

# Provisional EEAC By-laws - December 15th, 2021

BY-LAWS  
Independent School District # 709

Education Equity Advisory Committee

## ARTICLE I

### Name

The name of this Advisory committee shall be the “Education Equity Advisory Committee” hereinafter referred to as EEAC. The committee shall exist by virtue of Independent School District #709 School Board Policy NO.1070 - Citizens Advisory Committee: General Policy.

## ARTICLE II

### Purpose

The purpose of this committee shall be for the Duluth Public Schools to establish and use a Citizens Advisory Committee to provide recommendations and advice on matters of Education Equity to the ISD#709 School Board and district administrative personnel regarding planning, implementation, and/or evaluation of various district initiatives or plans in compliance with MN Statutes and Rules such as the Achievement and Integration Plan, the ESSA Northstar Plan and related policies, procedures, and goals.

## ARTICLE III

### Participants

Section 1. EEAC shall strive to achieve participation from a diverse range of perspectives and communities.

1.1 EEAC shall remain committed to the pursuit of education equity where the historical conditions and barriers that have prevented opportunity and success in learning for students based on their races, ethnicities, incomes, and other social conditions are fully recognized.

1.2 The EEAC is intentionally designed for active participants who are committed to eliminating those structural and institutional barriers to educational opportunity.

Section 2. Participants may be students, families, staff, and community members (individuals, organizations, committees) willing to participate in an advisory capacity where consensus is utilized to provide advice and recommendations on matters of Education Equity to the Duluth Public Schools. District administrators shall be ex-officio.

2.1 It shall be the goal of the EEAC that the Participants shall be reasonably representative of the diversity of the district, always striving for communities of color to be fully represented.

Section 3. The EEAC shall remain committed to the recognition of the negative dynamics of power and privilege present in many of the “isms” of our society (i.e. Racism, Sexism).

3.1 The EEAC shall actively resist these dynamics and manifestations in all EEAC meetings and matters.

Section 4. At each meeting, Participants shall sign-in and acknowledge who they represent.

4.1 All participants will identify whether they are active participants who will be participating in any consensus decision making process.

4.2 Any participant can choose to not actively participate in the consensus process on any matter by simply identifying this to the group.

Section 5. Although there will be Participants of different communities and the school district at each meeting of the EEAC, all meetings and work done by the EEAC would be open and inclusive of all members of the community with passion, concern, and ideas for the district to meet their goals through equitable practices.

## ARTICLE IV

### Facilitators

Section 1. There shall be two (2) Co-Facilitators of each EEAC Meeting. The facilitators shall perform the duties prescribed by the bylaws and by the guidelines adopted by the EEAC to meet the goal of each EEAC Meeting (see ARTICLE V Section 1, see ARTICLE II Section 1).

1.1 The Co-Facilitators shall be nominated and accepted by the active participants at each EEAC Meeting for the following regular meeting.

1.1a The Co-Facilitators of the EEAC may be participants of EEAC Subcommittees.

1.2 The Recorder shall be the person that is employed as the Office of Education Equity Office Support Specialist, other contractor, or a nominated active participant. who accepts the nomination for a specific EEAC meeting.

Section 2. The facilitators shall be nominated, and then shall have accepted the nomination for a specific EEAC Meeting.

Section 3. The removal of facilitators shall follow the District Code of Conduct for Board/Committee membership

## ARTICLE V

### Meetings

Section 1. The regular meeting of the EEAC shall be held monthly in a facility that is handicap accessible, unless otherwise ordered by the Independent School District #709 School Board or Superintendent.

1.1 The goal of each EEAC Meeting shall be to create two (2) specific items:

- 1) List of a maximum of four (4) Informational Items (by Consensus of active participants in attendance)
- 2) List of a maximum of four (4) Recommended Action Items (by Consensus of active participants in attendance)

1.2 These items shall be sent to district administrative personnel and the School Board after each EEAC meeting.

1.3 A report to the Committee of the Whole of the School Board shall be done between the EEAC meetings when there are Recommended Action Items or upon the request of the Committee of the Whole.

1.4 EEAC Meeting agenda items and/or requests for specific staff to attend (to provide information or answer questions) shall be submitted at least two (2) weeks in advance of each EEAC Meeting or agenda items may also be submitted at the end of each EEAC Meeting for the following meeting.

Section 2. Special meetings can be called by the EEAC, School Board, or by the Superintendent. The purpose of the special meeting shall be stated in the call for the meeting--with the notice of that special meeting--distributed at least three (3) school days prior to the meeting.

Section 3. The regular meeting in September of each year shall be known as the annual meeting. The meetings for each year shall be established at this annual meeting and shall be called the "Annual Schedule of Meetings."

Section 4. *Six (6)* active participants of the EEAC shall constitute a quorum for the purpose of doing business.

4.1 Temporary suspension of the *Six (6)* participant quorum.

4.1a Special circumstances as acknowledged by the consensus of the EEAC participants will determine the need and duration of any temporary suspension of the *Six (6)* participant quorum.

Section 5. All meetings of this EEAC shall be open to the public in accordance with Minnesota law. All meetings agendas will be posted on the ISD709 webpage and copies sent to each School Board member.

## ARTICLE VI

### Sub-committees

Section 1. A subcommittee, comprised of at least one (1) Facilitator and a minimum of three (3) EEAC participants should be representative of diverse communities. It shall be the duties of this sub-committee to recommend actions and/or modifications to the EEAC.

1.1 An official quorum for an EEAC Subcommittee is defined as four (4) active participants present, with at least one (1) serving as a Facilitator for each meeting held.

Section 2. Such other committees, standing, special or task shall be created at regular EEAC meetings with a Facilitator of that subcommittee designated.

2.1 Any EEAC Standing Committees will appoint Co-facilitators.

## ARTICLE VII

### Advisory Authority

A [Short Guide to Consensus EEAC - Adapted from Seeds for Change](#) shall direct the EEAC in all cases to which they are consistent with these bylaws and any special rules of order the EEAC may adopt. Unless stipulated in these bylaws, all recommended plans, actions, and/or changes by the active participants at a regularly scheduled meeting shall be the official advice or recommendation of the EEAC. The EEAC shall strive to seek unanimity in all official recommendations or necessary advice by following the guidelines spirit of Consensus.

## ARTICLE VIII

### Amendment of Bylaws

These bylaws can be amended at any meeting of the EEAC by consensus of the active participants. The amendment shall be introduced in writing at one meeting and discussion allowed at the following regular meeting. Upon EEAC approval of any amendment to the Bylaws, the amendment will be sent to the Duluth School Board as an action item.

## ARTICLE IX

### Operating Procedures

Operating procedures shall not violate the personnel policies and procedures of Independent School District #709. Operating procedures of this EEAC shall acknowledge--and to its fullest capacity--comply with all laws, acts, rules, policies and procedures that govern education within the state of Minnesota (Specifically noted: Minnesota Government Data Practices Act - Chapter 13) As it is the purpose of this committee to recommend actions regarding planning, implementation, and/or evaluation of various district initiatives or plans, including budgets and budget modifications, ISD 709 will provide the EEAC with the necessary budget information and reporting information. This information shall be in accordance with all of the reporting requirements of the current education legislation (currently ESSA).

12/15/21

*Amended EEAC bylaws to be provisional for adoption by the School Board*