

Planning Your Local School Improvement Council (LSIC) Organizational Meeting



The Organizational Meeting shall take place as soon as practicable after the election of council members, and no later than October 1, of each school year. The principal shall notify each member by written or electronic means at least five business days in advance. The principal will provide all members with an agenda prior to the meeting. The principal shall provide each member with the following:

- A copy of the current applicable sections of this code:
 - <https://code.wvlegislature.gov/pdf/18-5A-1/>
 - <https://code.wvlegislature.gov/pdf/18-5A-2/>
 - <https://code.wvlegislature.gov/pdf/18-5A-2A/>
 - <https://code.wvlegislature.gov/pdf/18-5A-3/>
 - <https://code.wvlegislature.gov/pdf/18-5A-3A/>
- WVBE Policy 2322, (section 10):
 - <https://wvde.state.wv.us/policies/>

The council shall elect from its membership a chair and two members to assist the chair in setting the agenda and taking minutes for each meeting. The principal will ensure that all members complete the online LSIC Training provided by the West Virginia Department of Education and fill out the verification form in WWEIS. The principal will show all members where to locate all LSIC resources on the WVDE website.

It is imperative that all members know their role in improving student achievement and school performance.

Suggestion: Organize all documents in a three-ring binder that members can use to keep copies of agendas, minutes, and other materials for the school year.
