



A Few Tips For SIC Chairs

Help Make Your SIC Effective

What Do SICs Do?

- **Actively participate in development of school's Five-Year Improvement Plan & annual updates**
 - Includes School Reading Plans required under "Read to Succeed" Act
- **Assist in implementing school improvement activities**
- **Monitor & report on school's progress toward improvement goals**
 - Write annual *SIC Report to the Parents*
 - With the principal, write the narrative for the annual *SC School Report Card*

SICs Are About Relationships

As broad-based community advisory bodies, SICs rely on collaborative relationships to enact positive change for schools & students

The SIC is a resource to assist the principal in achieving school-wide goals

The principal is a resource to the SIC to assist it with data & information needed to help support school goals

SIC Officers

SIC Chair

- Directs monthly SIC meetings
- Develops meeting agendas with the principal
- Serves as SIC spokesperson
- Appoints SIC members & others to committees
- Represents the SIC for district-level functions
- Monitors SIC compliance regarding membership, reporting & other activities

SIC Officers

SIC Co-Chair or Vice Chair

- Assists the Chair during meetings
- Assumes the duties of the Chair in his/her absence
- Assists with the development of meeting agendas, committee activities & general SIC initiatives
- Assumes leadership of a standing committee(s)
- Performs other duties as outlined in local bylaws

SIC Officers

SIC Secretary

- Maintains SIC records, such as bylaws, agendas, minutes, copies of reports, SIC election records, etc.
- Ensures meeting agendas are sent to SIC members at least five days prior to meetings & are publicly posted at least 24 hours in advance of meetings
- Keeps minutes of each meeting & circulates draft minutes to all SIC members in a timely fashion
- Coordinated with committees & staff regarding materials for SIC meetings

SIC Membership

Statute sets a minimum for members:

- Two (2) parents – Two (2) teachers
- Two (2) students (Grades 9-12)
- Half as many appointed community members

While there is no maximum set, SICs should be manageable in size & reflective of the population & diversity of their schools

Outline Your SIC Year

- SIC Calendar
- Highlights main SIC tasks & timeframes
- Tailor calendar to fit your SIC – bylaws, goals, projects, etc.
- Be mindful of statutory deadlines

See SIC Handbook for Sample Overview of SIC Year

Key SIC Dates

Early Fall – Schedule “SIC Basics” training

October 15 – Conclude local SIC elections

November 15 – Deadline for reporting local SIC membership for 2016-17 to “Member Network”

November 21 – Deadline for 2017 “Riley Award for SIC Excellence”

Winter – Schedule “SIC Leadership” training

Key SIC Dates

Late March – Attend SC-SIC Annual Meeting

April 30 – Deadline for distributing 2016-17 SIC Report to the Parents

June 1 – Deadline for uploading SIC Report to the Parents to the “Member Network”

Early Summer – SC School Report Card narrative submitted to the SC Department of Education

SIC Elections

Annual election of SIC members by **October 15**

Parents, teachers & student (grades 9-12) elect peers; principal appoints community members

Twice as many elected members as appointed

Balloting can be conducted in a variety of ways

SIC officers (Chair, Vice Chair, Secretary) must be elected by the SIC before November 15

Term limits set by statute & local SIC bylaws

See SIC Elections Toolkit for more information & examples

“If you had to identify – in one word – the reason why the human race has not achieved its full potential, that word would be ‘meetings’.”

Dave Barry, Author & Humorist



Plan Your SIC Meetings

- **Agenda & purpose**
- **Make sure you have a quorum**
- **Set time limits on the agenda & stick to items listed on the agenda**
- **Encourage all to participate**
- **Distribute draft & approved versions of minutes in a timely fashion**

Plan Your SIC Meetings

- **Online resources**
 - Sample SIC Agenda
 - Effective SIC Meeting Tips
 - Sample SIC Minutes
- **Note: SICs are statutorily constituted bodies – their business is the public’s business & openness is the always best policy**
- **Consider a “Public Comment” period for your SIC Meetings**

See SIC Effective Meetings Toolkit for more information & examples

SIC Meeting Minutes

- **Minutes should be a record of SIC action, not a transcript of the meeting**
- **Capture votes or any actions taken & brief descriptions of any discussion**
- **Record SIC members present & absent**
- **Circulate draft to all SIC members & vote on minutes at next SIC meeting**
- **Maintain copies of approved minutes**

Developing SIC Bylaws

- **Bylaws are your SIC’s rules of thumb**
- **Keep your bylaws handy & up-to-date**
- **Bylaws should cover the following:**

**Purpose – Membership – Election/Appointment
Tenure – Officers/Duties – Meetings – Voting
Training – Amendments**

See SIC Bylaws Toolkit for more information & example

SICs & the Freedom of Information Act (FOIA)

SICs are considered “public bodies” as defined by South Carolina law (Title 30, Chapter 4)

Meetings are open

Post notices of Meeting Schedules & Agendas

Records are open: Bylaws, Minutes, Membership

Keep SIC records on file

Setting SIC Goals

Learn about your school’s needs & strengths

Five-Year Plan

- **Academic performance & school climate data**
- **Additional input from stakeholders using surveys, small group discussions, or town hall meetings**

Decide on area of focus - set one (1) to three (3) SIC goals for the year that are aligned with those of the school’s Five-Year Plan

Selecting SIC Activities

Select activities most likely to help achieve school & SIC goals for improvement

Consider modeling activities after successful activities used by schools similar to yours

See what resources are at your disposal. What do you need? What do you have? Who do you know?

Pick an activity that matches the culture and values of your school community

Make sure to not duplicate what others are already working on

See SIC Activities Resource Library online for more information & examples

“It’s amazing what you can accomplish if you don’t care who gets the credit.”

Harry S Truman, 33rd US President



SIC Committees

Form committees around SIC areas of focus or goals

Committees do research, tend to details & prepare recommendations to submit to the full SIC

Committees report regularly to the full SIC

Committee members don’t have to be SIC members

SICs can also form standing committees for ongoing work in areas such as member recruitment, publicity or advocacy

Groundwork for Action

Build your relationships

Keep in touch with policy makers – more effective messages come from familiar faces

Attend school board, local government & legislative meetings

Committee members don’t have to be SIC members

Make your SIC available as a subject matter resource pertaining to your school & education

Advocate on issues with a unified SIC voice

Know Your Resources

Who is your SIC District Contact?

<http://sic.sc.gov>

This Is Your SIC – A Handbook for Effectiveness

Are your SIC members receiving SC-SIC updates such as *Council News & In the Loop*?

SC-SIC on social media – Facebook & Twitter

Reach out to the SC-SIC office

“Perseverance and spirit have done wonders in all ages.”

George Washington, Commander in Chief



Contact Information

SC School Improvement Council



Center for Educational Partnerships
USC College of Education
Columbia, SC 29208

803-777-7658 or 800-868-2232

Email: sic@mailbox.sc.edu

Visit us on the web at <http://sic.sc.gov>

© SC School Improvement Council, USC College of Education, 2016