

# Guidance for Annual LSIC and County Board Meetings for Comprehensive Support & Improvement (CSI) Schools



## Overview

In accordance with West Virginia Board of Education (WVBE) Policy 2322: West Virginia System of Support and Accountability, each local board of education is required to meet annually with the Local School Improvement Council (LSIC) of each school designated as “low performing” under the accountability system. Currently, the designation applies to schools identified as Comprehensive Support and Improvement (CSI) under West Virginia’s ESSA Plan.

## Annual LSIC-Board Meeting Requirement

Each CSI school must convene a joint meeting between its LSIC and the county board of education once per school year.

The principal and the LSIC chair shall be prepared to address the dialogue during the meeting, ensuring all stakeholders have an opportunity to make specific suggestions for addressing issues that are seen to affect the school’s academic performance, as well as other matters requested by the county board in the agenda provided to the LSIC. This process offers a structured opportunity to:

- **Notify the board of the reasons for the designation**
  - » Provide data and historical trends
- **Discuss school improvement strategies**
  - » Present current and future improvement plan initiatives
  - » Discuss instructional changes, professional development, and resource allocation
  - » Share successes and challenges

- **Review student achievement data**
  - » Present assessment results
  - » Highlight subgroup performance
  - » Share evidence of growth
- **Address other relevant topics impacting school performance**
  - » Student engagement
  - » Attendance and discipline
  - » Family and community involvement

## Required Documentation

To meet compliance requirements, the following documentation must be submitted:

- Agenda and minutes from the local board meeting
- Agenda and minutes from the LSIC meeting outlining the information presented. *The LSIC chair, in collaboration with the principal, is responsible for preparing the agenda and documenting the minutes for the LSIC meeting.*

All required documents must be uploaded using the submission link available on the West Virginia Department of Education (WVDE) website.

## Submission Deadline

All required documentation must be submitted to the WVDE no later than September 1 of the following school year.

## Additional Support

For questions or assistance with documentation or submission, please contact the WVDE Office of Accountability.