



River Bluff High School Improvement Council  
October 8, 2018  
6:00-7:00 pm  
RBHS Counseling and Advisement Commons  
Agenda

- I. Welcome
- II. SIC Elections: Please Cast your Vote [here](#) if you have not already!!!
- III. Community/SIC Support:
  - a. College Application Day Donations October 18th
    - i. Finger foods, snacks, drinks, paper products (400 plus kids)
      1. **Colleges will be on campus**
      2. **Application Fees are typically waived by colleges and universities on this day**
      3. **Email Meg ([mhuggins@lexington1.net](mailto:mhuggins@lexington1.net)) if you can donate food and/or drinks!!!**
    - b. Sophomore Passage Portfolios: April 23-26th (29th and 30th Make Up Days) **Need Hundreds of Volunteers to support!!**
- IV. Principal's Report--
  - a. Central Services Presentation on the Bond Referendum/Building Studies
    - i. <http://www.lexington1.net/about/building-plan>

SIC Meeting Dates 2018-19 School Year

November 12th  
December 10th  
January 14th  
February 11th  
March 11th  
April 8th  
May 13th

### **The SIC Chair**

The most important qualifications for serving as an SIC Chair are a strong commitment to assisting the school in meeting its improvement goals and an ability to work well with others. It is particularly important that an SIC Chair be able to work in partnership with the principal as the Chair is the primary link between the SIC and the principal.

The Chair's duties should be listed in full in the bylaws and should include:

- leading SIC meetings;
- preparing meeting agendas in consultation with the principal and ensuring that they are distributed and posted at least 24 hours in advance of meetings;
- appointing SIC committee chairs and members;
- monitoring SIC compliance with state law requirements.

### **The SIC Vice Chair (or Co-Chair)**

The Vice-Chair's duties should be listed in full in the bylaws and should include:

- assisting the Chair during meetings;
- leading meetings in the absence of the Chair;
- assisting in preparing agendas, serving on or assisting with SIC committees, and providing general support for SIC initiatives.

### **The SIC Secretary**

The Secretary's duties should be listed in full in the bylaws and should include:

- ensuring that the SIC's schedule of regular meetings for the year is posted on the school's website, included on the school's calendar, and/or posted at the entrance to the main school office;
- recording attendance at each meeting;
- taking meeting minutes and transcribing/distributing copies to

members in a timely manner prior to the next SIC meeting;

- serving on or assisting with SIC committees and providing general support for SIC initiatives;

- maintaining a complete set of SIC records in a file located in the school office or other central location.