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MEMORANDUM

TO: District Superintendents/Community College Presidents

FROM: Monica Hayes, Director

SUBJECT: Responsibilities of Equity Coordinators

DATE: August 10, 2005

As we begin another fiscal year, please be reminded that each district and community college is required by state and federal laws (Florida Educational Equity Act; Rule 6A-19.010(1)(g); FAC; Title IX: 106.8(a); Section 504: 104(a); American with Disabilities Act: 35.107(a); Vocational Guidelines: IV-O and the Non-discrimination on the basis of Age: 110.25(a)) to designate a person or persons to coordinate compliance with the laws prohibiting discrimination for protected classes and related regulations. The laws also mandate that notification of the identity and contact information of the designated person should be publicized widely. The Office of Equity and Access (OEA) works with the designated equity person on a variety of issues, including the writing of the Annual Equity Report for ultimate transmission to the Commissioner of Education.

Many equity coordinators/officers have expressed that they would be able to perform their job duties better if they received more support and empowerment from their institutions. We are asking you to address this concern by ensuring that your equity coordinators/officers are given the opportunity to attend the two annual statewide conferences (Spring and Fall) organized by OEA to offer technical assistance and training to all equity coordinators/officers. The conferences enable the officers to report your institution/district's information accurately and in a timely manner; they also become more knowledgeable about current issues and trends because officers from state and federal regulatory agencies are invited to make important presentations that enlighten participants about pertinent equity issues.

MONICA HAYES, DIRECTOR

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In addition, the equity coordinators/officers need the cooperation of other staff members to obtain information relevant to compliance monitoring and the authority to enforce compliance actions.

Please note that the Fall 2005 Conference is scheduled for October 12-14, 2005. The conference will be held at the St. Petersburg Hilton, 333 1st Street South, St. Petersburg, Florida 33701. We are inviting you or a designee to attend this conference, in addition to the equity coordinators/officers and other staff persons who are involved in equity in education issues. Your presence will further demonstrate your commitment to equity and access issues. Attached is a copy of the draft agenda.

You may contact me at (850) 245.0511, or by e-mail at monica.hayes@fldoe.org, if you have questions.

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