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| **Briefing ID #: 13599**ALL PRINCIPALS/APs: 2012-2013 Educational Excellence School Advisory Council (EESAC) End-of-Year Requirements Category:  |
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| **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_%283-2013%29.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 .
	+ **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 Ms. Dolores de la Guardia, 305-995-7686 - ddelaguardia1@dadeschools.net Dr. Sherian Demetrius, 305-995-7046 - sdemetrius@dadeschools.net Ms. Pamela Wentworth, 305-995-1520 - pwentworth@dadeschools.net

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| **Contact:** | Linda G. Fife ( 305-995-2692 )  |
| **Department:** | School Improvement |

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