Briefing ID #: 14235

ALL PRINCIPALS/APs: Educational Excellence School Advisory Council (EESAC) Verification of Rosters and Reviews of School Improvement Plans (SIP)
Category: Required Action

Audience: All Principals/APs

Due Date: Oct 04, 2013
Meeting Date: n/a

Attachment(s): SIP_Signature_page_2013-14.doc

To inform all Principals and EESAC Chairpersons of the requirement to verify their school's EESAC roster and to conduct EESAC meetings to review the 2013-2014 School Improvement Plan.

At the beginning of the school year, each school's Educational Excellence School Advisory Council (EESAC) is charged with verifying the EESAC roster for the present school year and conducting EESAC meetings to review and approve the School Improvement Plan (SIP).

- **For Updating/Posting Access,** limited to school site designated personnel, please link to: http://osi.dadeschools.net . Select EESAC from the left side menu and then click "Edit Minutes/By-laws".
  - **Rosters** - Must be in compliance throughout the school year. Refer to your EESAC By-laws to comply with elections and to fill open positions.
  - **Verifying EESAC Rosters** - As soon as the roster is in compliance, both the Principal and the EESAC Chairperson must go to the main EESAC page, reference the lower left menu of "Verification," and then select your position as either the Principal or the EESAC Chair. When the next page opens, enter your verification code and click "Submit-----Verification." **EESAC Rosters must be verified by Friday, October 4, 2013.**
  - **Newly assigned Principals** should contact the OSI office to obtain a new EESAC verification code.
  - **Locking EESAC Rosters** - Once the District verifies the completed Rosters, they will remain locked until the School Board approves all Rosters at the November 2013 Board meeting.
  - **Updating Access** - Principals should review the employees who have access. Scroll to the bottom of the page where it says, "The following staff member has been authorized to grant data entry/edit access to others at this work location." Access to this application is through the last four (4) digits of the Principal's SSN. You can remove or add staff access using the check mark process. Remember to do one person at a time.
  - **Minutes -** Post and verify, remember that one set of minutes should always be pending. Contact OSI staff for verification codes as needed. Principals new to a school should verify pending minutes from the previous administration.
  - **By-laws** - Review and update your By-laws. When you are updating, remember to input the date of the update and select the "Save" button at the bottom of the page. The approval of all 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.
- **Schedule an EESAC meeting for SIP review and approval** prior to **Monday, October 7, 2013**. The SIP review and approval must be documented in the minutes of the EESAC meeting.
  - Obtain the required signatures on **School Improvement Plan 2013-2014 signature**

form (attached).
    - Keep a copy as a school record and deliver the original to your Region Superintendent/Charter School Office/Special Center, as applicable by **Monday, October 7, 2013.**
- The school's EESAC is charged with the progress monitoring of the SIP Goals and Strategies throughout the year and must document the process through agendas and minutes of meetings. Recommended EESAC agendas are available in the "EESAC Resource Guide" Appendices, located on the OSI website.
- **For Viewing Purposes,** available to all viewers, please link to: http://osi.dadeschools.net. Select EESAC information from the left side menu and then click "View Minutes/Bylaws".
    - By-laws,
    - Minutes (archived and pending), and
    - School Board approved Rosters for 2012-2013 (2013-2014 updates will be added following approval at the November 2013 School Board meeting.)
- Please consult the online "Resource Guide", which is available at: http://osi.dadeschools.net/eesac/resinfo.asp to assure on-going compliance

If you need further assistance, please contact a representative from the OSI.

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