



## **POLICY 1440**

### **Multilingual Advisory Committee**

The mission of the Multilingual Advisory Committee (MAC) shall be to enhance and support the educational experience of all students in the Dual Language Program in District Schools. Additionally, the Multilingual Advisory Committee shall serve as an advocate and informational resource for Dual Language and similar programs across the broader District School community.

This purpose will be achieved through fostering strong relationships among all Dual Language students and their parents/guardians, teachers, administrators, and the School District Bilingual/ESOL Department and by

#### **I. General Rule**

- A. Advocating for excellence in the Dual Language Program through identification of best practices in multilingual education.
- B. Highlighting successes within the School District's Dual Language Program.
- C. Identifying any program gaps and areas for improvement.
- D. Making recommendations regarding policies and guidelines that will enhance the School District's Dual Language Program and similar programs.
- E. Providing a forum for students enrolled in the School District's Dual Language and their parents/guardians, teachers, administrators, and the School District Bilingual/ESOL Department to share information, solve problems, and discuss matters of concern relevant to families who have a student(s) in the Dual Language Program.
- F. Providing ongoing communication and information regarding the School District's Dual Language Program to students and families, in partnership with School District leaders.
- G. Developing and promoting programs, events, and networking opportunities for the parents, teachers, administrators, and students enrolled in the School District's Dual Language Program.

#### **II. Membership**

- A. All MAC committee members shall be governed by the provisions outlined in Policy 1070.
- B. A finite and set number of committee members must be specified in each School Board-established advisory committee's establishing policy. Membership shall consist of 7 members. This number of committee members shall include parents of students enrolled in a Dual Language Program as of the time of the election: 3 representatives from elementary school, 1 representative from middle school, and 1 representative from high school. However, all interested parties, including school district personnel are welcome and may attend committee meetings.
- C. One School District Administrator/Teacher/Staff, with previous or current experience with multilingual education, shall serve on the MAC, and they should have had previous or current experience with multilingual education.
- D. The Superintendent will appoint a representative.
- E. The Director of Bilingual/ESOL or a designated Bilingual/ESOL Department staff member shall serve as a resource person or liaison to the MAC, but such persons shall not be considered to be committee members or subject to the Sunshine Law.

- F. No term limits shall be imposed upon any individual's service as an appointee.

### **III. Officers and Election Process**

- A. Multilingual Advisory Committee Elections
1. The Multilingual Advisory Committee officers shall consist of a Chair, Vice-Chair, and Recording Secretary.
  2. Committee officers shall be elected annually at the final meeting of the school year (a quorum of the members is required for the election).
  3. Officers shall serve for a maximum of three (3) consecutive, one (1) year terms.
  4. An Officer who misses 2 consecutive meetings is subject to removal.
  5. Committee officer(s) membership to be presented to board within thirty (30) calendar days of annual election or appointment.
  6. The Chair or Vice-Chair shall not be an employee of the School District. However, a School District employee may serve as Recording Secretary.
- B. Duties of the Officers
1. The Chair shall preside at all meetings of the Multilingual Advisory Committee and will be an *ex-officio* member of all subcommittees. The Chair or a designee will represent the Multilingual Advisory Committee at the District Advisory Committee (DAC). The Chair shall have the discretion of creating subcommittees. Said subcommittee's members shall elect its chair. The MAC Chair will prepare the agenda and shall distribute it at least seven (7) calendar days in advance of meetings. A copy of the agenda shall be available to the public if requested. The Chair shall present a monthly report to the School Board.
  2. The Vice-Chair shall substitute for the Chair during the Chair's absence and shall perform such other duties from time to time as may be assigned by the Chair.
  3. The Recording Secretary shall be the official "Custodian of Records" and keep the attendance and minutes of all general and special meetings of the Multilingual Advisory Committee. Official minutes of all committee meetings must be approved by the general membership of Multilingual Advisory Committee prior to transmission to other parties. The Recording Secretary shall promptly transmit to the staff-assigned liaison true and correct copies of the official minutes of such meetings. It is the duty of the Recording Secretary and each MAC Committee Member to comply with the Florida Public Records Act.
- C. All meetings are open to the public and shall comply with the Florida Sunshine Law. Non-members/guests may not vote on issues of the Multilingual Advisory Committee.

### **IV. Duties**

- A. The MAC only serves an advisory role and cannot conflict with duties and powers reserved to The School Board.
- B. The MAC shall provide strategic input, advice, and assistance to the Superintendent and the School Board regarding the School District's Dual Language Program and multilingual education. This input can include topics such as program planning, funding, staffing, design, and evaluation.
- C. The MAC shall support legislative and funding initiatives to help multilingual education, which can include advising and collaborating with the School Board in lobbying and campaigning for legislative changes with the Florida state government.
- D. The MAC shall present concerns and priorities of students enrolled in the School District's Dual Language Program and other multilingual immersion programs.
- E. The MAC shall advocate in the broader Broward community for the School District's Dual Language Program and multilingual education programs.

- F. The MAC shall meet regularly, at least four (4) times per school year, and any member missing two (2) consecutive meetings shall be removed.

## **V. School Site Visits**

- A. School site visits allow the MAC to develop a comprehensive understanding of how the Dual Language Program is functioning across all participating schools in the School District. Such visits will enable the MAC to perform its advisory function of identifying common challenges, best practices, and opportunities for growth.
- B. School site visits may also be performed at non-participating schools for the purposes of sharing information with school administration regarding the program structure, requirements, and benefits of the Dual Language Program.
- C. School site visits can be requested by a School Board member through the Superintendent to assist with identifying potential schools based on enrollment and the needs of the community.
- D. The MAC Chair or Vice-Chair can request a school site visit which can be coordinated through the Bilingual/ESOL Department Director or designee.
- E. Prior to any school site visit, the MAC will identify to the Bilingual/ESOL Department Director or designee any information (i.e., program model, grade levels or enrollment) needed prior to the school site visit.
- F. During a school site visit, the MAC will meet with school administration, teaching staff, and/or students as needed to achieve the established objective of the visit. Visits to classrooms may be optional. The School Advisory Council (SAC) or School Advisory Forum (SAF) chairs will be invited to participate to each onsite school visit.
- G. After a school site visit, the MAC will document and report its findings to the Bilingual/ESOL Department Director or designee. The Multilingual Advisory Committee may then share its findings with other advisory committees, administrators, the Superintendent, or the School Board as needed.

## **VI. Reporting**

- A. The MAC shall determine if a meeting is required in July on a year-by-year basis with the approval of the Superintendent.
- B. The MAC Chair will meet annually with the Superintendent to discuss the committee's goals and objectives for the school year.
- C. Each Advisory Committee will establish by-laws utilizing the template approved by The School Board.
- D. The MAC will develop an annual report of its accomplishments, current goals, and projected goals aligned to the District Strategic Plan.

Policy Custodian: Bilingual/ESOL Department

Policy Status [Active/Inactive]: Active

Authority: Sections 120.52(6), 120.54, 120.81(1)(a), 1001.41(1), (2) and (3), 1001.42(28), and 1003.432, Florida Statutes; and Section 6A-1.09951, Florida Administrative Code.

History: Adopted 3/12/2024