



West Virginia DEPARTMENT OF  
**EDUCATION**

# Local School Improvement Councils

WVDE Policy 2322

# Purpose

- Assist the school and school system in ensuring that parent, family, business, and community involvement is embedded in all aspects of the school and county strategic improvement plans.
- Help to develop and promote the school and school system vision for excellence by being catalysts for innovation.
- Represent the voice of the community's education stakeholders.

# Organization and Operation



# Voting Membership

## Principal

- serves as an ex officio member
- is entitled to vote

## Three Teachers

- elected by the Faculty Senate of the school
- one of whom must represent the social-emotional needs of students

## Two Service Personnel

- elected by the service personnel employed at the school
- one bus operator who transports students at the school



# Voting Membership, Continued

## Three Parents, Guardians, or Custodian Members

- Elected by the parent teacher organization
- If no organization exists, parent members are elected by the parents of the school in a manner determined by the principal.
- Parent members may not be employed at the school in any capacity.

## Three At- Large Members

- Appointed by the principal
- At least one of whom represents business or industry
- At least one of whom resides in the school's attendance area
- Not eligible for membership under any other categories

## Vocational-Technical Schools Only

- Up to 4 additional members appointed by the principal
- Represent an employer, employer-sponsored training program, apprenticeship program, or post-secondary education.

## Students

- The student body president OR
- Other student in grade seven or higher elected by the student body in those grades.

# Non-Voting Members

While policy dictates the voting membership of the LSIC, nothing prohibits expanding the membership of LSICs to include non-voting members or to request other stakeholders to participate in meetings of the LSIC.



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# Membership Terms

Parents, Teachers,  
and Service  
Personnel

- Two-year Term
- Elections staggered

All Other  
Ex-Officio  
Members

- One-year Term



# Replacement of a Council Member

Death

Resignation

Causes for  
Replacement

Failure to Appear at Three  
Consecutive Meeting

Changes in Qualifying  
Circumstances





# Filling a Vacancy

## **Elected Member**

The chair of the council shall appoint another qualified person to serve the unexpired term of the person being replaced.

## **Appointed Member**

The principal shall appoint a replacement as soon as practicable.

# School Principal Responsibilities

## Elections

- Prior to September 15 of each school year
- Notice given at least one week prior to the election
- All elections held within the same week (to the extent practicable)

## Organizational Meeting

- No later than October 1
- Notify each member by written or electronic means at least five days in advance of the meeting.
- LSIC elects a chair and two members to assist the chair in setting the agenda for each meeting.

## Provide Information

- A copy of the current applicable sections of W. Va. Code 18-5A-2.
- Any state board rule or regulation promulgated pursuant to the operation of these councils;
- Any information as may be developed by the Department of Education on the operation and powers of local school improvement councils and their important role in improving students and school performance and progress.



# The LSIC Chair



The chair serves a term of one year.



If a chair's position becomes vacant, the principal shall call a meeting to elect another qualified person to serve the unexpired term.



The principal of the school shall not serve as chair.

# General Operational Procedures

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- The LSIC must meet at least once every nine weeks or equivalent grading period at the call of the chair or by petition of three-fourths of its members.
- The county superintendent shall monitor principals to ensure all LSIC meetings occur as outlined in Policy 2322.
- All meetings of the LSIC must be open to the public in compliance with the provisions of the Open Governmental Proceedings Act (as per W. Va. Code 6-9A-2(6)).
- Each LSIC shall adopt a set of bylaws or meeting procedures. The WVDE provides resources and technical assistance for conducting effective LSIC meetings.

Each LSIC shall hold at least one meeting annually to engage all stakeholders in a dialogue regarding the school's performance.

Include an opportunity for attendees to make specific suggestions on how to address issues which are seen to affect the school's academic performance.

The council must announce this meeting at least 10 days in advance.

These issues may include:

- Parent and community involvement
- The learning environment
- Student engagement
- Attendance
- Supports for at-risk students
- Curricular offerings
- Resources
- The Capacity for School Improvement

# Low-Performing Schools

County Boards of Education shall meet at least annually with the LSIC of each school deemed to be low performing under the WVBE accountability system.

At least 30 days prior to this meeting, the County Board of Education Members shall develop and submit to the council an agenda for the meeting.

The agenda must include:

- Data analysis
- Student achievement
- Plans to address deficiencies identified the county board of education.

The LSICs may also provide other information, comments, or suggestions the Council wishes to bring to the attention of the County Board of Education.

# LSIC Activities

Propose  
Alternatives and  
Promote  
Innovation

Request Waiver of  
Rules and Policies  
of County and  
State Board

Appeal to LOCEA

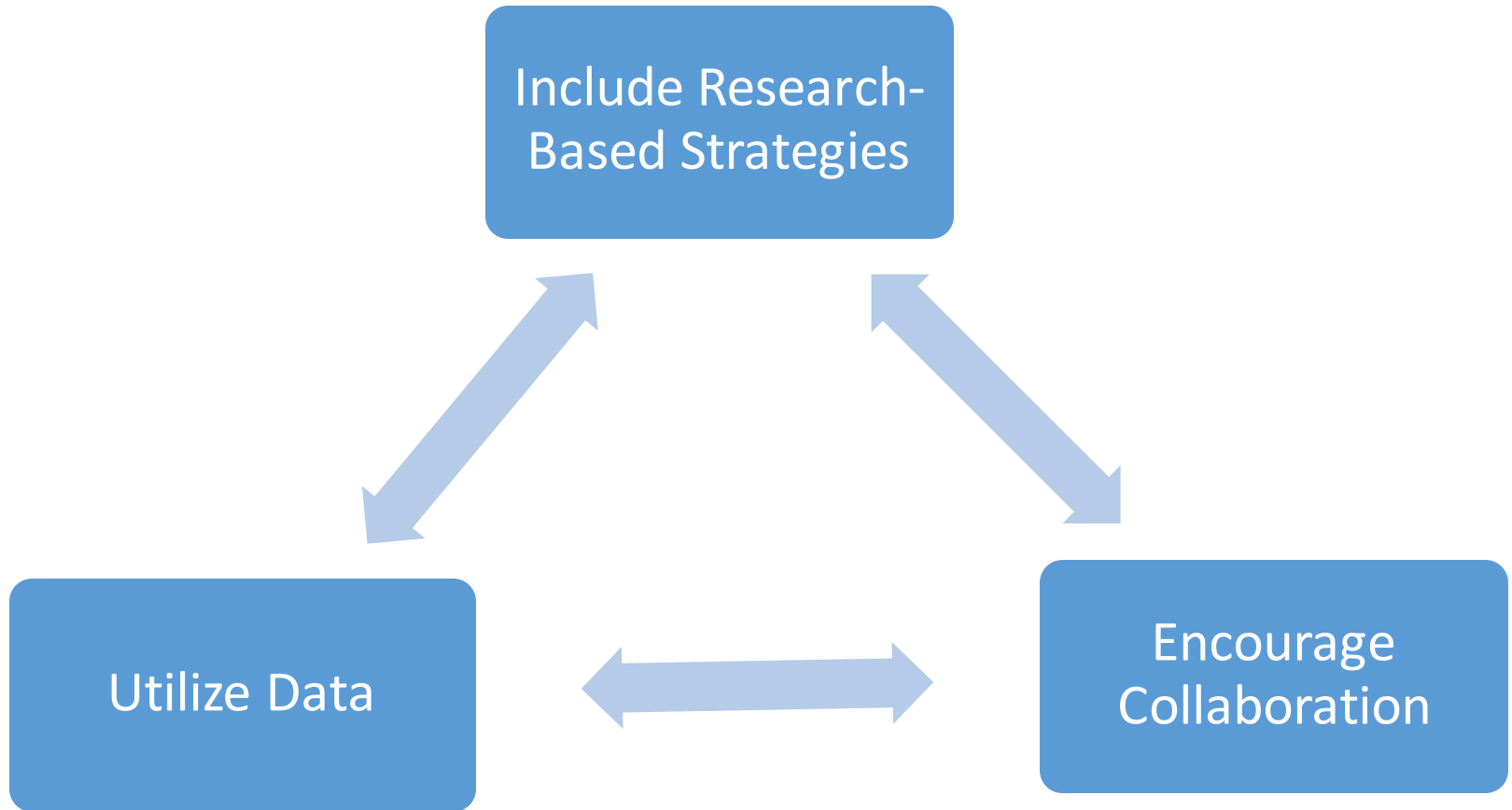
Assist the School in  
Strategic Planning



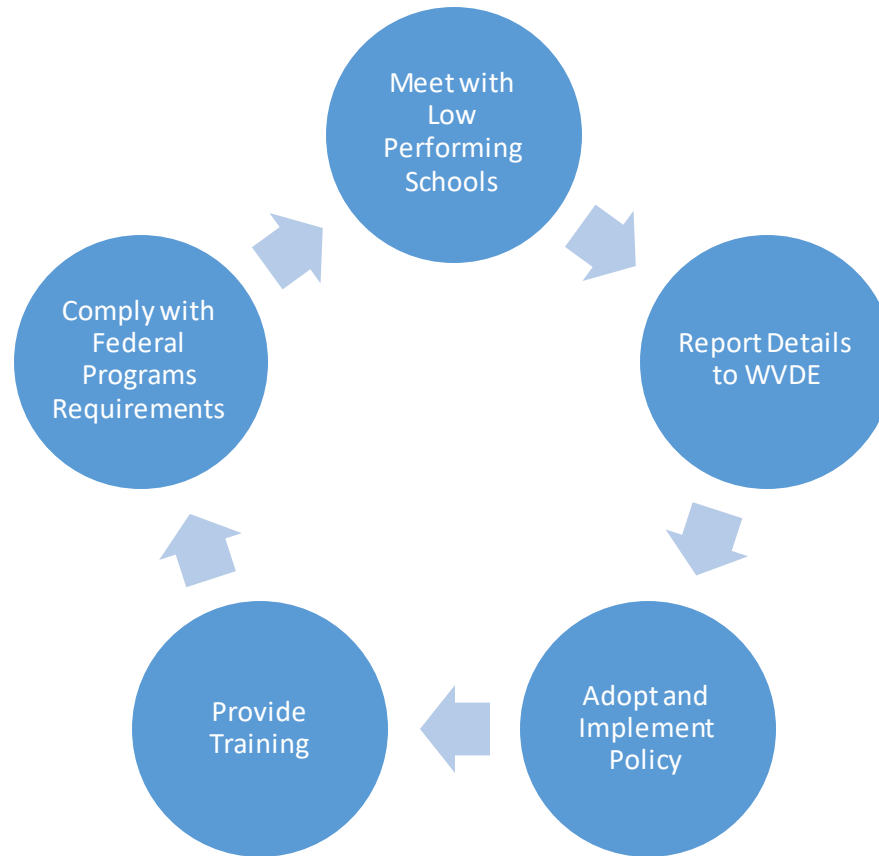


# Desired Outcomes and Results

# The LSIC Agenda

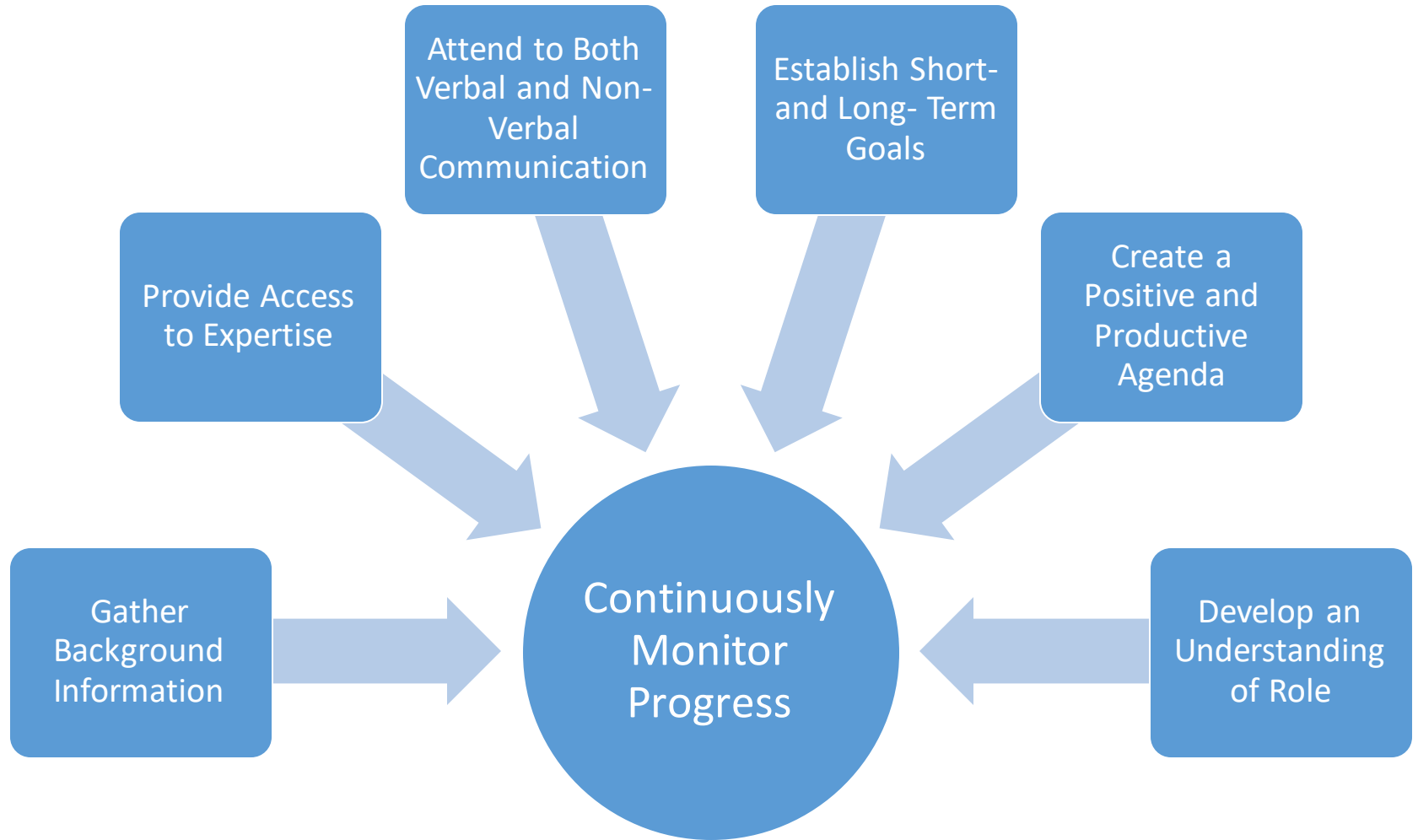


# County Board of Education Responsibilities

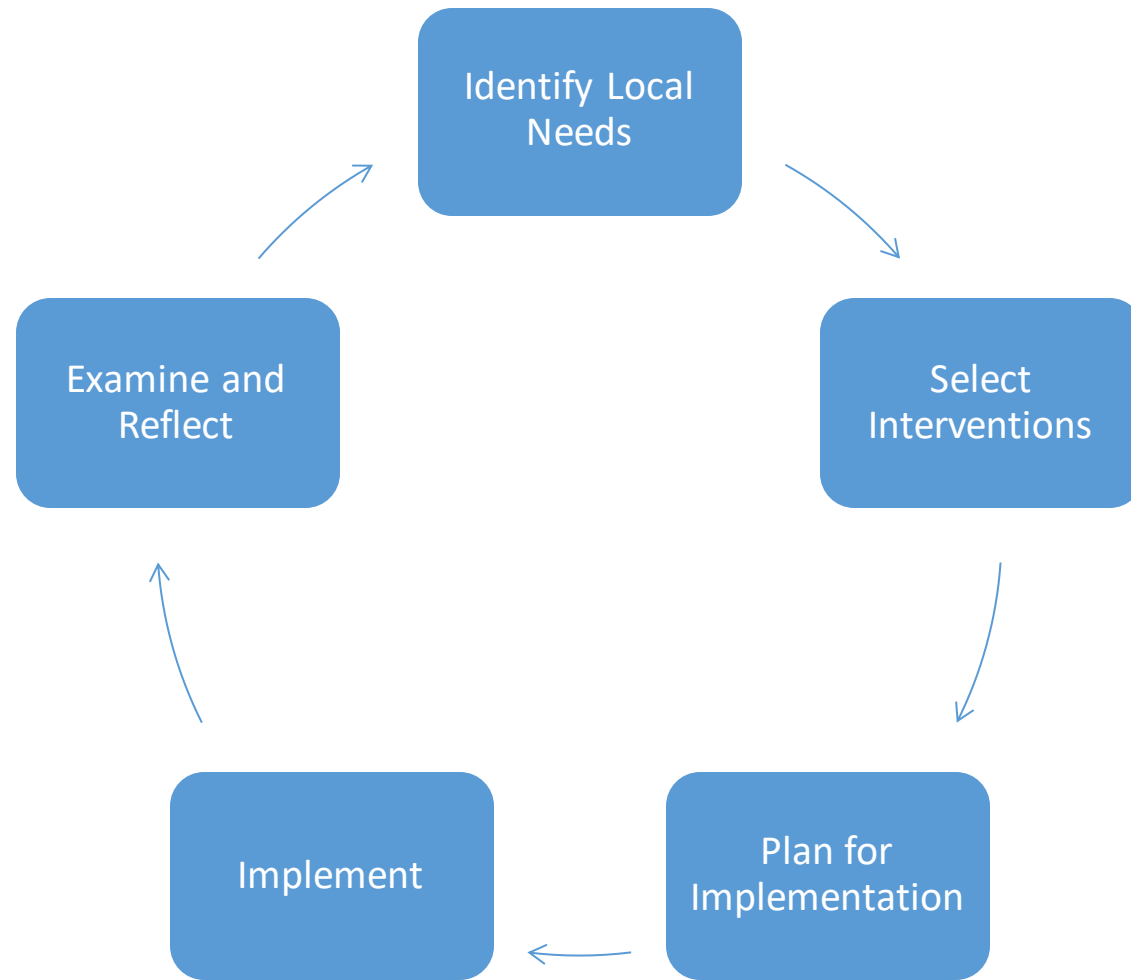


# Best Practices for LSICs

# Council Operations



# Problem-Solving Process



# Meeting Participation

- Do your homework.
- Put the interests of the school first.
- Be willing to listen.
- Attend to others while they are voicing their opinions.
- Stick to the issues and items on the agenda.

# LSIC Member Suggestions

## Become Familiar with Your School

- Visit the school during the school day.
- Attend school functions and events.
- Talk with staff and students.

## Learn the Ropes

- Learn the basics of parliamentary procedure.

## Do Your Homework

- Request materials before the day of the meeting.
- Read important materials before discussing or approving them.





# LSIC Member Suggestions

## Vote in an Informed Manner

- Plan ahead so that Council members can do their homework.

## Learn How to Inform Other LSIC Members

- Find out how to add something to the agenda.

## Follow Through on your Responsibilities

- Attend LSIC meetings regularly

# For Additional Information

## Contact

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