



## Annual School Improvement Council Calendar

### August / September

- With the principal, plan SIC election procedures (unless Spring elections are held)
- Arrange training for new members and distribute *SIC Handbook*
- Elect SIC officers and make committee assignments based on the school's Five-Year School Improvement Plan and the SIC's annual goals
- Begin collecting SIC membership and contact information for school staff to enter into state database (*SC-SIC Member Network*) by November 15th deadline

### October

- SIC elections completed by October 15th
- Committees identify areas of Five-Year Plan to be monitored and organize for work on goals
- SIC begins review of school data such as surveys, test scores, demographics, and budget
- Schedule and attend SIC training (if not already completed)
- Apply for annual SC-SIC Riley School Improvement Award

### November / December

- Current year's SIC membership and contact information submitted by school staff to *SC-SIC Member Network* by November 15th statutory reporting deadline
- Review data from annual *School Report Card* (as soon as it is available) and how it relates to Five-Year Plan
- Committees continue to monitor implementation of Plan strategies and SIC annual goals

### January / February

- Share analysis of *School Report Card* data with parents and faculty
- Committees continue to monitor and report implementation progress of Plan strategies
- Identify SIC members to draft the SIC's annual *Report to the Parents* for current school year

### March / April

- Review draft of the *Report to the Parents*; revise and finalize for publication
- Distribute *Report to the Parents* by April 30th to parents, community members and local SIC District Contact
- Attend annual state SIC conference and/or plan spring SIC training event
- Identify SIC members to work with the principal in drafting the narrative for the upcoming state *School Report Card*

### May / June

- Summarize progress made on Five-Year Plan strategies and SIC annual goals
- Submit electronic copy of SIC's *Report to the Parents* to SC-SIC via *SC-SIC Member Network* by June 1st
- Finalize *School Report Card* narrative with the principal for submission mid-June
- Conduct SIC elections or begin planning elections process for Fall of the upcoming school year