

School Advisory Councils –The EESAC must maintain statutory compliance throughout the year. (EESAC) The key is careful selection of the “official” EESAC and communicating the importance of attendance to them. Problems can be avoided by making potential members aware of the importance of attending at least 4 required meetings during the year. The attendance requirements apply to the official list sent in to the District EESAC office.

Criterion Requirement		Required/Suggested Documentation
SAC 1	Minimum of four (4) meetings per year. Average 80 percent annual attendance of members.	Required documentation (include all items listed below): <ul style="list-style-type: none"> • ALL Official EESAC Composition forms, approved for the year OR • Copy of sign-in sheets for each meeting (must be legible) OR • Copy of the official minutes for each EESAC meeting.
SAC 2	Annual presentation of School Improvement Plan to school community after public notice to all stakeholders. (Prior public notice to various groups is important. All notices invitations inform the public of the “SIP Presentation” specifically. Only announcing the SAC meeting will not qualify as informing the public. Only advising parents will not qualify as informing all stakeholders.)	Suggested documentation: <ul style="list-style-type: none"> • Dated flyer or highlighted newsletter announcing SIP presentation and supplemented with information as to the parties who received the flyer or newsletter OR • Connect Ed. Message (provide date and groups called) OR • Telephone system narrative (provide date and groups called) OR • Photo of school marquee indicating date, time and “School Improvement Plan Presentation”.
SAC 3	Evidence of ongoing training and/or development of the EESAC. (Training must be ongoing and apply to a large portion of the Council, not just the chairperson.)	Suggested documentation: <ul style="list-style-type: none"> • Highlighted EESAC agendas and/or minutes documenting training presentation o Training agendas/programs OR • Procedures or update in agenda reflecting training OR • Weekly briefing.

<p>SAC 4</p>	<p>School Improvement Plan reflects one new idea that involves the community in its implementation. (This idea must be new, for the current school year, listed in the current SIP, and must include the community in its implementation (i.e. volunteers, mentors, business partners, outside organizations, etc.)</p>	<p>Required documentation:</p> <ul style="list-style-type: none"> • Copy of appropriate SIP page, with the new idea highlighted. If the community is not named as the responsible party, information should be added as to how the community was involved in implementing the idea OR • One strategy from your Parental Involvement goal.
<p>SAC 5</p>	<p>EESAC participated in the development and/or interpretation of the needs assessment data.</p>	<p>Suggested documentation:</p> <ul style="list-style-type: none"> • One set of highlighted EESAC minutes proving that the Needs Assessment was addressed OR • Agenda(s) reflecting progress of needs.
<p>SAC 6</p>	<p>Provide training for staff and EESAC members on collaborative partnering and shared decision-making. (Training must be presented to two separate groups, the EESAC members and the complete school staff.)</p>	<p>Suggested documentation:</p> <ul style="list-style-type: none"> • Highlighted EESAC and staff training agendas, program, or minutes documenting both training presentations. The presentations may include information on team building, communication, cultural sensitivity, etc.)