



## How to Use the SIC Toolkit for Effective Meetings



This Toolkit was created to help local School Improvement Councils (SICs) manage their SIC meetings effectively and in compliance with state law requirements. It includes the following:

**Sample SIC Agenda.** This example of a typical agenda from a regular SIC meeting includes helpful features such as the amount of time planned for each agenda item and a public comment period for any visitors who may choose to attend your meeting.

**Annual SIC Calendar.** SICs can use this timeline of basic SIC tasks and activities to help develop their monthly meeting agendas over the course of the school year.

**Effective SIC Meeting Tips.** This tip sheet contains additional suggestions on how to create an agenda; manage SIC meeting time and discussions; prepare, distribute, and approve meeting minutes; and use the agenda and meeting minutes to develop task assignments and build on work accomplished from month to month.

**Planning Your SIC's First Meeting of the School Year.** This tip sheet will help your SIC address all of the tasks that need to be accomplished during the first SIC meeting.

**Meeting Effectiveness Inventory.** You don't have to guess whether everyone is satisfied with the way your SIC meetings are going. Ask members to fill out this brief survey periodically to make sure that you're staying on track.

We welcome your input on how we can make these tools more useful as well as any suggestions for additions to the Toolkit. Please contact the SC School Improvement Council office at 803-777-7658 (toll free 1-800-868-2232) or [sic@mailbox.sc.edu](mailto:sic@mailbox.sc.edu) with your comments and questions.