

BYLAWS

A. PURPOSE

The purpose of the David Lawrence Jr. K-8 Center Educational Excellence School Advisory Council is to work to ensure improved student achievement. One of the ways the Council will do this is by preparing and evaluating the School Improvement Plan as required by Section 229.591, F.S., Comprehensive Revision of Florida's System of School Improvement and Education Accountability.

B. COUNCIL MEMBERS

1. Composition

The David Lawrence Jr. K-8 Center Council shall be made up of five teachers and one alternate, five parents and one alternate, one student and one alternate, one education support employee and one alternate, three business/community representatives, one of whom shall be a PTA board member, the UTD steward and the principal. With the exception of the principal and the business/community representatives, who are appointed by the principal, all other members shall be elected by their constituent groups. Teachers, parents, students, and education support employees shall also elect the alternate representative. The Council will be representative of the ethnic, racial, linguistic, disabled, and economic community served by David Lawrence Jr. K-8 Center.

2. Eligibility

All teachers, student services personnel, and the media specialist employed by the school are eligible to be elected teacher representatives to the Council. All other persons employed by the school, including paraprofessionals, and those who are not defined as instructional or administrative personnel and whose duties require 20 or more hours in each normal working week are eligible to be elected as the education support employee representative. All parents, guardians, or significant others responsible for a child enrolled in David Lawrence Jr. K-8 Center are eligible to be elected as parent representatives, with the exception of those parents who are also employed by David Lawrence Jr. K-8 Center.

3. Terms

The terms of office for each EESAC member shall be as follows:

- a. Chair, Co-chair and Secretary shall serve for one year from the date of the election. Members may serve additional terms for a maximum of three consecutive terms. Elections shall take place on the third Wednesday of May, the last meeting of the school year.

- b. Teachers and education support representative shall be two years from the date of the election. The alternate representative shall fill any vacancy occurring in the council until the expiration date of the council member they replace.
- c. Parent representative shall be two years from the date of the election. The alternate representative shall fill any vacancy occurring in the council until the expiration date of the council member they replace.
- d. The business/community representative shall serve at the principal's discretion.

4 Responsibilities

Council members are expected to:

- a. Attend all regular and special meetings. 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.
- b. Communicate with constituents to collect data and opinions for decision making.
- c. Report to constituents the actions taken by the Council.
- d. Consider the needs of all students when making decisions.

C. ELECTION PROCESS

The school shall give proper notice of the election of Council members in accordance with Florida's Government in the Sunshine Law. The school shall also make its best effort to hold elections for each constituent group during hours that are convenient for each constituent group.

D. MEETINGS

1. Regular Meetings

The regular meetings of the EESAC Council will meet five (5) times a year with the ability to call other meetings as deemed necessary. ~~All meetings will be held on the 3rd Tuesday of the month during the regular school year. The meetings will be held in the Media Center and will begin at 7:45 AM.~~ *The regular meetings of the Council will be held on a day and time that is convenient by consensus of the Council Members.*

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 (17) 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 and distribute the agenda for all regular and special meetings.
2. Adding to the Agenda
 - a. Council members may add items to any regular meeting agenda by contacting the Chair in advance.
 - b. Non-council members may propose an agenda item by contacting a council member.
 - c. The agenda may be amended at the meeting by majority vote.

3. Notice to Members

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

G. CONSENSUS DECISION MAKING

The primary method of decision making shall be by consensus. If a consensus is not reached, a vote will be taken and the majority will prevail.

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 District.

2. Content

The minutes shall include the names of those in attendance and any actions taken by the Council. The minutes shall be approved at the next regular meeting of the Council and an official copy kept on file in the Main Office.

I. 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:
Prior to a consensus decision or vote on a matter by the Council, non-members shall be given the opportunity to speak about the issue.

J. COMMITTEES

Committees will be created/established on an "as needed" basis.

K. AMENDMENTS

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