



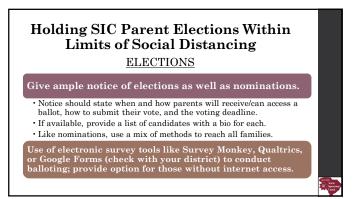
By law, SIC elections SIC must be held annually Elections and completed by October 15 Use any method that is · Fair · Encourages high levels of participation, especially for parents

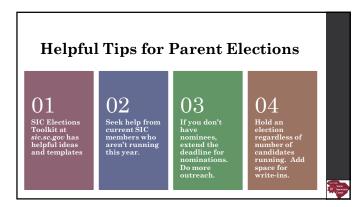
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**How Will SIC Elections Look** Different This Year? Parents Can't hold in-person at large parent events. Online tools available, but they need to Parents include option for families without internet. Teachers can still hold nominations and Elect elections in virtual all-faculty meetings. Students Elect Students Can combine with virtual Student Council elections or hold a separate virtual election.

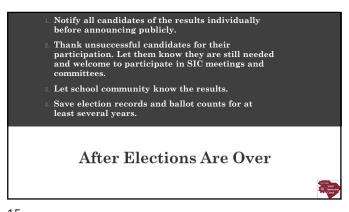
**Holding SIC Parent Elections Within Limits of Social Distancing** NOMINATIONS  $\bullet$  Examples: school website, email, text, electronically-generated calls, school marquee, newsletter, social media, posted or mailed flyers, post cards, etc. · Nomination notice should state: . Who is eligible to be nominated and who can submit a nomination. · How to submit a nomination and when the nominations period closes · A few sentences about SIC and what parent representatives do.

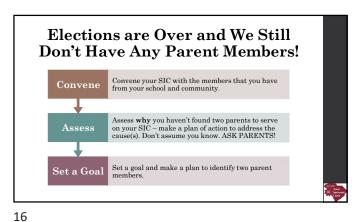
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Deadline is November 15 every year

- Public can see if your SIC is reported and in compliance.
- School community can see who is representing them on the SIC.
- ti's IMPORTANT to include correct email addresses and contact info for your SIC members.
- Access the SC-SIC Member Network online at sic.sc.gov.
- Contact SC-SIC 1-800-868-2232 or sic@mailbox.sc.edu for help.

Report Your SIC's Membership to the online SC-SIC Member Network



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SIC Meeting **Options** During the Pandemic

#### Virtual Options:

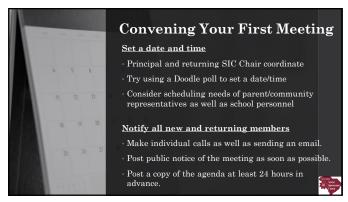
- Online meeting platforms such as Zoom, Teams, Go To Meeting etc. whatever is available through your district and school.
- Make hot spot or phone options available for members without Internet access.
- Share/post info on how members of the public can attend virtually attend SIC meetings where you post your SIC meeting schedule.
- If possible, provide a number to call or text for tech help during the meeting.

### Other Options:

Low-tech telephone conference calls can also work. Be sure to provide public access to these calls as well.



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Chair or Co-Chairs Vice-Chair Secretary At least 8 meetings per year Consider needs of all members when selecting days and Post on website/entrance to school office SIC Handbook Distribute Materials Current SIC Bylaws School Improvement Plan **Agenda Items - First Meeting** 

Chair and Principal prepare and post agenda 24 hours in advance of meeting.

· Distribute agenda and minutes of last meeting in advance via email, text, fax, regular mail, etc.

Approve minutes from prior meeting; take minutes of current meeting

· Agenda and meeting minutes are public documents within the meaning of SC FOIA and <u>must</u> be maintained.

A quorum is required to take any official SIC action.

Chair leads meeting

Normal Procedures for SIC Meetings Still Apply



### SICs are Here for the Long Haul

The impacts of COVID-19 will be with us even after social distancing is no long required.

It's critical that schools continue to collaborate with families over the long term to address academic and social emotional needs resulting from extended school closures.



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# Part Three: Where to Go for Help

Services Available through SC-SIC

## SC-SIC is Here to Help

- · Website (sic.sc.gov) with free downloadable materials, resources, and information
- · Electronic newsletter (Council News) for SIC members
- · Periodic video updates (SIC180) touching on SIC related topics
- · Social Media Facebook and Twitter
- · Variety of training opportunities
- · Technical assistance via telephone and email
- Resources of the Carolina Family Engagement Center (CFEC)



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## **Contact Information**

SC School Improvement Council Tom F. Hudson, Executive Director

Carolina Family Engagement Center Karen Utter, Project Director

**UofSC College of Education** Columbia, SC 29208 803-777-7658 or 800-868-2232



Email: sic@mailbox.sc.edu On the web at sic.sc.gov and cfec.sc.gov

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### Appendix: Examples of Free Online **Survey Resources**

There are a number of free sites survey options available on the internet, several of which are listed below. SC-SIC has not vetted and does not endorse or recommend any particular site or service. It is up to your school to review and vet these options with the help of your IT specialists.

Crowd Signal https://crowdsignal.com/ -Free account, allows unlimited surveys, unlimited number of questions, and unlimited number of responses.

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Google Forms
-Allows unlimited surveys, unlimited number of questions, and unlimited number of responses

Survey Legend -Free account, limit of 3 surveys

Survey Nuts https://surveynuts.com/en/pricing
-Free account max of 100 responses per survey, max of 10 questions per survey

Survey Planet https://surveyplanet.com/ -Free account, allows unlimited surveys, unlimited number of questions, and unlimited number of responses

Survey Hero https://www.surveyhero.com/create-survey?ref=main-menu
-Basic account, allows unlimited surveys, unlimited number of questions, and unlimited number of responses



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