

Related Entries: Policy 9.01, 9.02

### Equity and Diversity Advisory Committee

The School Board shall establish membership and approve nominations providing for the appointment of members of an Equity and Diversity Advisory Committee (“EDAC” or the “Committee”). The Committee shall be comprised of parents/guardians of District students and other residents of the District. It shall be the responsibility of the Committee to monitor the District’s maintenance of a unitary school system and its adherence to School Board policies concerning equity and diversity. The Committee shall function in accordance with the following guidelines:

(1) Membership

(a) The Committee shall be comprised of 15. These individuals shall be racially and ethnically diverse and shall reasonably reflect the demographic composition of the student population within the District. There shall be no fewer than three African American members and two members of minority racial or ethnic groups other than African American. The Committee shall also have members from all geographical areas in the County.

1. The Superintendent shall appoint four individuals, not employed by the District. The School Board shall appoint five individuals, one from each of the five Districts. The NAACP shall select two members. The Hispanic community shall select two members. The Committee itself shall select the remaining two members.

2. On each occasion that the Superintendent or the School Board proposes to nominate members to the Committee, the Superintendent shall publish a notice in a newspaper of general circulation requesting that interested persons submit information concerning personal, professional, and occupational background and willingness to serve.

(b) Each member of the Committee shall serve a term of four years or less, commencing on July 1 preceding the date of the appointment. Membership shall automatically be terminated when the appointee vacates his/her position.

(c) When a vacancy occurs within the membership of the Committee, the Committee shall so advise the Superintendent and appointing body who shall take appropriate action.

- 44 (d) When vacancies occur in the committee, the Board Chair will bring such to  
45 the attention of the Board and the Board will take action to fill the vacancy for  
46 the remainder of the term. Members who miss three consecutive meetings of  
47 the committee shall be removed from membership, unless the member has  
48 advised the committee chair of the absence at least three days in advance of  
49 the meeting.  
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- 51 (e) All members shall understand that they are subject to the Sunshine Law and  
52 that all meetings are governed by same.  
53
- 54 (2) Officers  
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56 Chair and co-chair shall be elected annually from within the membership.  
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- 58 (3) Meetings and Records  
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- 60 (a) The Committee shall hold at least three meetings annually, and as necessary  
61 to fulfill its responsibilities.  
62
- 63 (b) With the exception of requirements for a quorum, the Equity and Diversity  
64 Advisory Committee shall follow Roberts Rules of Order to ensure effective  
65 operation of its meetings. Committee meetings may proceed without a  
66 quorum of the membership present. Whenever a recommendation or input  
67 from the committee is presented to the School Board, the presentation shall  
68 include the number of members present at the committee meeting at which  
69 the recommendation or input was provided.  
70
- 71 (c) Each meeting of the Committee is governed by the Sunshine Law and as  
72 such shall be open to the public and shall be properly noticed to the  
73 members and the public.  
74
- 75 (d) The Committee shall prepare minutes of each meeting, which with any  
76 written report, recommendation, or comment to the School Board, or any  
77 other records shall be open to public inspection.  
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- 79 (4) District Liaison  
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- 81 (a) The Superintendent shall appoint an administrative employee as District  
82 liaison to the Committee.  
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- 84 (b) The District liaison shall be responsible for attending all Committee meetings  
85 as the District's representative and for coordinating the appearance of other  
86 staff as deemed appropriate by the School Board or Superintendent or upon  
87 request of the Committee.  
88
- 89 (c) The District liaison shall assure that the Superintendent and all School Board  
90 members receive copies of all meeting minutes and all written reports,  
91 recommendations, or comments of the Committee.

92 (5) School Board Liaison  
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94 The School Board shall appoint a School Board Member as District liaison to the  
95 Committee.  
96

97 (6) Responsibilities of the Committee  
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99 (a) The Committee shall function as an advisory body to the School Board and  
100 Superintendent.  
101

102 (b) The Committee shall review the reports submitted to it pursuant to School  
103 Board policy; the District's student assignment plan; any proposal to acquire  
104 a school site or to construct or abandon a school facility; any periodic  
105 facilities review undertaken by the District; and other reports generated by  
106 the District which are related to the maintenance of a unitary school system.  
107

108 (7) Responsibilities of the Superintendent  
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110 (a) The Superintendent shall respond as promptly as practicable to all  
111 Committee requests for information, shall make appropriate staff available for  
112 appearance at Committee meetings to discuss issues/matters coming before  
113 it, and shall provide to the Committee such clerical and other assistance as  
114 may reasonably be required for the Committee's timely discharge of its  
115 responsibilities.  
116

117 (b) The Superintendent shall review each report of the Committee and shall  
118 submit, to the School Board, recommendations for action or response to the  
119 findings, conclusions, and recommendations contained in such report.  
120

121 (c) The Superintendent or designee shall submit to the Equity and Diversity  
122 Advisory Committee, no later than December of each school year, reports  
123 specified herein.  
124

125 1. December Reports  
126

127 a. Recruitment, retention and assignment information for  
128 instructional and certificated administrative personnel.  
129

130 b. Student Assignment Information - Number of students enrolled  
131 in the District and in each school disaggregated by racial/ethnic  
132 group and minority/non-minority status.  
133

134 c. Brief descriptions of any current or proposed construction or  
135 expansion of any and all facilities or of any proposed  
136 abandonment.  
137

138 d. Information concerning Zone Magnet Schools  
139

- 140 i. Descriptions of all Zone magnet programs and any  
141 previously unreported modifications or contemplated  
142 changes to the original programs.
- 143 ii. Student enrollment, by diversity factors, at each Zone  
144 magnet school.
- 145 iii. A complete description of recruiting activities and other  
146 steps taken to implement and operate the District-wide  
147 magnet school programs.
- 148
- 149 e. Student Waiver Request Information - A summary report of  
150 student waiver requests during the previous school year and  
151 current school year. The report shall include the following  
152 information for every written application received: the date of  
153 the request, the grade of the student, the original zone and  
154 school assignment, the zone and school to which transfer was  
155 requested, the basis for the request, the District's action on the  
156 request, and the reasons for each denial. The report shall  
157 include the same information for appeals applications.
- 158
- 159 2. District Goals and Priorities and Superintendent's Initiatives - Any  
160 written report developed by staff which documents progress toward  
161 fulfillment of the District goals and the Superintendent's Initiatives  
162 related to issues of educational equity shall be made available to the  
163 Committee.
- 164
- 165 3. Other Information
- 166
- 167 a. Transportation - Any written reports developed by staff which  
168 relate to issues of educational equity shall be made available to  
169 the Committee.
- 170
- 171 b. Facilities - The five-year capital plan, which includes new  
172 construction and renovation projects, shall be made available to  
173 the Committee.
- 174
- 175 (8) Responsibilities of the School Board
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- 177 (a) The School Board shall review each report of the Committee and the  
178 subsequent recommendations of the Superintendent and shall take such  
179 action or provide such response as the School Board deems appropriate.
- 180
- 181 (b) Prior to taking final action on any proposal to change School Board policy  
182 related to the maintenance of a unitary school system, such as the District's  
183 student assignment plan or any proposal to adopt or amend any long-range  
184 educational facilities plan or to acquire a school site or to construct or  
185 abandon a school facility, the Superintendent shall present such proposal to  
186 the Committee for review and comment. The proposal shall also be  
187 submitted to the Site Selection Committee pursuant to Policy 9.01, Site

188 Selection, Acquisition and Planning. The School Board shall give due  
189 consideration to the written comments of the Committee when taking final  
190 action on any such proposal or on any such other matter for which the  
191 Superintendent has received written comment from the Committee.  
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193 (9) Reports, Recommendations, and Comments from the Committee

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195 (a) All reports, recommendations, and comments from the Committee to the  
196 Superintendent and School Board shall be in writing. Such reports,  
197 recommendations, and comments may be forwarded to the Superintendent  
198 and the School Board after any publicly scheduled meeting where the  
199 minutes reflect such action shall be taken.  
200

201 (b) Any member of the Committee who disagrees with a written report,  
202 recommendations, or comments of the Committee shall be permitted to  
203 append a signed statement setting forth the basis for such member's  
204 disagreement.  
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206  
207 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, F.S.  
208

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