Briefing ID #: 9522

ALL PRINCIPALS/APs: 2010-2011 Educational Excellence School Advisory Council (EESAC) End-of-Year Requirements

Category:

Audience: All Principals/APs

Due Date: May 03, 2011

Meeting Date: n/a

Attachment(s): EESAC_Waiver_form_7292.doc

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 3, 2011,** to review the By-laws, Minutes, and Roster.

- **For Viewing EESAC Elements** - link to: http://osi.dadeschools.net . Access current information from the **"EESAC"** choice on the left side menu, and then select **"View Minutes/By-laws."** Choices on the drop-down menu include:
  - By-laws
  - Minutes (archived and pending)
- **School Board approved Rosters for 2010-2011 -** may be viewed at the **"EESAC"** choice on the left side menu.
- **For Updating/Posting Purposes** - link to: http://osi.dadeschools.net Access current information from the **"EESAC"** choice on the left side menu, and then select **"Edit Minutes/Bylaws."** 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 edit privileges.
    1. To make necessary adjustments, only the Principal's last four (4) digits of the SSN can be entered under **"Access I.D."** at the **BOTTOM** of the page, then click **"Authorize Staff."**
    2. Select EESAC **"Roster Access"** or **"EESAC Minutes"** for designated staff member, and then click **"Update This Staff Member Access."**
    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."**
    4. Remember to edit 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 2010-2011 SIP and recommendations for the 2011-2012 SIP. Contact the OSI staff for Principal and EESAC Chair verification codes as needed.
  - **By-laws -** Review and update if the By-laws are more than **two (2**) years old. If you are updating, remember to **input the date** you updated the By-laws and select the **"Save"** button at the bottom of the page. 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.
  - **Rosters -** Must be updated any time there is a change in membership and must be in compliance throughout the school year. Refer to your By-laws to comply with elections and replacements for open positions.

TO SUBMIT A WAIVER REQUEST FOR A CHANGE TO THE EESAC ROSTER FOR 2011-2012 - DUE WEDNESDAY, MAY 4, 2011 (If no change in composition is needed, it is **NOT** necessary to submit this waiver.)

- Schedule an EESAC meeting by **May 3, 2011**. The Minutes of this meeting should reflect that the EESAC reviewed and approved a **CHANGE** in the EESAC roster composition for 2011-2012.
    - 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 2011-2012.**
    - Complete the box, **"Explanation for the request,"** which will include in which 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.
    - 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 Wednesday, May 4, 2011.**

If you have questions or need assistance, please contact the Office of School Improvement.

Ms. Caryl Grant, Executive Director, 305-995-1880 - cgrant@dadeschools.net

Ms. Linda G. Fife, Supervisor, 305-995-2692 - lfife@dadeschools.net

Ms. Dolores de la Guardia, 305-995-7686 - ddelaguardia1@dadeschools.net

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Contact: Ms. Linda G. Fife (305-995-2692)
Department: Office of School Improvement