

# LSIC Stakeholder Meeting Reference Guide



*Superintendents, principals, or LSIC facilitators can use this guide to reinforce key concepts and support implementation.*

## **Purpose of the Meeting**

- Fulfill WVBE Policy 2322 requirements
- Provide a platform for stakeholder input on improving academic performance
- Strengthen school-community relationships
- Promote transparency and academic improvement

## **Key Stakeholders**

- Parents and families
- Students
- Educators
- Community members
- Business partners

## **Topics for Discussion**

**Stakeholders should address any issue affecting academic outcomes, including:**

- Parent and community involvement
- Learning environment and student engagement
- Attendance and behavior
- Support for at-risk students
- Curriculum offerings and school resources
- Overall capacity for school improvement

## **Notification Requirements**

- Must be announced at least 10 business days in advance
- Recommended communication methods:
  - Digital signage
  - Newsletters
  - Phone calls
  - Email
  - Social media
  - Other local outreach channels

## **Facilitation Tips**

- Create a welcoming, inclusive environment
  - Use a clear agenda and time limits
  - Encourage open dialogue and active listening
  - Assign a facilitator to guide the discussion
  - Document all feedback using the LSIC report template
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## Engagement Strategies

- Use visuals and student voices
- Provide necessary information
- Offer refreshments or incentives
- Ensure accessibility for all participants

## Common Challenges and Solutions

Challenge	Solution
Low attendance	Personal invitations, flexible timing
Limited feedback	Use surveys or breakout groups
Off-topic discussions	Use a facilitator to guide the focus

## Post-Meeting Responsibilities

- LSIC must produce a report summarizing:
  - Concerns raised
  - Suggestions made
  - Key points
- The principal must:
  - Post the report on the school's website
  - Submit it to the WVDE Office of Accountability (Guidance is available on the WVDE website)
- The superintendent must also post the report on the county website

## Final Reminders

- LSIC meetings are vital tools for school improvement
  - Planning + facilitation = success
  - Stakeholder voices must be heard and documented
  - Follow-up ensures accountability and transparency
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