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| **School Name** Air Base K-8 Center for International Education  | **Location #** 0041 |   |

**The bylaws for this school were last modified on December 7, 2015.**

**The bylaws are as follows:**

I. Purpose
The purpose of the Air Base K-8 Center for International Education Educational Excellence School Advisory 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 Improvement Plan as required by Section 229.591, F.S., which addresses the following Blueprint 2000 Goals:

Blueprint 2000 Goals:
1. Readiness to start school 5. School safety
2. Graduation rates 6. Teachers and staff
3. Student performance 7. Adult literacy
4. Learning environment 8. Parental involvement

MDCPS Strategic Planning Goals
1. Early Intervention 5. Learning environment
2. Student achievement 6. Safe schools
3. Reading/Language Arts 7. Professional staff
4. Bilingualism 8. Community partnerships

II. Government and the Sunshine Law
The government and the Sunshine Law of 1967 apply to the Educational Excellence School Advisory Council. The Sunshine Law applies to any gathering of two or more members of the EESAC to discuss some matter which will foreseeably come before the Educational Excellence School Advisory Council for action.

III. Council Members
A. Composition
The Air Base Educational Excellence School Advisory Council shall be made up of a minimum of: five teachers with one alternate, seven parents with one alternate, one student with one alternate, one Educational Support employee with one alternate, one UTD designated steward, three Business/Community representatives, the Principal and/or other administrator.

With the exception of the administrators, business/community representative, and the UTD Steward, all other members shall be elected by their constituent groups. Teachers, parents, students and educational support employees shall also elect an alternative representative. The Council will be representative of the ethnic, racial, linguistic, disabled, and economic community served by Air Base K-8 Center.

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 twenty or more hours in each normal working week are eligible to be elected Educational Support Employee Representatives. All parents, guardians or significant others responsible for a child enrolled at Air Base K-8 Center are eligible to be elected as Parent Representatives, with the exception of those parents who are employed by Air Base K-8 Center.

C. Terms
Elections will be held to fill vacancies on an as-needed basis except for the Designated Steward, the Principal and the Business/Community representative.

D. Responsibilities
Council members are expected to:
1. Attend all regular and special meetings. Any member who has two consecutive unexcused absences
from Council meetings should be considered to have resigned. The member shall be replaced following election/selection procedures as stated in these bylaws.
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.

IV. Election Process
All interested persons and potential candidates meeting criteria of Article III(B) are eligible to run for office. Adequate notice of a first meeting will be supplied at the school site. 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.

V. Meetings
A. Regular Meetings
The regular meetings of the Council will be scheduled once a month, except for December and June. All
meetings shall be held at a time that is convenient to parents, students, teachers, and business/community representatives.
B. Cancellations
A regular Council meeting may be canceled by the Council providing a 5 day advance notice.
C. Special Meetings
In the event that a special meeting is required, the Principal, Chairperson(s), or a majority of the Council members may call a meeting. The SIP Committee will convene as needed to meet deadlines for the production or review of the School Improvement Plan.

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

VI. Quorum
In order for the council to conduct business, a quorum of "half plus one" must be present. The quorum must include both teacher and parent representatives.

VII. Agenda
A. Chairperson/Co-Chair Responsibilities
The Chairperson and Co-Chairperson will prepare and distribute the agenda for all regular and special
meetings.
The agenda shall be posted on the communications board, in addition to sending it via electronic mail (e-mail) to all EESAC members, no less than five working days prior to the meeting date.
B. Adding to the agenda
1. Council members may add items to any regular meeting agenda by contacting the Chairperson at least three days in advance.
2. Non-Council members may propose an agenda item by submitting a written proposal to a council member for review 5 business days prior to the next to scheduled meeting.

3. The agenda may be amended at the meeting by a majority vote.
4. All proposals for EESAC must be submitted in writing.
5. The EESAC agenda shall be posted and e-mailed to the EESAC representatives five days in advance.

VIII. Consensus Decision Making
The primary method of decision making shall be by consensus. If consensus cannot be reached, an item will pass by a 2/3 vote.

IX. Minutes
Written minutes of each regular and special meeting shall be kept by the Secretary 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. The minutes shall be approved at the next regular meeting of the Council, and an official copy kept on file at the Air Base K-8 Center’s Office. Two copies shall be kept on file: one with the Chairperson(s) and one with the Principal or alternative administrator. In addition, a copy of the minutes of every meeting will be provided electronically to the District.

X. Input from non-Council members
Those who are in attendance of the Council meetings shall be provided an opportunity to discuss EESAC related issues under consideration in the following manner:
1. Discussion of agenda items will occur at the end of the meeting.
2. There will be a three minute limit per person to address the Council.

XI. Sub-Committees
Committees will be established as needed to facilitate the mission of the council.

XII. 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.