

# Sample SIC Meeting Minutes



**Apple Grove Elementary SIC  
Meeting Minutes (Draft)  
Tuesday, October 6, 2015  
School Media Center  
Apple Grove, SC**

SIC officers/members present: Deion Williams (Chair), Aisha Jackson (Vice-Chair), Ted Michaels (Secretary), Barbara Barnes, Anna Garcia, John Mackey, Jennifer Rogers, Robin Waters, and Carla Wolfe.

The meeting was called to order at 6:00 pm by Mr. Williams.

Minutes of the September 2015 meeting were presented and approved.

Principal's Report: Principal Barbara Barnes distributed copies of the school's 2015 SC School Report Card, went through each section of the report card with SIC members, and answered questions. Principal Barnes was especially pleased that reading and math scores in every grade showed some improvement. There was also a significant decrease in the achievement gap among subgroups within the school, particularly in math. Science scores remained low compared to other similar schools; the SIC and principal discussed possible ways that this might be addressed in the coming year.

Committee Reports:

Riley Award for SIC Excellence. Committee Chair Carla Wolfe distributed copies of the most recent draft of the SIC's Level 1 Riley Award application. Members made several suggestions that Ms. Wolfe will incorporate into the final draft. The application deadline is November 20.

Parental Involvement. Committee Chair Jennifer Rogers described several possible options for distributing and collecting the SIC's new parent survey. After

discussion among the full SIC, a consensus was reached to use Survey Monkey. Principal Barnes indicated that the school already has a subscription to this service that the SIC can use. Anna Garcia has volunteered to have students in her art class create posters to encourage all parents to participate in the survey. The committee has set a target date of October 12 to get the survey out to parents and should have some results to report by the next SIC meeting.

Reading Goals. Committee Chair John Mackey reported that three area businesses have agreed to sponsor "Turn On To Reading" week, which is currently scheduled for January 2016. The committee is working on a budget and action plan to present to the full SIC next month. Aisha Jackson volunteered to help the committee contact a neighbor who is a reporter at a local TV station to see if the station will cover the event on the morning news show.

Math Improvement. Committee Chair Robin Waters reported that students who participated in the SIC's intensive math tutoring initiative showed significant gains on their math scores at the end of last year. It appears that this was a factor in the decrease in the achievement gap seen on the school report card. A discussion followed on how the SIC might obtain the resources needed to expand the initiative this year to include all students who are not meeting standards in math.

After School Strategies. Committee Chair Ted Michaels reported that participation in the after school program launched this fall in partnership with the local Boys and Girls Club is at about 80% of the expected level. While this is a strong start, there is concern that some families may not have signed up because the individual who volunteered to translate information about the program for non-English speaking parents was not able to complete the work. Mr. Williams suggested that a member of the committee contact the minister at his church, which holds a Vietnamese language service each week, to see if he might be able to help the committee find a new volunteer translator for this parent population.

Public Comment: No members of the public attended the meeting.

Announcements: Principal Barnes reminded everyone of the dates for the upcoming school play.

Assignments and agenda for next meeting:

1. Principal Barnes will invite a representative of lead science teachers to the next SIC meeting to discuss student progress in science and teacher/student needs.

2. Ms. Wolfe will ensure that the SIC's Riley Award application is completed and submitted to SC-SIC before the November 20 deadline.
3. Principal Barnes will help Ms. Rogers coordinate with front office staff to load and distribute the SIC parent survey on Survey Monkey. Ms. Garcia will make sure that student posters promoting parent participation in the survey are up by October 12. Ms. Rogers will report on the initial results at the next SIC meeting.
4. Mr. Mackey's committee will develop a draft budget and action plan for "Turn on To Reading" week for the SIC to review at the next meeting.
5. Ms. Water's committee will follow up on the potential community partners suggested by SIC members to help expand the SIC's math tutoring initiative.
6. Mr. Michaels will find another volunteer translator to assist in getting information out to non-English speaking families about the new after school program as soon as possible.

The SIC's next meeting is scheduled for Tuesday, November 3, 2015, from 6:00 to 7:30 pm in the Media Center.

The meeting was adjourned by Mr. Williams at 7:25pm.

Respectfully submitted,

*Ted Michaels*

Ted Michaels, Secretary