



Effective SIC Meeting Tips

Organize:

- Committees – everyone has a job
- School improvement/renewal plan
- SIC goals that relate to the school improvement/renewal plan

Agenda:

- Chair collaborates with principal between meetings
- Core agenda based on committee reports – monitoring plan or goals
- Principal's report is a standard item
- Public comment period is standard – with limited length of comment
- Person responsible for each agenda item is named on the agenda
- Sent out 5 days prior to meeting and made publicly available

Time:

- Start and end at agreed upon time
- Review agenda and set time periods for each item
- Delegate a timekeeper for timed portions of the agenda
- Set ground rules for discussion
 - No side bar conversations – only one person talks at a time
- Record points on chart paper (something visible to all); place check mark by points already made and go on to next person
- Designate who speaks and in what rotation. Persons may pass on speaking, but return to them in next rotation

Minutes or Record of Action:

- Record actions based on agenda items (this month's agenda builds next month's goals)
- Take time to review agenda at the end of the meeting
- Confirm who will be responsible for each item next month
- Affirm accomplishments at this meeting, with nothing missed
- Send out minutes or record of action with agenda for next month
- At the beginning of the meeting:
 - Chair asks if there are any corrections to the record/minutes sent
 - Minutes are either approved as read or approved as corrected
- Minutes should not be a full transcript of the meeting – record only actions, information needed, or points of discussion.
- SICs need not read minutes aloud prior to approval

Chair assigns leadership roles:

- Delegate chair of standing committees (volunteers, drafted)
- Pre-arrange with individuals when creating ad hoc committees