

Lakewood High School

School Improvement Council (SIC) Meeting Minutes

Meeting Title: SIC Lakewood Media Center

Date: 9/16/26 5:30 pm

Location: Lakewood Media Center & Virtual (online participants via Otter link)

1. Call to Order & Welcome

The meeting was called to order by [Principal/Chair – likely the principal] in the Lakewood Media Center.

The chair apologized for initial technical difficulties with audio and screen sharing, then confirmed that online participants could see the presentation and hear the discussion.

Participants were reminded to:

- Sign in upon arrival (in-person)
- Pick up the printed agenda and attached documents
- Access attached materials (agenda and SIC Quick Assessment Matrix) via the online meeting link

2. Attendance

School Staff:

- Tiara Turner – Assistant Principal
- India Zimmerman – Assistant Principal
- Sheriet Washington – Assistant Principal
- Satina Robinson – Resource Teacher
- Latisha Harris – MTSS Specialist
- [Principal / Meeting Lead – Lori Grant] – Principal

Students:

- Kennedi Gilliard – Student
- Delicia Moses – Student

Parents & Community Members (in-person and virtual):

- Margaret Johnson – Parent
- Cindy Beam – Parent
- Steffanie Taylor – Parent (Title I / SIC-involved parent)
- LaQuan Sterling – Parent (9th grade parent)
- Brittany Compton – Parent

- Ms. Stevens (Shelly Stevens) – Parent with prior experience on similar committees in New York
- Additional online parent/community attendees as reflected in the meeting participant list

(Note: Exact full roster to be finalized for state reporting.)

3. Review of SIC Purpose & Membership Requirements

The principal provided an overview of mandated SIC membership rules based on South Carolina SIC guidance:

- SIC must include at least:
 - 2 elected parents
 - 2 elected teachers
 - 2 students
 - At least 1 community member
 - Principal (ex officio)
- Two-thirds of the SIC must be elected members (parents/teachers/students) – not administrators.
- Terms:
 - Elected positions typically serve two-year terms
 - Appointed positions (e.g., community member) typically serve one-year terms

The group reviewed that:

- Lakewood's SIC has not been in compliance in prior years.
- The school is now taking deliberate steps to come into full compliance with state SIC requirements.

4. Principal's Role & SIC Responsibilities

The principal clarified her role:

- Serve as an active, non-voting member (not chair or officer).
- Provide SIC with:
 - School report card data
 - Climate survey results
 - EOC scores and other academic data
 - Current initiatives and priorities
- Partner with SIC on:
 - Five-Year School Improvement Plan
 - Report card narrative
 - Annual SIC Report to Parents

The principal noted:

- The five-year improvement plan is currently with the district office and will be shared at the next SIC meeting once returned.
- The report card narrative submitted to the State Department (likely by previous principal, Dr. Wright) will also be located and shared.

5. Compliance Requirements & Key Deadlines

The group reviewed state-required SIC deadlines and compliance elements:

- By October 15
 - Complete elections for required parent, teacher, and student seats.
- By November 15
 - Submit SIC membership roster (with all required roles) to the State.
- By January
 - Publish the annual public meeting schedule for SIC.
- By April 30
 - Complete the SIC Report to Parents, including:
 - School and principal contact details
 - Active SIC member roster (parents, students, staff, community members)
 - Link to the South Carolina School Report Card data
- By June 1
 - Upload/submit the SIC Report to Parents as required by the State.

Additional requirements discussed:

- At least 8 SIC meetings per year
- 24-hour public notice of meetings and agendas
- Meetings must be open to the public (open-door policy)
- SIC records must follow:
 - 6-month immediate access standard
 - 5-year archival retention

The principal indicated she is working to obtain SIC-related archives for the previous five years.

6. SIC Quick Assessment Matrix

Participants were directed to review the SIC Quick Assessment Matrix, attached to the agenda and shared on-screen.

The matrix includes categories such as:

- Compliance and documentation

- Meaningful meetings
- School renewal (school improvement) plan alignment
- Membership and involvement
- Principal and chair partnership (noting the need to elect a chair)
- Communication and transparency (including public posting of meetings and open attendance)
- Data feedback and follow-through
- Reflection and sustainability

Members were asked to:

- Use the rating scale to reflect on current SIC status (from “compliance” to “impacting”).
- Aim collectively toward the “impacting” level in each category.

The principal reiterated:

- Lakewood is currently out of compliance.
- The goal is to move to a fully compliant and highly impactful SIC.

7. Annual SIC Report to Parents

The principal reviewed the expectations for the SIC Report to Parents:

- Due to families by April 30 each year.
- Must:
 - Be distributed to all families and stakeholders
 - Be available in the front office for new and existing families
 - Include:
 - School and principal contact information
 - Full active SIC member roster (parents, students, staff, community members)
 - Link to the SC School Report Card

The principal plans to:

- Retrieve last year’s SIC report from the State.
- Work with the council to create a new report for the current school year.

8. SIC Officers: Roles and Responsibilities

The group discussed officer roles that will need to be formally elected:

- Chair
 - Prepare agendas with the principal
 - Preside over SIC meetings (rather than the principal)
 - Monitor compliance deadlines

- Vice Chair
 - Assume chair duties in the chair's absence
 - Coordinate committee work
 - Support member outreach and engagement
- Secretary
 - Take minutes at meetings
 - Support communication, record keeping, and outreach

Formal election of officers will occur once full membership is recruited and elections are held per state rules.

9. FOIA & Open Meetings

The principal reviewed FOIA and public meeting standards:

- SIC meetings must be:
 - Properly posted in advance (agenda and time/location)
 - Open to the public
- Minutes, agendas, and relevant documents are subject to public record inspection per timelines noted above.

10. Parent & Community Feedback

Parents and participants shared prior experience:

- Parent Liaison (Lemira):
 - One parent shared experience as a Parent Liaison at Lemira, active in SIC/parent groups at Lemira and Chestnut Oaks, and noted that Lakewood is not behind schedule, as some SICs are just beginning their first meetings.
- Shelly Stevens:
 - Shared experience serving on similar committees in New York, affirmed that meeting in September is appropriate and that the school is on a good path.
- Another participant reported SIC experience from Robert Smalls International Academy (parent side) and Oakland Primary (teacher side).

Overall feedback:

- Participants expressed support for the direction,
- Affirmed that the timeline is reasonable, and
- Encouraged continued focus on parent engagement and regular meetings.

11. SIC Handbook & Training

The principal:

- Displayed the SIC Handbook from the state website.
- Noted there may be an updated version coming; this is the latest available copy as of the meeting date.
- Mentioned that state-level online training is available for SIC members and is a strong resource.

Next steps include:

- Ensuring a local copy/version of the handbook is available for Lakewood.
- Encouraging members to review state training materials.

12. Action Items

The following action items were identified:

1. Recruitment & Elections
 - Recruit and conduct SIC elections for required parent, teacher, and student seats by October 15.
 - Assignee: Principal (Lori Grant) with support from school leadership.
2. Community Representative
 - Identify and recruit at least one community member to serve on Lakewood's SIC.
 - Assignee: Principal (Lori Grant) and SIC members.
3. Five-Year School Improvement Plan
 - Obtain the five-year school improvement plan from the district office and prepare to present/review it at the next SIC meeting.
 - Assignee: Principal (Lori Grant).
4. Prior SIC Report & Archives
 - Locate the prior SIC report submitted to the State Department and review it with the committee at the next meeting.
 - Retrieve and organize SIC archives for the last five years to meet record retention expectations.
 - Assignee: Principal (Lori Grant).
5. Annual SIC Report to Parents
 - Develop and distribute the SIC Report to Parents by April 30, including:
 - School and principal contacts
 - Active SIC member roster
 - Link to SC School Report Card data
 - Ensure copies are available in the front office.
 - Assignee: Principal (Lori Grant) with SIC officers (once elected).
6. State Reporting & Schedule
 - Submit the complete SIC membership roster to the State by November 15.

- Publish the annual SIC public meeting schedule in January.
- Upload required SIC reports by June 1.
- Assignee: Principal (Lori Grant) and future SIC secretary/chair.

13. Next Meeting

- Next SIC Meeting Date: October 21 at 5:30 pm
- Location/Format: Lakewood Media Center and virtual (details to be posted per FOIA requirements).
- Anticipated agenda items:
 - Review and approval of these minutes
 - Review five-year school improvement plan (if received)
 - Review prior SIC report and archives
 - Discussion and/or implementation of SIC elections and officer roles
 - Continued work on compliance and communication plan

14. Adjournment

Hearing no further questions, the meeting was adjourned at 6:37 pm