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| |  |  | | --- | --- | | **Briefing ID #: 13599**  ALL PRINCIPALS/APs: 2012-2013 Educational Excellence School Advisory Council (EESAC) End-of-Year Requirements  Category: | | |  |  | | **Audience:** | All Principals/APs | |  |  | | Due Date: | May 03, 2013 | | Meeting Date: | n/a | |  |  | | **Attachment(s):** | [\_EESAC\_Waiver\_form\_7292\_(3-2013).docx](http://briefings.dadeschools.net/files/109043_EESAC_Waiver_form_7292_(3-2013).docx) |   To provide information to all schools on the End-of-Year Educational Excellence School Advisory Council (EESAC) requirements.  **END-OF-YEAR EESAC REQUIREMENTS**  **REVIEWS AND UPDATES**  Schedule an EESAC meeting prior to **May 1, 2013,** to review the By-laws, Minutes, and Roster.   * **For Viewing EESAC Elements** - link to:  [http://osi.dadeschools.net](http://osi.dadeschools.net/) . Access current information from the **"EESAC"** choice on the left side menu, select **"View Minutes/By-laws/Roster."**  This provides access to:   + By-laws   + Minutes (archived and pending)   + Current Rosters (Reflects changes as rosters are updated throughout the year.) * **School Board approved Rosters for 2012-2013 (November 21, 2012) -** may be viewed at the **"EESAC-Rosters Archives"** choice on the left side menu. * **For Updating/Posting Purposes**- link to: [http://osi.dadeschools.net](http://osi.dadeschools.net/).  Access current information from the **“EESAC”** choice on the left side menu, select **“Edit Minutes/Bylaws/Rosters.”** Enter the WL# in the space provided and click **“Enter.”** Only those persons listed under **“Staff Member Access”** may update and post information.   + **Updating Staff Member Access** – **Principals** should review the names of the employees who are listed under the Staff Member section as having input and editing privileges.     1. To make necessary adjustments at the **BOTTOM** of the page. Only the Principal has access to this section. The Principal enters the last four (4) digits of their SSN in the box **"Access I.D."**, and then clicks **"Authorize Staff."**     2. Select EESAC **"Roster Access"** or **"EESAC Minutes"** for designated staff member, and then click **"Update This Staff Member Access." (Must be done one person at a time.)**     3. Remove staff access by un-checking the boxes next to the person's name for which access is to be removed, and then click **"Update This Staff Member Access."  (Must be done one person at a time.)**   + **Minutes -** Post and verify, remembering that **ONE SET OF MINUTES SHOULD ALWAYS BE PENDING.**  Minutes must include a review of the 2012-2013 SIP and recommendations for the 2013-2014 SIP.  The final set of Minutes must remain a "Pending" until approved at the first meeting for 2013-2014.  Contact the OSI staff for Principal and EESAC Chair verification codes as needed.   + **By-laws -** It is recommended that EESACs review and update By-laws annually.     1. All approved changes in By-laws must be documented in the Minutes of an EESAC meeting and follow the required amendment process as stated in your By-laws.     2. If you have reviewed or updated the By-laws, remember to **input the date** and select the **"Save"** button at the bottom of the page.     3. Changes to the EESAC composition may not be made in the By-laws until a composition waiver (Form #7292) is submitted and approved by the District EESAC Support Committee.   + **Rosters – U**pdates to the Roster must be done any time there is a change in membership and must be in compliance throughout the school year. If someone is reelected, insert the date of the election and **"Save."**     1. Refer to your By-laws to comply with elections and replacements for open positions.     2. Review your By-laws to verify the term length for members.     3. Assure your process to fill open positions in mid-term.  Do alternates assume positions?  Do new elections take place for open positions?  Do new members complete terms or start new terms?     4. As a reminder, the EESAC must maintain a majority of non-District employees on the roster.  Someone must always be designated as the ESE representative, and a parent must always be designated as the ELL representative.   **TO SUBMIT A WAIVER REQUEST FOR A CHANGE TO THE EESAC ROSTER FOR 2013-2014 - DUE by MONDAY, MAY 6, 2013** (If no change in composition is needed, it is **NOT** necessary to submit this waiver.)   * Schedule an EESAC meeting by **May 1, 2013**.  The Minutes of this meeting should reflect that the EESAC reviewed and approved a **CHANGE** in the EESAC roster composition for 2013-2014.   + Complete the attached Form #7292 - EESAC Composition Waiver.   + Fill in the school's **"Name"** and **"Work Location Number."**   + Complete the box, **"Describe the variation,"** by inserting the requested **number of representatives in each category** which will reflect your **total EESAC composition for 2013-2014.**   + Complete the box, **"Explanation for the request,"** which will include the category you are requesting the increase/decrease; **Example,** The number of parent representatives in the chart above represents an increase from 5 to 6.  Our school is adding a grade level and the increase will serve to provide expanded representation by parents.   + Complete the signature sections.   + Print a copy of the EESAC Minutes, confirming the approval of the waiver by the EESAC.   + Send both the **WAIVER** and the **EESAC MINUTES** by **FAX**: (305) 995-2910 or scan and email to Ms. Linda Fife, Supervisor - OSI, [lfife@dadeschools.net](mailto:lfife@dadeschools.net) .   + **All documents must be received by Monday, May 6, 2013.**   If you have questions or need assistance, please contact the Department of School Improvement.  Ms. Linda G. Fife, Supervisor, 305-995-2692 - [lfife@dadeschools.net](mailto:lfife@dadeschools.net)  Ms. Dolores de la Guardia, 305-995-7686 - [ddelaguardia1@dadeschools.net](mailto:ddelaguardia1@dadeschools.net)  Dr. Sherian Demetrius, 305-995-7046 - [sdemetrius@dadeschools.net](mailto:sdemetrius@dadeschools.net)  Ms. Pamela Wentworth, 305-995-1520 - [pwentworth@dadeschools.net](mailto:pwentworth@dadeschools.net)   |  | | --- | |  |  |  |  | | --- | --- | | **Contact:** | Linda G. Fife ( 305-995-2692 ) | | **Department:** | School Improvement | |