** Insert the number of representatives for each position to represent the proposed composition in the "Proposed Composition" column. It is a requirement that the majority of the members of the EESAC are not employed by the school district (1001.452 (1) (a), F.S.).
- Upload the completed form along with the minutes from the EESAC meeting in which the request was approved to osi.dadeschools.net, EESAC Waiver Upload link.

Work Location Number:			
Name of School:			
VOTING MEMBERS	CURRENT COMPOSITION	PROPOSED COMPOSITION	
Principal			
Adult/Vocational Principal			
Other Administrator			
Teacher			
Adult/Vocational Teacher			
Educational Support Employee			
Union Steward			
Student			
Adult/Vocational Student			
Parent			
Business Community Representatives			
EESAC COUNCIL MEMBERSHIP TOTALS			
Total Voting Members			
Total Employed in District			
Total Not Employed in District			
ALTERNATES (NON-VOTING MEMBERS)	CURRENT COMPOSITION	PROPOSED COMPOSITION	
Alternate Principal			
Alternate Teacher Alternate Parent			
Alternate Educational Support			
Alternate Student			
Board of Directors (Charter Schools)			
Rationale for Change in Composition (Must Complete)			
Principal	Print Name:	Signature:	Date:
EESAC Chair	Print Name:	Signature:	Date:
UTD Steward	Print Name:	Signature:	Date:

Do not write below this line, for District use only.

Status	Select One	Notes
Approved	☐	
Denied	☐	

FM-7292 Rev. (08-18)



**2024-2025 School Improvement Plan (SIP)/
Educational Excellence School Advisory Council (EESAC) Important Dates**

Date	Activity
July 8 - August 23	2024-2025 SIP: School Leadership Teams (SLTs) will purposefully engage stakeholders in providing reflective feedback on the creation and application of specific action steps aimed at achieving improved instructional practices. Complete the 2024-2025 SIP on https://cims2.floridacims.org/ , on or before Friday, August 23, 2024 .
August 23	2024-2025 SIP: Submit the 2024-2025 SIP to https://cims2.floridacims.org/ on or before Friday, August 23, 2024 . CSI Schools must submit SIP by Thursday, August 1, 2024. For directions on how to submit the SIP, go to http://si.dadeschools.net (School Improvement Process-Resources-2024 M-DCPS SIP Companion Guide).
September 3 - 13	2024-2025 SIP Region Review: Schools will attend their scheduled SIP Review and complete any revisions to the 2024-2025 SIP. Principals will receive the schedule and additional information from their respective Region Centers.
September 20	Mandatory EESAC Meeting: Each school will schedule and hold an EESAC meeting, on or before Friday, September 20, 2024 to conduct elections, update bylaws, review the 2024-2025 EESAC Assurances Checklist, and approve the 2024-2025 School Improvement Plan (SIP).
September 27	2024-2025 EESAC Composition Waiver Requests: Schools submitting an EESAC Composition Waiver Request (Form 7292) must submit the form along with a copy of the minutes from the EESAC meeting in which the request was approved to the "EESAC 2024-2025 Wavier Upload" link at http://si.dadeschools.net , on or before Friday, September 27, 2024 .
	2024-2025 SIP Signature Page: The attached 2024-2025 SIP Signature Page is due to the Region or Charter School Office, on or before Friday, September 27, 2024 .
	2024-2025 EESAC Roster: EESAC Chair and Principal must <i>verify and approve</i> the EESAC roster for the Office of School Improvement to lock and verify the completed rosters, on or before Friday, September 27, 2024 .
November 5	EESAC Stakeholders Training: The 2024-2025 EESAC Stakeholders' Training will provide stakeholders with information on specific EESAC roles and responsibilities. The workshop will be open to principals, assistant principals, business community representatives, parents, UTD representatives, and teachers.
January 31	2024-2025 Mid-Year Reflection: Review and analyze current data, reflect on the implementation of specific action steps, and identify remaining specific action steps necessary to fulfill the areas of focus aligned to the measurable outcome. Submit Mid-Year Reflection to Florida CIMS, on or before Friday, January 31, 2025 .
June 6	2024-2025 End-of-Year Reflection: SLTs will embark on a comprehensive and collaborative review of the entire year's school improvement process. Schools will determine if measurable outcomes were met for each area of focus.



2024-2025 Assurances Verification of EESAC Compliance



Work Location#: _____ School Name: _____

By checking the items below, the school ensures that the EESAC will be in compliance with School Board Bylaws & Policy (SBBP) and State Statutes for the 2024-2025 school year.

Requirements	Check
At least four EESAC meetings will be held for the 2024-2025 school year.	
All EESAC meetings will be advertised with Citizen Information at least 5 business days prior to the scheduled meeting date.	
The EESAC roster and bylaws will be reviewed and updated.	
The Principal and EESAC Chair will verify the EESAC Roster on or before September 20, 2024.	
All EESAC meeting agendas will include the monitoring and implementation of the SIP (as applicable).	
The EESAC will review and approve the 2024-2025 School Improvement Plan (as applicable).	
The EESAC will ensure that quorum is established at all meetings where a vote is conducted.	
All EESAC meeting minutes will be posted to the OSI website (si.dadeschools.net) and will contain language to support the monitoring of the School Improvement Process.	
All meeting minutes will be approved by EESAC.	
All meeting minutes will be verified by the principal, except for the last meeting of the 2024-2025 school year which will remain in the "Pending Verification" column until the 2025-2026 school year.	
The EESAC will review and approve the Mid-Year Reflection (as applicable).	
The EESAC will review, approve, and share the outcome of the SIP via End-of-Year SIP Review.	

The signatures below confirm that the items listed above will be **completed** during the 2024-2025 school year.

Principal	Print Name:	Signature:	Date:
EESAC Chair	Print Name:	Signature:	Date:
UTD Designated Steward	Print Name:	Signature:	Date:

PLEASE SCAN & UPLOAD THIS FORM VIA <http://si.dadeschools.net/> ON OR BEFORE
Friday, September 20, 2024



2024-2025 School Improvement Process (SIP) Signature Page

School Name: _____

Work Location #: _____

Date of Final Review: _____

The School Improvement Process has been reviewed cooperatively by administrators, teachers, parents, students, business/community representatives, and UTD designated steward.

The original signature page, including signatures of all persons listed below, is on file at each school's Region Office. A copy of this signature page should be kept on file at the school site.

Required Signatures

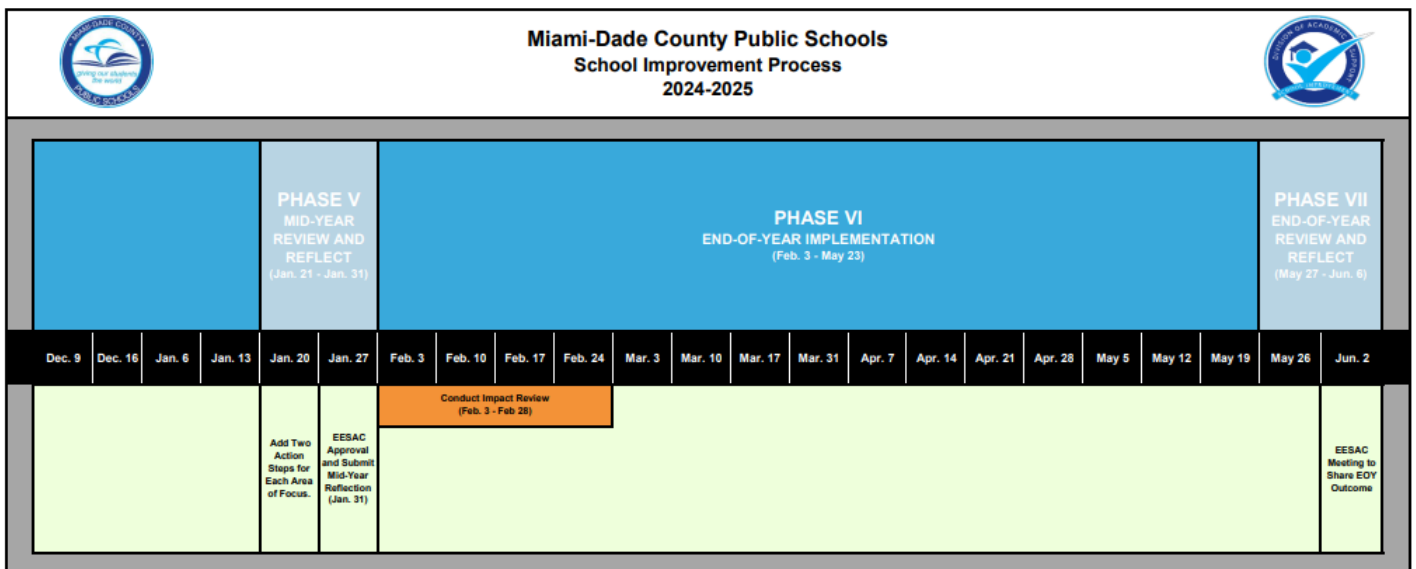
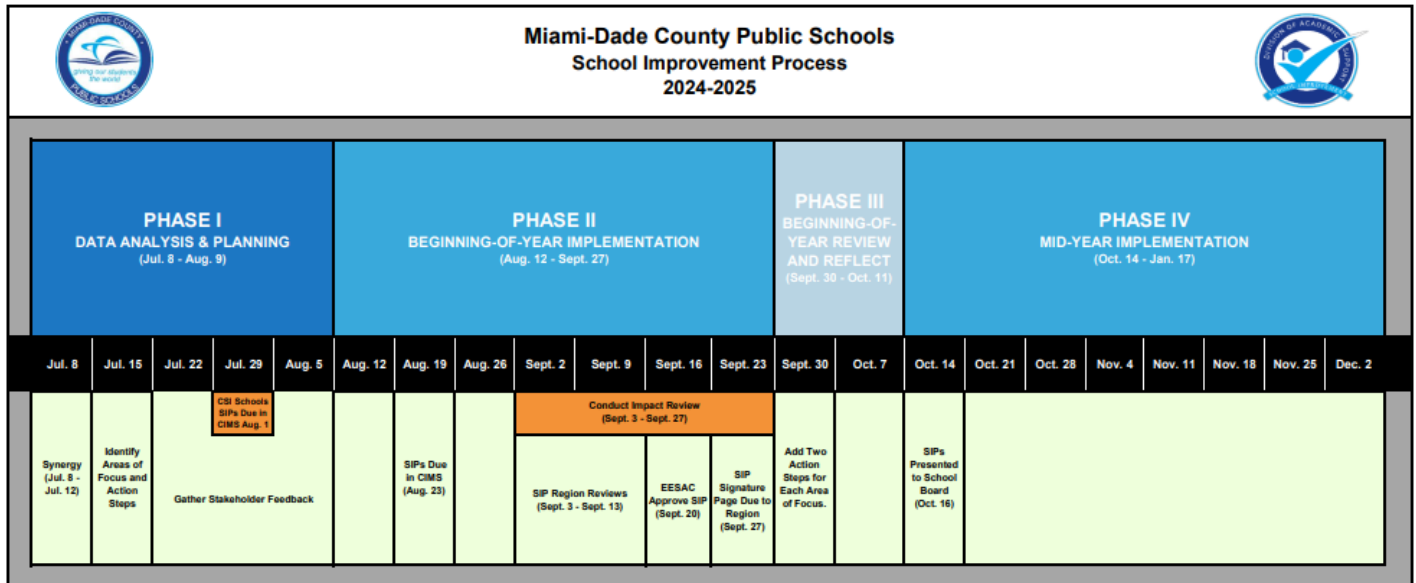
Principal	Print Name:	Signature:	Date:
EESAC Chair	Print Name:	Signature:	Date:
UTD Designated Steward	Print Name:	Signature:	Date:
EESAC Parent Representative	Print Name:	Signature:	Date:
EESAC Business/Community Representative	Print Name:	Signature:	Date:
EESAC Student Representative (as applicable)	Print Name:	Signature:	Date:

Additionally, the signature of the Region Office Superintendent/Region Director certifies that this SIP has been reviewed by appropriate personnel to ensure compliance with State and District rules.

Region Office Superintendent or Region Director	Print Name:	Signature:	Date:
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The 2024-2025 SIP Signature Page is due (hand delivered) to the Region Office
on or before Friday, September 20, 2024

Miami-Dade County Public Schools School Improvement Process Timeline 2024-2025



2024-2025 MONTHLY CHECKLIST



AUGUST

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review & Approve Roster
- ☐ Review SIP
- ☐ Complete Waiver Request to change composition *(if needed)*

SEPTEMBER

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Complete and Submit Assurances Checklist
- ☐ Complete and Submit SIP
- ☐ Signature Page
- ☐ Review and Approve SIP
- ☐ Include Approval of SIP in Minutes

OCTOBER

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP
- ☐ Participate in EESAC Stakeholders' Training

NOVEMBER

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP
- ☐ Participate in EESAC Stakeholders Training

DECEMBER

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP
- ☐ Participate in EESAC Power Hour

JANUARY

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP
- ☐ Review and Approve Mid-Year Reflection

FEBRUARY

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP

MARCH

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP
- ☐ Participate in EESAC Power Hour

APRIL

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Review SIP

MAY

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
- ☐ Complete Waiver Request to change composition *(if needed)*
- ☐ Review SIP

JUNE

- ☐ Post Meeting Announcement
- ☐ Post Minutes
- ☐ Verify Minutes - Principal
 - Leave final Minutes pending until the new school year
- ☐ Review SIP
- ☐ Review and Approve E-O-Y Reflection

JULY

- ☐ Synergy



Updating the EESAC Roster

1. Log on to: <http://si.dadeschools.net/>
2. Below **Quick Links**, click on **EESAC** then select **Edit Minutes/Bylaws/Rosters**
3. Enter the school's 4-digit work location number
4. Select your name from the **Staff Member** list and enter the last 4 digits of your SSN in the box next to **Edit EESAC Roster**
5. If the EESAC chair is **NOT** employed by the District, scroll down to the middle of the page to the category **EESAC Chair**, type the 8-character EESAC Chair verification ID in the space provided: **Edit the EESAC Roster**
6. On the left-hand side menu bar, below **Roster**, select **Add Member** to add a new member to the roster
7. Enter the following field for the Council member: First name, middle initial & last name
8. Select the group the member represents
9. Indicate if the member is the **Chair or Board of Directors chair (Charter Schools)**
10. Enter the date when the EESAC member was **elected or re-elected** (month, day, year) **Enter the first day of school for non-elected members.**
11. Select primary ethnicity
12. Indicate if the member is: **the parent of an English Language Learner (ELL) student at this school**
13. Indicate if the member is: **employed in the M-DCPS District (all charter school employees are considered "Employed by the District")**
14. Indicate if the member is: **an Exceptional Student Education (ESE) representative**
15. **Click: save new member information** [reminder: entries must be made one at a time]
16. To modify/delete a member, below **Roster**, select **Modify/Delete Member** from the left-hand menu bar-process one member at a time



Verifying the EESAC Roster

1. Log on to: <http://si.dadeschools.net/>
2. Below **Quick Links**, click on **EESAC** then select **Edit Minutes/Bylaws/Rosters**
3. Enter the school's 4-digit work location number
4. Select your name from the **Staff Member** list and enter the last 4 digits of your SSN in the box next to **Edit EESAC Roster**
5. If the EESAC chair is **NOT** employed by the District, scroll down to the middle of the page to the category **EESAC Chair**, type the 8-character EESAC Chair verification ID in the space provided: **Edit the EESAC Roster**
6. On the left-hand side menu bar, below **Verifications**, select **Principal**
7. Enter the eight-digit **Principal Verification Code** then select **Submit Principal Verification**
8. On the left-hand side menu bar, below **Verifications**, select **Chair**
9. Enter the eight-digit **EESAC Chair Verification Code** then select **Submit EESAC Chair Verification**

If you do not have your verification code, please email the Office of School Improvement at [school_improvement @deschools.net](mailto:school_improvement@deschools.net).



**Posting EESAC Meeting Announcement
(You must have a M-DCPS Employee Number)**

1. Log on to: <http://si.dadeschools.net/>
2. Below **Quick Links**, click on **EESAC** then select **Post Meeting**
3. Below **Actions**, click on **Sign-In** then enter your employee number and password
4. Click on **Post a Meeting**
5. From the drop-down menu for **Category**, select **School Meeting**
6. Enter the following:
 - **Meeting Date, Meeting Start Time, Meeting End Time (OPTIONAL)**
 - **School/Department:** Enter the **WORK LOCATION NUMBER** followed by the school's name, do not include “#” or the letters “WL”
 - **Address/Room:** Enter the school's address and the room in which the meeting will be held **(OPTIONAL)** **Virtual Meetings: Next to the physical meeting information, include the Virtual Meeting ID and Password (You MUST have a physical quorum)**
 - **Subject:** EESAC Meeting or Provide a brief outline/summary of the topics (agenda items) to be covered during the meeting
 - **Contact Person:** Enter your name
 - **Telephone:** Enter your school's telephone number
 - **Organizer:** You DO NOT need to enter any information in this section
7. Click **Submit**
8. Save and print the confirmation notice as you will need it to cancel or update the meeting announcement



Posting EESAC Minutes

1. Log on to: <http://si.dadeschools.net/>
2. Below **Quick Links**, click on **EESAC** then select **Edit Minutes/Bylaws/Rosters**
3. Enter the school's 4-digit work location number
4. Select your name from the **Staff Member** list and enter the last 4 digits of your SSN in the box next to **Edit EESAC Minutes**
5. If the EESAC chair is **NOT** employed by the District, scroll down to the middle of the page to the category **EESAC Chair**: Type the 8-character EESAC Chair verification ID in the space provided and click on **Edit EESAC Minutes**
6. Use the Pull-Down option to select the date (Month, Day, and Year) and time of the meeting (hour, minute, time) - [Click to add a new minutes entry](#)
7. Fill in the following: (a) The name of the recording secretary (b) Where the meeting took place
8. **Quorum**: Indicate if quorum was established for this meeting
9. **Florida Sunshine Law compliance**:
Was Citizen Information Center notified? (Yes/No)
You must have the confirmation sheet that was generated when you posted the meeting to Citizen Information Center.
Date Citizen's Information was notified (Month, Day, and year)
10. **Attendance**: In the first box- **Members Present**, cut the names of those members who were absent from that meeting and add them to the second & third boxes- as appropriate
- Members not Present –Excused & Unexcused
11. **Others Present**: list all non-voting members who are present
12. **Topics/Outcomes Discussed**: Provide a concise yet detailed summary of the topics covered based on your agenda and the decisions taken. If a vote was taken, the minutes must include how each member voted
13. Click and save the entry

Select Year:

The 2022 Florida Statutes

[Title XLVIII](#)

EARLY LEARNING-20 EDUCATION
CODE

[Chapter 1001](#)

EARLY LEARNING-20
GOVERNANCE

[View Entire
Chapter](#)

1001.452 District and school advisory councils.—

(1) ESTABLISHMENT.—

(a) The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decisionmaking at the school relating to implementation of ss. [1001.42\(18\)](#) and [1008.345](#). A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. Teachers shall be elected by teachers.
2. Education support employees shall be elected by education support employees.
3. Students shall be elected by students.
4. Parents shall be elected by parents.

The district school board shall establish procedures to be used by schools in selecting business and community members that include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. The district school board shall review the membership composition of each advisory council. If the district school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the district school board shall appoint additional members to achieve proper representation. The commissioner shall determine if schools have maximized their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000 or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district. For the purposes of school advisory councils and district advisory councils, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists. For purposes of this paragraph, “education support employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal working week.

(b) The district school board may establish a district advisory council representative of the district and composed of teachers, students, parents, and other citizens or a district advisory council that may be comprised of representatives of each school advisory council. Recognized schoolwide support groups that meet all criteria established by law or rule may function as school advisory councils.

(c) For those schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, district school boards may establish a district advisory council with appropriate representatives for the purpose of developing and monitoring a district school improvement plan that encompasses all such schools in the district, pursuant to s. 1001.42(18)(a).

(d) Each school advisory council shall adopt bylaws establishing procedures for:

1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
2. Requiring at least 3 days’ advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.

4. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
5. Recording minutes of meetings.

The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

(2) **DUTIES.**—Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. 1001.42(18). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.

History.—s. 1, ch. 2002-49; s. 59, ch. 2002-387; s. 73, ch. 2004-357; s. 10, ch. 2008-108; s. 5, ch. 2008-235.

Recommended Bylaws Template as Found in SBBP 2125

Educational Excellence School Advisory Council Bylaws

Each Educational Excellence School Advisory Council can include in its operating bylaws provisions similar to those described herein. However, the operating bylaws for each Educational Excellence School Advisory Council must include the provision herein entitled **IV.B.5. Unexcused Absences, IV.C. Election Process, IV.D.5. Convenient Meeting Time, IV.E. Quorum, IV.F.3. Notice to Members, and IV.H.1. Maintenance of Minutes**

A. Purpose

The purpose of the _____ School EESAC 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 F.S. 1008.345, Comprehensive Revision of Florida's System of School Improvement and Education Accountability.

B. Council Members

1. Composition

The _____ Council shall include ____ teachers, _____ parents, _____ students, _____ education support employees, _____ business/community representatives, the UTD designated steward and the 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. Teachers, parents, students, and education support employees shall elect an alternate representative. 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 _____ School. A majority (fifty percent (50%) plus one (1) of members must not be employed by the District. (Note: Refer to Composition and Procedural Requirements for required minimums as well as procedures to seek variations or expansion)

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 twenty (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 ____ School are eligible to be elected as parent representatives, with the exception of those parents who are also employed by ____ School.

3. Terms

The terms of office shall begin on ____ and end on _____. (Note: This may be different for the different subgroups of the Council. Consideration may be given to having parents elected to staggered terms. Teachers may be elected for the three (3) year period which corresponds to the teacher contract)

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

(Outline here the process by which teachers, parents, students, and education support employees will be nominated and elected to office, as well as a process to fill vacancies. An additional section could describe how the chair will be elected) The school shall give proper notice of the election of Council members according to 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.

D. Meetings

1. Regular Meetings

The regular meetings of the Council will be held on the ____ day of each month. The meetings will be held in _____ at _____.

2. Special Meetings

In the event a special meeting is needed, the principal, 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 (3) 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 seeks the agreement of the most participants while including every member's opinions as much 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 _____.

I. Input from Non-Council Members

Those who attend the Council meetings shall be allowed to discuss issues under consideration in the following manner:

(Describe how this can be done. Consider a specified time at the end of each meeting)

J. Committees

(List any standing committees, including their responsibilities, and make provisions to establish special committees. Include guidelines for composition which ensure balanced participation) School-established committees, which must include discipline and safety, are to be allowed to report to the EESAC on a regular basis.

K. Amendments

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

F.S. 1001.42(18)(a)(b), 1001.42(19)(c), 1001.452, 1008.345
F.A.C. 6A-1.09982

Sample Minutes

Call to Order:

A meeting of the (name of school) School Advisory Council was held in the (place of meeting) on date . Chair name called the meeting to order at time .
 Name will record minutes for this meeting.

Minutes:

 (Name) motions to approve the minutes of (date) , with the following corrections (detail the corrections) . Motion outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote ([Roberts Rules](#)). Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws

1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. ([AGO 73-264](#))
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in [Section 286.011, Florida Statutes](#)., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section. 286.011(2), F.S, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

New Business: How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as:
 - a. type of meeting,
 - b. name of the organization,
 - c. date, time, and venue,
 - d. names of those in attendance, and
 - e. main topics and the time of adjournment.
2. Minutes should include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is *done*, not what is *said*. Do not reflect personal opinions about anything that is said or done.
3. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
4. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion pursuant to [Robert's Rules](#).

(Individual societies may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (i.e., by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use *motion forms* to ensure accurate wording of all motions. Refer to the form for specific wording when completing the minutes. Do not record motions that are withdrawn, all points of order, and appeals.

5. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.

Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. Throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda.

Reports:

1. Report Name

Open Agenda

Helpful Hint: Public must have an opportunity to participate and the SAC may allow public participation throughout the meeting.

Next Meeting Date & Time:

The next meeting will be held on (day and time) in the (place of next meeting)

Meeting Adjournment:

Motion: name of person making motion motioned to adjourn the meeting at .
Motion carried unanimously.

Submitted by,
Name of Recorder ,
Name of Position on Board
Approval Date:

Retrieved from: <https://www.floridacims.org/downloads>

Note: To be used as a Guide

Office of the Controller

Daisy Naya, CPA
Controller
Suite 664
305-995-2001

Terrance Ferguson
Assistant Controller
General Accounting
Suite 664
305-995-1755

Odalis Garces
Administrative Director
Payroll Department
Suite 614
305-995-2301

Eric F. Ojeda
Administrative Director
Accounts Payable
Suite 602
305-995-2611

Liana Rangel
Supervisor
Accounts Receivable
Suite 657
305-995-1658

MEMORANDUM

TO: All Elementary and Secondary School
Principals and Treasurers

DATE: September 30, 2021

FROM: Daisy Naya, C.P.A.
Controller

MEMO: DN-M025

**SUBJECT: ACCESSING EESAC FUNDS FOR SMALL PURCHASES THROUGH THE
SCHOOLS' INTERNAL FUND**

In order to give schools the opportunity to access budgeted funds designated by their Educational Excellence School Advisory Council committees (EESAC) [Functional Area 95830000 - (510100 elem., 510200 middle, 510300 senior, 512000 alternative)] for purchases of small priced items that are not allowed under Fund 9, purchasing credit card or on-line SAP purchasing guidelines (i.e. food related student incentives), the following procedures have been developed. **This is a one-time only process to be conducted at the beginning of each school year.**

1. At the beginning of each school year and during the school's EESAC committee meeting, committee members may elect to transfer up to \$2,999 to be used by the school for small purchases (i.e. food related student incentives, recognition certificates, etc.) as determined by them and as stipulated in the minutes of the meeting. Only one transfer per school year is permitted. The minutes must include the amount of the transfer and describe each type of authorized purchase in sufficient detail to provide the necessary support for the expenditures to be paid. The funds transferred must be budgeted for the entire school year. Keep in mind, EESAC funds must be justifiably used for school/educational improvement purposes and **cannot be used for monetary bonuses to employees, capital improvement projects or for any project (capital or otherwise) that extends beyond 1 year.**
2. Upon obtaining a copy of the final EESAC committee minutes, the principal is now allowed to authorize an Internal Fund Program Function Transfer (TRN) from the Fund 9 account to the Internal Fund **EESAC Trust Account (Program 50040000 - Function 056104)** using a Check Requisition/JV Transfer form (FM-0992). The amount of the transfer must be for the set amount of funds designated by EESAC committee (i.e. up to \$2,999) and as reflected in the minutes. A copy of the final minutes must be retained by the school for audit purposes to document the JV transfer made.
 - a. Once the transfer is complete, the funds are now available in the **EESAC Trust Account (Program 50040000 - Function 056104)** and may be used for purchases of items as stipulated in the minutes of the EESAC committee meeting. All pertinent expenditures will be posted to this program function and processed in accordance with policies and procedures of the Manual of Internal Fund Accounting. A Purchase Order is required for all expenditures of \$100 or more. Sales taxes, when applicable to certain purchases, may be charged to this program function. If personal use items are purchased and given away as incentives (i.e. t-shirts or tote bags), a *Complimentary Items - Recipient(s) List* form (FM-6679) must be signed by anyone receiving the personal use items and must be retained for audit purposes.

- b. Once the transfer of funds from the Fund 9 account to the EESAC Trust Account (Program 50040000- Function 056104) has been made, this program function transfer becomes a reconciling item in the Fund 9 account and must be reflected as an expenditure by adding the TRN# in the Check No. column, date and amount of the transfer in Section 1 of the Fund 9 Reconciliation Form until an SAP Fund 9 replenishment request can be completed. When preparing the SAP Fund 9 replenishment request, this reconciling item will be entered with the TRN# and description "EESAC Funds" to be charged to the school's General Fund EESAC budget structure.
3. By the close of the fiscal year, all purchases made must be paid. **Any remaining balance in the Internal Fund EESAC Trust Account (Program 50040000 - Function 056104) must be returned to the school's General Fund EESAC budget structure** (Functional Area - 95830000 [510100 elem., 510200 middle, 510300 senior, 512000 alternative]) by completing a Check Requisition/JV Transfer form (FM-0992) and a Treasury Transmittal using eSAS vendor **MDCPS Misc. 10000**. Copies of all pertinent documentation must be retained by the school for audit purposes.

Please note that these procedures were developed to accommodate purchases of small priced items that could not be purchased through Fund 9, purchasing credit card or on-line SAP Shopping Cart due to policy restrictions.

Please feel free to provide a copy of this memorandum to your school's EESAC committee to advise them of this opportunity to further assist the school.

Should you have any questions regarding these procedures, please contact your school's Internal Fund Business Manager, Ms. Nikita Bailey at nbailey@dadeschools.net, Ms. Shavon Jefferson at sjefferson@dadeschools.net, Mr. Jean Martinez at Martinez@dadeschools.net, or Ms. Shewana Sanders at spsanders@dadeschools.net.

DN:bjz

cc: Dr. John D. Pace
Mr. Jon Goodman
Dr. Try K. Diggs
Ms. Margarita Betancourt
Mr. Terrance Ferguson
Ms. Nelly Fuentes-Lacayo
Mr. Eric F. Ojeda
Ms. Johanne Brizard
Business Managers



**COMPLIMENTARY
ITEMS - RECIPIENT(S) LIST**

Activity Description _____

ACTIVITY NUMBER _____

[illegible]

Sponsor's Signature _____ **Date** _____

Non-Discrimination Policy

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin, for programs or activities receiving Federal financial assistance from the Department of Education.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13-4A-1.01, 6Gx13-4A-1.32, and 6Gx13-5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.