

# *Dick and Tunky Riley Award for School Improvement Council Excellence*



## **2017 Application**

A legendary couple in the Palmetto State, former U.S. Secretary of Education and South Carolina Governor Dick Riley and his late wife, Tunky, were honored in 2002 by the SC School Improvement Council Board of Trustees with the creation of this named award. The engraving on the inaugural award states: "In honor and recognition of two people who sparked the flame of education improvement in South Carolina."

The *Dick and Tunky Riley Award for School Improvement Council Excellence* is presented yearly to a School Improvement Council that demonstrates, in the spirit of the Rileys, exemplary leadership and action resulting in improved public education in their community. All SICs in South Carolina that have been convened for at least one year are eligible to apply. SICs that are named as a *Riley Award* winner may not reapply for the award for a period of three (3) years.

Participating in this award process is an opportunity for SICs to celebrate their achievements, share strategies with other councils, ensure their compliance with state law, and provide much deserved recognition for hard-working volunteers.

The award process consists of three levels. In **Level One**, SICs tell the story of their accomplishments in the previous school year through a Case Statement. Level One applications count for a maximum of 100 points. SICs scoring at least 85 points at this level will be entered on the 2017 *SIC Honor Roll* and will receive a Certificate of Achievement. Up to 20 of the Honor Roll SICs will be chosen as semi-finalists to compete in **Level Two**. In Level 2, SICs are asked to submit additional documentation showing that their council is in compliance with state law and SC-SIC guidelines. Level 2 submissions are worth a maximum of 50 points. The SICs with the five highest combined point totals from Levels One and Two will move on to the **Winners Level**. An independent panel of judges will evaluate these finalists and choose the *Riley Award* winner. The remaining four (4) finalists will receive *Honorable Mention* awards.

### **TIMELINE**

- **Level One** applications must be *received* in the SC-SIC office by 5:00 p.m. on **Friday, December 2, 2016**.
- SC-SIC will announce *Honor Roll* members and notify semi-finalists for **Level Two** on or before **Friday, January 6, 2017**.
- Notebooks from semi-finalists for **Level Two** must be *received* in the SC-SIC office by 5:00 p.m. on **Wednesday, February 8, 2017**.
- Five (5) finalists will be notified on or before **Wednesday, February 15, 2017**.
- The winner of the 2017 *Riley Award* will be announced in March 2017 at an SC-SIC awards event, on a date to be determined, where *Honor Roll* and *Honorable Mention* SICs will also be recognized.

# SC-SIC 2017 *Riley Award*

## LEVEL ONE APPLICATION (Maximum of 100 Points Possible)

Please submit the following information to the SC-SIC Board of Trustees Awards Committee:

### 1. Cover Page – 5 Points

- Name and address of school.
- Name of principal with phone number and email address.
- Complete contact information for the SIC Chair including home or work address and phone and email if available.
- Name of school district.
- Award Year (i.e. Application for 2017 *Riley Award*).

*TIP: No need to be fancy here. Points will not be deducted for a plain sheet of paper. Points will be deducted if any of the information requested is not included.*

### 2. Case Statement – 65 Points

- The Case Statement is a narrative describing how the SIC identified needs and challenges in the school and then responded to create positive results for the school and its community. The narrative must include: issue(s), action(s) taken, and result(s). Results must have occurred during the **2015-16** school year, but activities may have been initiated in the prior school year(s). Include appropriate school demographic information to provide context.
- The Statement must be written collaboratively by the SIC. It does not have to be on letterhead or in letter format. The signature of the current SIC Chair must appear on the last page of this Statement.
- The Statement must not exceed three (3) pages.
- Use 10 point or larger Times New Roman or Arial fonts only.

*TIP: It is expected that most SIC actions will be accomplished in partnership with the school and/or other individuals and organizations. It is important, however, to identify the specific ways that the SIC itself contributed to the collaborative effort. General statements about positive results at your school will not earn points if the judges cannot determine if or how your SIC was involved in achieving those results.*

*TIP: Your SIC must be able to show results that occurred during the 2015-16 school year. If your SIC planned and began implementing activities during the prior school year, but those activities did not begin to produce observable results until the current school year, your application will not be considered timely until next year.*

### 3. Membership lists demonstrating SIC composition in compliance with state law - 15 Points

- Applicants must submit TWO separate SIC membership lists: one for the 2015-16 school year and one for the current 2016-17 school year. Each list should reflect the SIC membership as it was reported to the SC-SIC Member Network as of November 15.
- Each list must be submitted on the *Riley Award* membership form for the corresponding school year (attach additional sheets as necessary). To access the forms, click on "Part 2" of the *Riley Award* application. <http://sic.sc.gov/Pages/RileyAwardApplication.aspx>
- In order to receive full credit, each list must demonstrate that as of the November 15 reporting deadline, the SIC had met all state law membership requirements:
  - at least the minimum of 2 elected parent representatives;
  - at least the minimum of 2 elected teacher representatives;

## SC-SIC 2017 Riley Award

### LEVEL ONE APPLICATION – *Continued*

- for high schools only, at least the minimum of 2 elected student representatives;
- half as many appointed community members as the combined total of elected members (parent, teacher, and, if applicable, student members) so that the SIC has a ratio of 2/3 elected to 1/3 appointed members;
- the principal and any other ex-officio members called for in the SIC's bylaws. (these are not counted in the elected/appointed membership ratio).

*TIP: Your SIC's current membership list can be accessed via the "View the SIC Members (Read Only) function on the SC-SIC Member Network, [https://sic.ed.sc.edu/network/pub\\_districts.asp](https://sic.ed.sc.edu/network/pub_districts.asp).*

*TIP: When designating the member type (i.e. parent, teacher, student, community, principal, or "other"), check only the box that matches the capacity in which the individual is serving on the SIC. For example, an individual may be both a parent and a PTA/PTO president. If the individual is an SIC member because he/she was elected as a parent representative, you should check only the "parent" box. If, however, the individual is an SIC member because the bylaws call for the PTA/PTO president to be an ex-officio member of the SIC, you should check only the "other" box.*

*TIP: The method of selection should match state law requirements. For example, parent, teacher, and student representatives must be elected; community members must be appointed.*

#### **4. Three Letters of Support - 15 Points**

- Letters of Support must expand and reflect upon the SIC goals, activities, and results described in the Case Statement and should refer specifically to the work of your SIC.
- One Letter of Support must be from the principal.
- Two additional Letters of Support may be written by anyone the SIC chooses, including, but not limited to: a student, parent, community member, business supporter, district staff, or school board member -- so long as they were not members of either the 2015-16 or the current 2016-17 SIC.
- Each Letter of Support is worth five (5) points.
- Each letter may not exceed one (1) page and should be addressed to the SC-SIC Awards Committee.
- Use 10 point or larger Times New Roman or Arial fonts only, or the letter may be handwritten.

*TIP: Be sure that your Letters of Support refer specifically to one or more of the SIC accomplishments identified in your Case Statement. Hearing how much someone "likes" your school or enjoyed the carnival sponsored by the PTA will not earn points from the judges.*

*TIP: When selecting individuals to write the two additional two Letters of Support, remember that the judges are most interested in hearing from individuals who can back up the results reported in your Case Statement, either because they are personally familiar with your work or have benefited directly from the results of your work. The fact that an individual holds a prominent position in the school or community is not as important as the level of knowledge that individual can share about your SIC's contributions to your school.*

*TIP: It is not necessary that each Letter of Support address the results of every activity described in your Case Statement. Taken together, however, there should be support in at least one Letter for each of the activities/results your SIC is relying on in your application.*

## SC-SIC 2017 Riley Award

### LEVEL ONE APPLICATION – *Continued*

#### OVERALL LEVEL ONE APPLICATION REQUIREMENTS

- Applications (including the cover sheet) must not exceed seven (7) pages. (This seven-page maximum does not include the required SIC membership lists, which may be of varying length depending upon the size of your particular SIC.
- Applications should be stapled in the upper left-hand corner. Please do not bind, clip or put applications in a folder for submission.
- Use of font sizes or styles other than those specified in the application requirements above will result in an automatic deduction of five (5) points from the application's overall score.
- The original application (or a scanned copy of the original if submitted by email) must be received in the SC-SIC office by 5:00 p.m., Friday, December 2, 2016. Maintain an additional copy of the application for your records; you will need it if your application receives semi-finalist status and competes in Level Two of the award process.
- Applications may be submitted by U.S. Mail, FedEx, or UPS; delivered by hand; or scanned and emailed to the SC-SIC office. Applications will not be considered as “submitted” unless you receive written/emailed confirmation of receipt from SC-SIC.

#### MAIL applications to:

SC-SIC *Riley Award*  
SC School Improvement Council  
USC College of Education  
Wardlaw Building, Suite 001  
Columbia, SC 29208

#### DELIVER applications to:

SC School Improvement Council  
USC College of Education  
Wardlaw Building, Suite 001  
820 Main Street  
Columbia, SC 29208

#### EMAIL applications to:

sic@mailbox.sc.edu  
subject: 2017 Riley Awards

#### LEVEL TWO APPLICATION (Maximum of 50 Points Possible)

Applicants receiving at least 85 points in Level One will be named to the SIC *Honor Roll*. Up to 20 *Honor Roll* SICs will be chosen as semi-finalists for the *Riley Award* and will compete in Level Two of the award process. SICs selected to compete as semi-finalists will be notified on or before Friday, **January 6, 2017**.

In Level 2, semi-finalists are expected to demonstrate that they have fulfilled additional basic components required by law and SC-SIC guidelines, as detailed in *This is Your SIC - A Handbook for Effectiveness* (available online at sic.sc.gov). Submit a standard size, clearly labeled and tabbed three-ring binder (plastic page sleeves are discouraged) containing the following items:

1. **A copy of the Level One application.** (Points awarded in Level One will be carried over.)

*TIP: Make sure you include this in your binder. Failure to include the Level One application in its entirety will result in an automatic deduction of 10 points from your total score.*

2. **Copy of Bylaws - 10 Points**

*TIP: Submit a copy of the bylaws currently in effect for your SIC showing the month/year the current version was approved and adopted by the SIC.*

## SC-SIC 2017 Riley Award

### LEVEL TWO APPLICATION – *Continued*

**3. A copy of all meeting minutes or records of action for the 2015-16 school year – 10 Points**

*TIP: Include minutes from meetings of the full SIC. Subcommittee minutes are not required. In accordance with SC-SIC guidelines for the frequency of local SIC meetings, it is expected that no fewer than eight (8) sets of meeting minutes will be submitted for review.*

**4. A copy of the SIC's 2016 Report to the Parents – 10 Points**

*TIP: This is the report published by the SIC by April 30, 2016, and should reflect the SIC's activities for the 2015-16 school year. This Report should not be confused with any type of annual report issued by the school itself.*

**5. A copy of the school's 2016 SC School Report Card – 5 Points**

*TIP: This is the Report Card issued in the fall of 2016, which contains the narrative section written by the principal in collaboration with the SIC and submitted to the SC Department of Education at the end of the 2015-16 school year. In the event that issuance of the SC School Report Card is delayed until after the Level Two application deadline, a copy of the narrative for the 2016 Report Card as submitted to the Department of Education may be substituted. Do not submit your SC Report Card or narrative from 2015.*

**6. Brief one-page narrative describing the SIC's progress on goals established during the previous school year as well as new goals established for the current year – 15 points**

*TIP: This narrative must not be longer than one page, using 10 point or larger Times New Roman or Arial fonts only, or it may be handwritten. The narrative should demonstrate to the judges the SIC's continuity of work from the 2015-16 to the 2016-17 school year. It should briefly reflect on the goals and projects identified by the SIC during the previous school year, highlight outcomes/results, and provide information on the SIC's next steps in achieving those or additional goals during the current school year.*

**ADDITIONAL MATERIALS** - Semi-finalists may submit additional evidence to support their application as an exemplary SIC. No additional points will be awarded for such materials, but they may be used by the Awards Committee to assist in assessing the overall quality of the application should it advance to the Winners Level.

Additional materials may include, but are not limited to, items such as newsletters, videos and photos, event programs, newspaper articles, work plans, correspondence, or other items. These materials should add to the judge's understanding of how the SIC accomplished its goals and/or the outcomes or results of the SIC's actions. These materials may also be used by SC-SIC to assist other SICs who want to replicate or adapt similar activities for their schools.

Materials do not have to fit inside the binder but should be clearly labeled so judges know to which school they belong. It is recommended that the SIC include one or more carefully chosen items; there is no need to submit a large amount of supportive material. These items will not be returned.

*TIP: Be sure all items submitted relate specifically to the SIC! Make sure the judges can see how each item relates to activities in your Case Statement.*

## **SC-SIC 2017 Riley Award**

### **OVERALL LEVEL TWO APPLICATION REQUIREMENTS**

- **Submissions should be received in the SC-SIC office no later than 5:00 p.m., Wednesday, February 8, 2017.**
- **Use of font sizes or styles other than those specified in the application requirements above will result in an automatic deduction of five (5) points from the application's overall score.**
- **Level Two application narratives exceeding the one (1) page maximum specified above will result in an automatic deduction of five (5) points from the application's overall score.**
- **SICs are strongly discouraged from using plastic sheet protectors for any part of the application other than submissions in the "Additional Materials" section that cannot readily be three-hole punched.**
- **Level Two binders may be submitted by U.S. Mail, FedEx, or UPS or delivered by hand only; they may not be submitted by email or fax. Mail/delivery addresses for Level Two submissions are the same as those listed under the instructions for Level One applications.**

### **WINNERS LEVEL**

The five (5) finalists selected by the SC-SIC Board of Trustees Awards Committee for the Winners Level will be notified of their status by **Wednesday, February 15, 2017.**

An independent panel of judges with expertise in school/community activities and who do not serve on the SC-SIC Board of Trustees will review both Level One and Level Two applications from all five (5) finalists and will determine the winner of the *Riley Award*. Applications will be reviewed on their individual overall and respective merits without point values assigned or the independent judges having knowledge of scores received during Levels One and Two. The four (4) remaining finalists will receive *Honorable Mention* awards.

The recipient of the 2017 *Riley Award* will remain secret until the winner is announced at an SC-SIC March awards event in Columbia (date and location to be determined). Representatives from each of the five (5) finalist SICs will be invited to attend this event at no charge and asked to make a short presentation about their SIC's work.

**Questions?** Call 1-800-868-2232 or 803-777-7658, or email [sic@mailbox.sc.edu](mailto:sic@mailbox.sc.edu). Additional information on the *Dick and Tunky Riley Award for School Improvement Council Excellence* is also available online at <http://sic.sc.gov>.

**SC-SIC is not responsible for late, lost, or misdirected mail or deliveries.**

**Applications not submitted according to these guidelines are subject to a deduction of points or possible disqualification.**

**The decisions of award judges are final.**