



High Hills Elementary School
SUMTER SCHOOL DISTRICT

4971 Frierson Road ♦ Shaw AFB, South Carolina 29152 ♦ (T) 803.499.3327 ♦ (F) 803.499.9553

September 8, 2016

Dear Mr. Billy Bennett,

Thank you so much for your willingness to serve on the School Improvement Council (SIC) at High Hills Elementary School for the 2016-2017 school year!

SIC duties focus primarily on the school improvement process. SICs:

- provide input and feedback during the development of the school's five-year renewal (improvement) plan and annual updates;
- assist in implementation of school improvement programs and activities;
- monitor and report on progress toward improvement goals in the annual *SIC Report to the Parents* and with the principal in the narrative to the *SC School Report Card*;
- provide other assistance as requested by the principal.

SICs are advisory only. They do not have any of the powers and duties reserved for the local school board, district, or school administrators, teachers, and staff.

The School Improvement Council will regularly **meet on the second Tuesday of the month** to discuss issues relevant to the school. The council will bring forth concerns and needs for improvement. During these meetings, SIC members might review school data, safety procedures and facility concerns, student incentives, grounds and beautification project recommendations, etc. Later in the year, the council's main work will be to review the school's strategic plan and help update the plan for the State and the *SIC Report to the Parents*.

Our first meeting will be on **Tuesday, September 13th at 2:30 p.m.** in room 206. I am looking forward to seeing you then! If you have any questions, feel free to contact me via email at anja.comerford@sumterschools.net or via phone at 803.499.3327 x 206.

Respectfully,

Dr. Anja L Comerford
Instructional Coach

Sumter School District is an equal opportunity employer.