

Getting Your SIC Up and Running for the Year

The first step to becoming and remaining an effective SIC is to get your SIC organized and operating in compliance with state law requirements and recommended practices. The following is a checklist of tasks to help your SIC stay in compliance.

- _____ Hold nominations and elections every year by October 15 to fill vacancies in parent, teacher, and student (grades 9-12 only) positions as needed to comply with the SIC's bylaws. (State law requires that an SIC have at least 2 parent, 2 teacher, and for schools serving grade 9 and above, 2 student representatives.)
- _____ Ensure that the principal fills vacancies in community member positions.
- _____ Ensure that the SIC has twice as many elected members as appointed members.
- _____ Review SIC bylaws to identify ex-officio representatives in addition to the principal.
- _____ Send notice of the date, time, and location of first SIC meeting of the year to all new and returning members.
- _____ Elect new officers and set the SIC meeting schedule for the school year.
- _____ Post names of current year's SIC officers and members and SIC meeting schedule on the school calendar, website, and/or outside the school's main office.
- _____ Provide SIC members with access to the *SIC Handbook*, bylaws, and a copy of the current School Improvement Plan.
- _____ Encourage SIC members to attend "SIC Basics" training in your district.
- _____ Create an SIC membership list that includes all contact information that must be reported to the *SC-SIC Member Network*.
- _____ Open an account and/or apply for a new password for the current school year on the *SC-SIC Member Network* (principal or designee).
- _____ Report SIC membership and contact information as required by law to the *SC-SIC Member Network* no later than November 15 (principal or designee).

SICs can find detailed guidance on how to carry out these and additional organizational tasks in Appendix A ("The Basics of Organizing an SIC") and Appendix B ("The Basics of Running an SIC") to this *Handbook*.

SICs are also encouraged to consider using the *School Improvement Council Self-Assessment Profile* available on the SC-SIC website. The profile can be used at the beginning of the year to orient new SIC members or at the beginning and end of the year to evaluate SIC progress in improving organizational capacity, functioning, and levels of school and district support.