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**2016-2017 Assurances Checklist**

**Educational Excellence School Advisory Committee Compliance**

Work Location#:\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By checking the items below, the school ensures that the Educational Excellence School Advisory Committee (EESAC) will be in compliance with School Board Bylaws & Policy (SBBP) and State Statutes for the 2016-2017 school year.

|  |  |
| --- | --- |
| **Requirements** | **Check** |
| At least four EESAC meetings will be held for the 2016- 2017 school year. |[ ]
| All EESAC meetings will be advertised with Citizen Information Center at least 5 business days prior to the scheduled meeting date. |[ ]
| The EESAC roster and bylaws will be reviewed and updated. |[ ]
| The Principal and EESAC Chair will verify the EESAC Roster on or before October 28, 2016. |[ ]
| All EESAC agendas will include the monitoring and implementation of the School Improvement Plan (SIP). |[ ]
| The EESAC will review and approve the 2016-2017 SIP. |[ ]
| The EESAC will ensure that quorum is established at all meetings where a vote is conducted. |[ ]
| All EESAC meeting minutes will be posted to the OSI website (osi.dadeschools.net) and will contain language to support the monitoring of the SIP. |[ ]
| All meeting minutes will be approved by EESAC. |[ ]
| All meeting minutes will be verified by the Principal, with the exception of the last meeting of the 2016-2017 school year which will remain in the “Pending Verification” column until the 2017-2018 school year. |[ ]
| The EESAC will review and approve the Mid-Year Review (as applicable). |[ ]
| The EESAC will review and approve the End-of-Year Sip Review. |[ ]

The signatures below confirm that all of the items listed above will be *completed* during the 2016-2017 school year**.**

|  |  |  |  |
| --- | --- | --- | --- |
| Principal | Print Name: | Signature: | Date: |
| EESAC Chair | Print Name: | Signature: | Date: |
| UTD Designated Steward | Print Name: | Signature: | Date: |

Upload the 2016-2017 Assurance Checklist to the “**EESAC 2016-2017 Assurances Upload Checklist**” link found at <http://osi.dadeschools.net>, ***on or before*** Friday, October 28, 2016.