



September 14, 2011

Dear AR's and SIC Chairs,

Use this guide to help you plan your year. If you have any questions, comments, or suggestions throughout the year, please email me at susan.mcfarland@utea.org or Elaine at tz@utea.org. Please use this to help you stay on track. Thank you for using your time and talents in this important work! You are an important part of making our district a great one!

Thanks,
Susan McFarland
SLTA President

School Improvement Council Topics/Considerations & Due Dates 2011 – 2012

August – September

- Arrange Shared Governance Training at your school if the SIC/SCC members have not attended the trainings held in the summer. You may have just the SCC and the SIC members attend, but at least every two or three years, the whole faculty should have a review. We have developed a 20 minute quick review for faculty meetings.
- Look at student data as soon as it is available.
- Review the approved LAND Trust Plan and the SIP (from the previous year) and adjust them based on data.
- Set SIC operating procedures if you did not do that in the spring. Determine your individual school's ratification percentage, **(It must be 66% or higher.)** Get it in your minutes after your faculty comes to consensus or ratifies this. **Do it at the first of the year so that when difficult issues come up, you don't spend your time arguing about this.)**
- Set a tentative schedule for SIC meetings for the year. It is recommended that you schedule your SIC meetings, then faculty meetings, in that order.
- Determine and schedule the "big events" at your school if you haven't done this the year before, taking into account the end of the terms or trimesters, and high stakes testing in the calendar. In some schools, this may be done months ahead, but it should be completed and dispersed by the beginning of September. Remember the first and third Wednesdays are reserved for SLTA work.
- Determine if any additional membership on the SIC is needed for the coming year if you haven't done this in the spring.

September

- **Review 11.4 Class Size with the SIC.**
- Get ready to review the budgets. Your principals may not have all the information yet, but it is good to ask them when the budgets will be available for review.
- Review your FTE allocations. The principal or the SIC chair may petition the Human Resources Director for additional FTE's.
- Review the School Land Trust Budget.

October

- Review UPASS and AYP data. Refine your plans if necessary.

November

- Review your school fees policy (if applicable).

December

- Assist with plan to plan (overnight travel for HS only.)

January

- Begin School Improvement Plan.

February

- **Review Article 11 Staffing and Staff Reduction with the staff.**
- **Review Article 14 Transfers and Assignments with the staff. Remember that the Association is working with the District and is piloting the process of hiring new teachers one month earlier. This means that teachers who wish to transfer must be ready one month earlier. Teachers who wish to transfer only have 5 days to declare their interest, rather than the 10 days that is stated in the Written Agreement in 14.1.1., and 14.1.3.**
- **Review Article 11.4.2** and work on the proposed teaching schedule and curricular offerings of the school.

March

- Work on school calendars. **Be sure you don't schedule anything on the 1st or 3rd Wednesdays! (WA 4.4)**
- Help monitor process for electing the new SCC chair and SCC membership.
- Work on the School Improvement Plan. The faculty should come to consensus on this! Be sure you let your faculty know what those plans entail!

April

- Review the budgets. **(WA 15.4.7)**
- Complete the School Improvement Plan. **Some schools are still working on their first draft.**
- **Elect new AR's.**

May

- Meet with the principal(s) to plan SIC meetings for the next school year, and set parameters and procedures in case a summer meeting needs to be called. **Do not schedule on the 1st, or 3rd Wednesdays after 3:30! (WA 4.4)**
- Elect new SIC and SIC chairs to take office the first day of the next school year (or when the Board designates the date.) **Please send Susan McFarland the names of your new SIC chair.**
- All SIC members are members of the SCC.