Millwood Elementary School
School Improvement Council Bylaws

Date Approved: October 16, 2025

SIC By-Laws: Millwood Elementary School Improvement Council (SIC) Bylaws
Article I – The name of this organization shall be the Millwood Elementary School Improvement Council (SIC).
Article II – Purpose
The purpose of the SIC is to:

- Support the development, implementation, and evaluation of the School Improvement Plan
- Provide input on school goals, curriculum, and student achievement
- Serve as a liaison between school, families, and community
- Assist in preparing the annual SIC Report to Parents
- Promote a positive school culture aligned with Leader in Me principles
- Support data-informed decision making and continuous improvement

Article III – Membership
The SIC will include:

- At least 3 parents/guardians
- At least 2 teachers
- The principal (ex-officio)
- Community members (appointed as needed)
- Optional: PTA/PTO representative

Each member has one vote:
Article IV – Elections & Appointments

- Parent members are elected annually by families
- Teacher members are elected by faculty
- The principal may appoint additional members to ensure diverse representation
- Elections will occur within the first month of school
  Article V – Terms of Service
- Members serve 2-year staggered terms
- Members may serve up to two consecutive terms
- Vacancies will be filled by election or appointment

Article VI – Officers & Duties
Officers include:

- Chairperson
- Vice-Chairperson
- Secretary

Responsibilities:

- Chair: Leads meetings and sets agenda
- Vice-Chair: Assists and fills in as needed
- Secretary: Records minutes and maintains documentation

Article VII – Meetings

- The SIC will meet at least 6 times per year
- Meetings will follow an agenda and include minutes
- A quorum (majority) is required for decisions
- Meetings are open to the public

Article VIII – Committees

The SIC may create committees such as:

- Family Engagement
- School Improvement/Data
- Community Partnerships
- Leader in Me/School Culture

Article IX – Amendments

These bylaws may be amended by a majority vote of SIC members with prior notice.