

DOCTORS CHARTER SCHOOL OF MIAMI SHORES  
EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL BYLAWS

A. PURPOSE

The purpose of the Doctors Charter School of Miami Shores School Educational Excellence School Advisory Council is to work to ensure improved student achievement. One of the ways the Council will do this is by assisting in the preparation and evaluation of the school improvement plan as required by Florida statute. The EESAC will act as liaison between parents, teachers, the community, the School Board Authority, and the school.

The EESAC will provide input to the Executive Director in the following areas:

1. Review of the charter school's policies to ensure consistency with the school's mission
2. Recommendation on policy issues
3. Development of long range strategic plans
4. Participation in fund raising efforts
5. Review and recommend performance standards to measure the charter school's success
6. Assist in the development and evaluation of the school improvement plan

B. EESAC MEMBERS

1. Composition

The Doctors Charter School of Miami Shores School Educational Excellence School Advisory Council shall be made up of ten parents, three teachers (at least one of whom shall be a Department Chair), one School Board Authority member, three business/community members, one member of the support staff, two students, and the Executive Director.

2. Eligibility

All teachers, student services personnel, and the media specialist employed by the school are eligible to be elected teacher representative to the Council. All chairpersons are eligible to be elected as one of the three teacher representatives to the Council. Parents shall be elected by each of the grade levels and by the PTSA organization. One parent shall be elected by the PTSA to represent the middle school, one to represent the high school and one to be elected jointly. Support staff is eligible to be elected as a representative to the Council. Students in good standing are eligible for election, one to represent the middle school, one to represent the high school. The School Board Authority will appoint the three business/community members. The School Board Authority will appoint the board member representative.

3. Terms

The terms of office shall begin on September 1<sup>st</sup> and end on June 30<sup>th</sup> of each school year.

#### 4. Responsibilities

Council members are expected to:

- a. attend all regular and special meetings
- b. communicate and report to stakeholders the actions taken by the Council
- c. consider the needs of all students when making decisions

#### 5. Unexcused Absences

Any member who has two unexcused absences (without prior notice to the Chair) from council meetings shall be considered to have resigned. Resignations will be considered and accepted at the next regularly scheduled meeting. The member shall be replaced following election/selection procedures as stated in these bylaws.

### C. ELECTION PROCESS

All elections to EESAC must be completed prior to the first EESAC meeting.

#### Teachers

Teachers representing the faculty, at least one of whom shall be a Department Chair, will be elected at the first regularly scheduled faculty meeting.

#### Parents

##### Grade Level Representatives

Parents representing each grade level will be elected at the first scheduled Doctors Charter School parent meeting.

#### PTSA Representatives

PTSA parent representatives will be elected at the first regularly scheduled meeting of the academic year.

#### Support Staff

Support staff will elect their representative at their first meeting of the year.

#### Students

One student will be elected by the student body to represent the middle school population and one student will be elected by the student body to represent the high school population within the first four weeks of the academic year.

A chair, vice chair, secretary, and a treasurer will be elected by a majority of votes at the first meeting of the EESAC. The Executive Director may not hold an officer position in the EESAC.

### D. MEETINGS

The EESAC will meet regularly. The meeting schedule will be established at its first meeting. The meetings will be open to the public and are subject to Florida's Government in

the Sunshine Law. Public input is encouraged. Meetings will be posted publicly and parents will be notified.

#### 1. Special Meetings

In the event a special meeting is needed, the Executive Director, the board representative, the Chair, or a majority of the Council members may call a meeting.

#### 2. Rescheduled Meetings

A regular council meeting may be rescheduled by the Council.

### E. QUORUM

A majority of the voting members of the Council shall constitute a quorum. A quorum must be present before a vote may be taken.

### F. AGENDA

1. The Chair shall prepare, post, and distribute the agenda for all regular and special meetings.
2. Agenda items may be added by council members by contacting the chair in advance.
3. The agenda may be amended at the meeting by majority vote.
4. All members must receive supporting documentation at least three working days in advance for any matter (excluding election of officers) scheduled to come before the Council for a vote.
5. Non Council members may propose an agenda item by contacting a Council member in advance.

### G. DECISION MAKING PROCESSES

The primary method of decision making shall be by consensus.

The Council may decide to organize itself into committees and appoint members. Whenever possible, all committees should include at least one parent and one faculty/staff member. All committee meetings are subject to the Sunshine Law.

### H. MINUTES

1. Maintenance of minutes

Minutes shall be kept for all meetings of the EESAC. Copies of the approved minutes shall be maintained as a permanent record. Current year minutes will be posted by the school and will be provided to Miami-Dade County Public Schools as required.

## 2. Content

The minutes shall include the names of members in attendance and any actions taken by the Council. The minutes shall be approved at the next regular meeting of the Council.

### I. AMENDMENTS

These bylaws may be amended at any regular meeting by a 2/3 vote of the Educational Excellence School Advisory Council, provided that at least three working days' written notice of the proposed change has been given to all members of the Council. Any changes to the bylaws need to be submitted for approval to the School Board Authority.