

SHORT EASY & ON TARGET



Important SIC Operating Procedures

Open Agenda. An open agenda allows individual members of the council to introduce any items of business or points of view to be considered by the council.

Minutes Required. Minutes shall be taken with recommendations and actions published and distributed throughout the school within ten [10] days of the meeting. Names of individuals on the council should only be used when making motions.

Council Determines Procedures. The council shall meet monthly and more often if business dictates. The chairperson shall be elected by the council. The operating procedures of the council shall be determined through mutual agreement of the faculty/staff and the principal.

NOTE: It is important to elect a chair who will adhere to the Written Agreement and the Shared Governance Process.

Programs and Approval. The council establishes and implements procedures and programs for the individual school consistent with the policies of the Board. Recommendations are approved by the faculty through consensus or ratification when consensus cannot be reached and are subject to the approval of the Superintendent.

Referral. Items which cannot be resolved by the SIC may be jointly referred in writing by the chairperson and the principal to the Superintendent with a copy to the Association. If one party requests a joint referral, both parties must submit their rationale for their position to the Superintendent within three (3) working days. The Superintendent shall respond to all parties concerned within ten (10) working days of receipt of referral.

NOTE: SLTA recommends that the SIC continue talking to find a solution and not relinquish this right to make a decision to someone outside of your school.

Ratification. This is the process used by the faculty to make a decision when consensus cannot be reached. The ratification percentage is determined by the faculty at the beginning of the school year and must be no less than 66% of the faculty in attendance. The percentage may be higher if the teachers so desire.

Decisions /Responsibilities of SIC;

- Recommend site goals & professional development plans
- Recommend the use of site-based professional development days
- Determine the school day with input from SCC and approval of Supt
- Identify unassigned teachers and declare vacancies at the site
- Schedule with the SCC times and days for parent/teacher conferences and Back- to-school nights
- Review and provide input of school budgets
- Other decisions and responsibilities as determined at the sites