



## River Trail Elementary School Improvement Council Agenda for October 11th, 2021

1. Welcome and introduce all SIC members
  - a. Focus on learning about FMSD & River Trail Elementary
  - b. Build community partnerships and additional volunteer opportunities
  - c. Council to better our school so that children become well-rounded citizens
2. Elect SIC officers for the current year (Chair, co-chair, Secretary). Article 7 (Anyone who is elected)
  - a. Chair: Mandy Shamblin
  - b. Co-Chair: Brooke Smith
  - c. Secretary: Jennifer Brailsford

### **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.

3. Schedule and location for regular SIC meetings for the current year; (2nd or 3rd Monday of each month -must meet 8 times) - All meetings are at 2:30pm and will be virtual until otherwise noted.
  - a. October 11, 2021
  - b. November 8, 2021
  - c. December 13, 2021
  - d. January 10, 2021
  - e. February 14, 2021
  - f. March 14, 2021
  - g. April 18, 2021
  - h. May 9, 2021



4. Review SIC bylaws
  - a. By-laws were shared
  - b. Council will review and vote next meeting
5. Volunteer Opportunities
  - a. Otter Team
  - b. Copies
  - c. Snack Cart
  - d. Teacher Love Week - Oct. 25th
  - e. CRHS - Tennis, Cheerleading & Football
  - f. Other Ideas?
6. Topics you would like to learn more about this year?
  - a. Special Areas, Special Education, Related Arts

Members:

Savannah Steger

Mabra Wayman

Sarah Baird

Mandy Shamblin

Brooke Smith

Jennifer Brailsford



Kristy Swigunski

Kelly Quaine

Rachel Mann

Nicole Carroll

Donald Heed

BethAnn Molesky

Molly Long

Debbie Houser

Lyn Ashley