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

<table>
<thead>
<tr>
<th></th>
<th>Elementary and Middle Schools</th>
<th>High Schools (Grade 9 - 12)</th>
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</thead>
<tbody>
<tr>
<td>Elected</td>
<td>Parents</td>
<td>Teachers</td>
</tr>
<tr>
<td>Appointed</td>
<td>Community Members</td>
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<tr>
<td>Ex-Officio</td>
<td>Principal</td>
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</tbody>
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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

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

Reporting Membership to SC-SIC

Principal creates Member Network Account for school.
Principal updates Member Network password every year after July 1.
SIC Chair collects and delivers all member contact information to Principal.
Principal posts information to Member Network by deadline: November 15.

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

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

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

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

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 issue
- 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
- 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
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

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)

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

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

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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

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Help Your SIC Bloom!

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

*Harry S Truman, 33rd US President*

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Contact Information

**SC School Improvement Council**

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