

# SIC Leadership



## What Is An SIC?

A School Improvement Council (SIC) is:

- **Broad-based**  
parents – teachers – community members  
students – administrators – school leaders
- **Advisory in nature**
- **Focused on school improvement**
- **Required at every K-12 public school by law**

## What SICs Do

### Provide input and feedback on strategic improvement plans and updates

By law, every school must create a Five-Year Plan and update it annually  
Includes reading plans required by "Read to Succeed" Act

### Assist school in implementing improvement activities

Activities may be from the Plan or developed by SIC

### Monitor and report on progress toward improvement goals

Annual *SIC Report to the Parents*  
Narrative in the school's yearly *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 and 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 the data and information needed to help support school goals

**"Change happens at the speed of trust."**

*Stephen M.R. Covey, author & speaker*



## SIC Membership

Statute sets a minimum for members

- Two (2) elected parents
- Two (2) elected teachers
- Two (2) elected students (Grades 9-12)
- Half as many appointed community members
- One (1) ex-officio member (Principal)

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



## Minimum SIC Size

Elementary and Middle Schools



High Schools (Grade 9 - 12)



## SIC Elections

By law, SIC elections must be held annually and completed by October 15

Use any method that is fair and aimed at getting high levels of participation

Spring elections should include incoming students/families of feeder schools

See SIC Elections Toolkit for more info @ [sic.sc.gov](http://sic.sc.gov)



## SIC Appointments

SIC community members are to be appointed by the principal

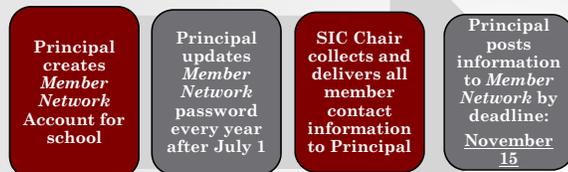
Intended to be individuals who aren't parents or employed by the district or school who can:

- Bring resources
- Lend expertise
- Build community support
- Think beyond the usual suspects

See SIC Handbook for suggestions @ [sic.sc.gov](http://sic.sc.gov)



## Reporting Membership to SC-SIC



SIC Member Network direct link: <https://sic.ed.sc.edu/network>



## Getting Started

### Elect SIC Officers

- Chair/Co-Chairs
- Vice Chair
- Secretary

### Make Meeting Schedule

- At least eight (8) meetings per year
- Consider needs of all members when selecting days and times

### Distribute Key Materials

- SIC Handbook
- Current SIC Bylaws
- School Improvement Plan



## Best Practices for SIC Meetings

### The Chair:

- Identifies meeting goals in advance and develops the agenda with input from the Principal
- Sends reminders in advance of meetings
- Runs meetings and coordinates dialogue

### The Vice Chair:

- Assists the Chair and acts in absence of the Chair

### The Secretary:

- Takes minutes, distributes drafts for member review, and maintains SIC records



## Best Practices for SIC Meetings

### The Principal:

- Answers questions and provides information
- Helps make meetings a safe place for all to speak
- Supports the SIC's work

### All SIC Members:

- Review materials prior to meetings
- Complete assigned tasks
- Share ideas
- Help the Chair to keep discussions on point

See SIC Effective Meetings Toolkit for more info @ [sic.sc.gov](http://sic.sc.gov)



## SICs and 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 and Agendas

Records are open: Bylaws, Minutes, Membership

Keep SIC records on file



## Developing SIC Bylaws

- Bylaws are your SIC’s “essential agreements”
- Keep bylaws handy and 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 info @ [sic.sc.gov](http://sic.sc.gov)



## SIC Meeting Minutes

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

See SIC Effective Meetings Toolkit for more info @ [sic.sc.gov](http://sic.sc.gov)



## Steps to Effective SIC Action

Use data to learn more about your school's needs and strengths

Pick an SIC “Area of Focus”

Set a specific SIC goal that can be readily measured

Select one or more activities that target the SIC goal identified



## Adopting Goals / Activities From the School Improvement Plan

The Improvement Plan reflects study of school needs and strengths in three (3) areas

- Academic Achievement
- Teacher/Administrator Quality
- School Climate

The Plan identifies areas of focus and goals

- The SIC can select an area of focus and goal from the Improvement Plan

The Plan provides an "action plan" for achieving goals

- The SIC can help with implementing activities listed in the "action plan"
- The SIC can develop additional activities that complement ones in the "action plan"

## Looking Beyond the Improvement Plan

### Select SIC "Area of Focus"

- Traffic and pedestrian safety in the school's pick-up and drop-off area

### Gather data to identify and understand the issues

- Survey of parents who use the pick-up and drop-off area
- Meet with the Principal, teachers, and staff who work the car lines
- Meeting with local officials, law enforcement, district staff, etc.

### Develop SIC goals and activities

- **Goals**
  - Add an additional lane going out of the parking lot to relieve congestion
  - Add pathway for student walkers
- **Activities**
  - Communicate regularly with parents to build support for SIC goals
  - Develop evidence and prepare a request for improvements
  - Meet with school board and district staff until proposals are approved

## Use Committees to Help With the Work

Form committees around SIC areas of focus or goals

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

Committees report on their work 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

See SIC Activities Resource Library for ideas @ [sic.sc.gov](http://sic.sc.gov)

## Communicating SIC Work

SIC issues (by April 30) the *SIC Report to the Parents* outlining progress for the current school year

Needs – Goals – Actions – Results

(Examples & SIC Report to the Parents Toolkit online @ [sic.sc.gov](http://sic.sc.gov))

With the principal, the SIC helps write the annual narrative for the *SC School Report Card*

Briefly describes the school and notes goals, successes and challenges for the year reported

Tell the story stats alone don't tell about your school

## Communicating SIC Work

Share news about your SIC's work

School newsletter articles – Periodic email updates

Booths at open house or other events – Media releases

School Board presentations – School marquee

Social media – School website

See SIC Activities Resource Library and Suggested Content for SIC School Webpages @ [sic.sc.gov](http://sic.sc.gov)

## 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* and *In the Loop*?

SC-SIC on social media – Facebook and Twitter

Reach out to the SC-SIC office

What do you need? Who do you know?

## Key Dates to Remember

**Early Fall** – Schedule “SIC Basics” training

**October 15** – Conclude local SIC elections

**November 15** – Deadline for reporting local SIC membership for 2017-18 to *SC-SIC Member Network*

**December 1** – Application deadline for 2018 “Riley Award for SIC Excellence”

**Winter** – Schedule “SIC Leadership” training



## Key Dates to Remember

**Spring** – Attend SC-SIC Annual Meeting

**April 30** – Deadline for preparing and distributing 2017-18 *SIC Report to the Parents*

**June 1** – Deadline for uploading *SIC Report to the Parents* to the *SC-SIC Member Network*

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



## Help Your SIC Bloom!



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

*Harry S Truman, 33<sup>rd</sup> US President*



## Contact Information

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