



School Improvement Council Self-Assessment Profile

This *Profile* has been designed as a teaching tool, used at the beginning of the year to induct and orient new members, to evaluate the past year, or to be used at both the beginning and end of the school year to examine SIC progress. It is best used in a group to stimulate dialogue and ideas for improving the SIC.

To complete the *Profile*, follow these steps:

1. Give a *Profile* to each council member. Complete responses to statements as a group or mail the *Profile* to SIC members prior to meeting so that they arrive with their responses completed.
2. Select a recorder to make a single record of the group's consensus to all of the *Profile* statements. When completed this copy becomes a record to measure progress toward council effectiveness.
3. Decide as a group whether the answer is "Yes" or "No" for each statement. All SIC members should agree on the answer. If additional information is needed to answer a statement, leave the statement blank for the time being. If discussion suggests actions for the SIC to consider, make sure these actions are recorded.
4. When finished responding to each statement, check any statements left blank for lack of information. Task specific individuals with collecting this information and providing it to the SIC by an agreed upon date.
5. Review responses for the *Profile's* three factors. If there are not many "Yes" responses for a particular factor, review the "No" statements in that section. Determine whether these statements suggest actions the SIC might take to strengthen its effectiveness. Wherever possible, related statements have been grouped together. For example, statements 40-45 refer to the relationship between the SIC and the school's teachers. If there are few "Yes" responses for these statements, the SIC may want to plan actions to increase teachers' involvement with your council. Record all suggested actions.
6. Decide on actions to increase your SIC's effectiveness and a timetable for implementing them.

Profile Statements

Answer “Yes” or “No” to each of the following 64 statements.

Organizational Capacity

1. SIC members include parents, teachers, students (grades 9-12), and community representatives (such as business partners, retired persons, etc.).

YES _____ **NO** _____

2. The SIC includes ex-officio members with leadership positions in the school or school organizations such as parent-teacher groups, booster clubs and federal program advisory groups.

YES _____ **NO** _____

3. The principal is an ex-officio member of the SIC.

YES _____ **NO** _____

4. The principal appoints additional SIC members from the community to ensure that the council is representative of the school and community.

YES _____ **NO** _____

5. There is at least one SIC teacher representative for every two SIC parent representatives.

YES _____ **NO** _____

6. The SIC has more than the minimum number of members required by law.

YES _____ **NO** _____

7. SIC nomination procedures ensure that all parents, teachers, and students (grades 9-12) have an opportunity to be nominated for election to the SIC.

YES _____ **NO** _____

8. SIC election procedures ensure that all parents, teachers, and students (grades 9-12) have an opportunity to vote for SIC representatives each year.

YES _____ **NO** _____

9. Election of SIC members occurs no later than October 15th of each year.

YES _____ **NO** _____

10. The elected members of the SIC comprise at least two-thirds of the total elected and appointed members (excluding ex-officio members).

YES _____ **NO** _____

11. Elected SIC members serve at least a two-year term.

YES _____ **NO** _____

12. An updated SIC membership list is posted to the SC-SIC Member Network within 30 days following council elections every year.

YES _____ **NO** _____

13. SIC terms are staggered so that only half of the council members are new each year.

YES _____ **NO** _____

14. The SIC has an established meeting schedule that is publicized in the school and community.

YES _____ **NO** _____

15. The SIC has at least eight meetings per year.

YES _____ **NO** _____

16. At least 80% of SIC members are present at each scheduled council meeting.

YES _____ **NO** _____

17. The SIC replaces members who fail to attend three or more meetings and do not have an excused absence.

YES _____ **NO** _____

18. The SIC elects a chairperson each year.

YES _____ **NO** _____

19. The SIC elects a vice chairperson each year.

YES _____ **NO** _____

20. The SIC elects a secretary/recorder each year.

YES _____ **NO** _____

21. The SIC has written guidelines or bylaws about how the council operates.

YES _____ **NO** _____

22. A written agenda is prepared and distributed to all members prior to each SIC meeting.

YES _____ **NO** _____

23. Minutes or actions of each SIC meeting are recorded.

YES _____ **NO** _____

Council Functioning

24. The SIC agenda is prepared by the SIC chairperson in consultation with the school principal.

YES _____ **NO** _____

25. The SIC chairperson – not the principal – presides over all SIC meetings.

YES _____ **NO** _____

26. The SIC guidelines or bylaws are reviewed every year and amended as necessary.

YES _____ **NO** _____

27. All SIC members receive copies of council minutes.

YES _____ **NO** _____

28. Articles about SIC activities are published regularly in the school newsletter or other publications sent home to parents.

YES _____ **NO** _____

29. Expenses for SIC operations (printing, postage, etc.) are paid by the school.

YES _____ **NO** _____

30. The SIC establishes task forces or committees to address specific issues or needs.

YES _____ **NO** _____

31. Parents, teachers, or school administrators who are not members of the council serve on SIC-sponsored committees.

YES _____ **NO** _____

32. The SIC annually evaluates its activities, discusses accomplishments, and sets priorities for the year.

YES _____ **NO** _____

33. The SIC has spent meeting time discussing the expenditure of state school incentive award funds within the past two years (*leave blank if your school has not won an award or if state funds are not allocated*).

YES _____ **NO** _____

34. The SIC develops the *Report to the Parents* by April 30th each year to provide information on the school's progress in meeting the school and district's goals and objectives.

YES _____ **NO** _____

35. The SIC works with the principal to write the narrative accompanying the annual state *School Report Card*.

YES _____ **NO** _____

36. SIC members design and administer surveys or conduct discussions with parents, teachers, students and community members (when appropriate) to gather information on school improvement needs.

YES _____ **NO** _____

37. Results of school surveys or other forms of gathering information are shared with parents and teachers by the principal or SIC members.

YES _____ **NO** _____

38. The SIC analyzes school level information on attendance, test scores, accreditation, and dropout rates (if applicable) prior to the writing or updating of the school's improvement plan.

YES _____ **NO** _____

39. SIC members, as a group or in committees, participate in the preparation of the school's improvement plan.

YES _____ **NO** _____

40. The SIC assists with monitoring and evaluating strategies described in the school's improvement plan.

YES _____ **NO** _____

41. Every member of the SIC and school faculty receives a copy of the school's improvement plan.

YES _____ **NO** _____

42. SIC members present the school's improvement plan to the district school board or attend the board meeting when the plans are presented.

YES _____ **NO** _____

43. Teachers who are not members of the SIC are able to name two current SIC members (excluding the principal).

YES _____ **NO** _____

44. Teachers who are not members of the SIC can describe at least one activity or accomplishment of the council.

YES _____ **NO** _____

45. Minutes of SIC meetings are distributed to all teachers (including email) or posted in a central location (such as a teachers' lounge or workroom).

YES _____ **NO** _____

46. Minutes of SIC meetings are sent to the SIC District Contact and/or other appropriate district staff.

YES _____ **NO** _____

47. The SIC chairperson or other SIC members have talked with district staff about specific school improvement needs at least once within the past year.

YES _____ **NO** _____

48. SIC members have attended at least one district school board meeting within the past year.

YES _____ **NO** _____

School and District Level Support

49. Each SIC member has received an orientation to SIC roles, responsibilities, and functions from training provided by the principal, SIC Chair, district, or SC-SIC.

YES _____ **NO** _____

50. Each SIC member has received materials on SIC roles, responsibilities and functions from the principal, SIC Chair, district, or SC-SIC.

YES _____ **NO** _____

51. The principal attends at least 90% of the SIC meetings each year.

YES _____ **NO** _____

52. The principal consults regularly with the SIC Chair and other SIC members by telephone, email or in person (apart from SIC meetings).

YES _____ **NO** _____

53. The principal provides a meeting room for the SIC.

YES _____ **NO** _____

54. The principal provides secretarial support for the SIC.

YES _____ **NO** _____

55. The principal solicits input from the SIC during the school's budget development process.

YES _____ **NO** _____

56. The principal shares the completed school budget with the SIC.

YES _____ **NO** _____

57. The principal provides school data such as attendance, test scores, survey responses, accreditation, and dropout rates (if applicable) to council members.

YES _____ **NO** _____

58. The principal has participated in SIC training sessions provided by the district or SC-SIC during the past two years.

YES _____ **NO** _____

59. Both the principal SIC Chair can name their SIC District Contact.

YES _____ **NO** _____

60. The SIC District Contact has corresponded or talked with both the principal and SIC Chair at least once during the past year.

YES _____ **NO** _____

61. At least one district staff person or school board member has attended a SIC meeting within the past year.

YES _____ **NO** _____

62. The district recognizes the contribution of SIC members through letters of appreciation, certificates or other appropriate means.

YES _____ **NO** _____

63. The district provides at least one training session for SICs each year.

YES _____ **NO** _____

64. The district pays some or all expenses of SIC members to attend regional or state SIC training.

YES _____ **NO** _____