

Academy for Technology and Academics (ATA)

School Improvement Council (SIC) Bylaws

Horry County Schools | Conway, South Carolina

The following bylaws establish a formal structure for the Academy for Technology and Academics (ATA) School Improvement Council. They are designed to promote shared leadership, meaningful stakeholder involvement, school improvement, and student success.

The bylaws recognize ATA's unique role as a career and technical education center and provide representation for parents, students, teachers, community members, and the principal serving as an ex-officio member.

Article I — Name

The name of this organization shall be the **Academy for Technology and Academics School Improvement Council**, hereinafter referred to as the ATA SIC.

Article II — Purpose and Mission

Section 1. Purpose

The ATA School Improvement Council shall serve as an advisory body that brings together parents, students, teachers, community representatives, and school leadership to support continuous school improvement and student achievement.

The SIC shall operate in accordance with applicable South Carolina laws, South Carolina School Improvement Council guidelines, and Horry County Schools policies.

Section 2. Mission Alignment

The SlC shall support the mission of the Academy for Technology and Academics.

At ATA, we empower all students with practical skills and knowledge to thrive in their chosen career pathway by providing skills necessary for collaboration, critical thinking, and creativity through rigorous program standards to ensure they are Job Ready Day One.

Section 3. Responsibilities

The SIC shall:

1. Collaborate with the principal and school leadership to identify school improvement priorities.
2. Participate in the development, review, and evaluation of the school's improvement plan.
3. Review relevant school performance, student achievement, career readiness, and school climate data.
4. Promote positive relationships among the school, families, businesses, and community.
5. Provide recommendations that support academic achievement, career and technical education, student engagement, and postsecondary readiness.
6. Encourage parent, student, teacher, and community participation in school improvement initiatives.
7. Assist in communicating school improvement goals, accomplishments, and opportunities to stakeholders.
8. Support preparation of the annual School Improvement Council Report to Parents.
9. Promote the school's vision of preparing students to Aspire, Train, and Achieve their professional goals.

Article III — Membership

Section 1. Composition

The ATA School Improvement Council shall consist of representatives from the following stakeholder groups:

- Parents or legal guardians of students enrolled at ATA.
- Students currently enrolled in ATA programs.
- Teachers employed at ATA.
- Community members, including business and industry partners.
- The principal, serving as an ex-officio member.

Membership shall comply with applicable South Carolina statutory requirements, including requirements concerning elected and appointed representatives.

Section 2. Recommended Membership Structure

The SIC shall seek broad representation through the following proposed structure, subject to applicable law and district requirements:

Membership category	Number
Parent representatives	5 - 8
Student representatives	5 - 8
Teacher representatives	5 - 8
Community/business representatives	5 - 8
Principal (ex-officio)	1
Total	**21 - 33**

The SIC may adjust its membership structure to comply with state law, district policy, and the needs of the school.

Section 3. Selection of Members

Parent Representatives: Parent members shall be elected by parents or legal guardians of students enrolled at ATA through an accessible election process.

Student Representatives: Student members shall be selected through a student election process established by the school, consistent with applicable requirements.

Teacher Representatives: Teacher members shall be elected by the teaching faculty of ATA.

Community Representatives: Community members shall be appointed by the principal in accordance with applicable law and district procedures. Priority may be given to individuals representing local businesses, industry, higher education, workforce development, and community organizations.

Principal: The principal shall serve as an ex-officio member and provide leadership support, information, and resources to the Council.

Section 4. Terms of Office

1. Elected and appointed members shall serve no more than two-year terms, unless a different term is required by applicable law or district policy.
2. Terms should be staggered when practical to maintain continuity.
3. Members may serve consecutive terms if reelected or reappointed.
4. Student members may serve one-year terms when necessary because of graduation, enrollment changes, or program completion.
5. Members who no longer meet the eligibility requirements for their membership category shall vacate their positions.

Section 5. Vacancies

Vacancies shall be filled using the same election or appointment process applicable to the vacated position. A replacement member shall serve the remainder of the unexpired term.

Section 6. Member Responsibilities

Members are expected to attend meetings regularly, participate in discussions, represent the interests of their stakeholder groups, maintain confidentiality when legally required, and contribute constructively to school improvement initiatives.

Article IV — Officers

Section 1. Officers

The officers of the ATA SIC shall consist of:

1. Chairperson (Non HCS Employee)
2. Vice Chairperson
3. Secretary

Section 2. Election of Officers

Officers shall be elected annually by the voting members of the SIC at the first regular meeting of the school year.

Section 3. Duties

Chairperson

- Preside over Council meetings.
- Collaborate with the principal to establish meeting agendas.
- Facilitate discussions and encourage participation.
- Represent the Council at appropriate school and district functions.
- Ensure Council activities align with its purpose and responsibilities.

Vice Chairperson

- Assist the Chairperson in carrying out responsibilities.
- Preside over meetings in the Chairperson's absence.
- Support Council initiatives and committee activities.

Secretary

- Record and maintain accurate meeting minutes.
- Maintain attendance records and Council documentation.
- Distribute meeting notices, agendas, and minutes.
- Assist with communication to Council members and stakeholders.

Section 4. Principal's Role

The principal shall serve as an ex-officio member and shall:

- Provide information regarding school operations, student achievement, and improvement initiatives.
- Collaborate with the Council on school improvement planning.
- Facilitate access to appropriate school resources and information.
- Communicate Council recommendations to school and district leadership when appropriate.
- Support compliance with applicable state and district requirements.

The principal shall not serve as Chairperson of the Council.

Article V — Meetings

Section 1. Regular Meetings

The SIC shall meet at least five times during each school year. Additional meetings may be scheduled as necessary.

Meetings shall be scheduled at times that encourage participation from parents, students, teachers, and community representatives.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or principal when necessary. Members shall receive reasonable advance notice.

Section 3. Meeting Procedures

1. An agenda shall be prepared and distributed in advance whenever practical.
2. Meetings shall follow an orderly process that encourages respectful discussion and collaboration.
3. Meeting minutes shall document attendance, major discussion topics, recommendations, and actions taken.
4. Meetings shall comply with applicable South Carolina public meeting and open records requirements.
5. Opportunities for stakeholder input shall be provided in accordance with Council procedures and applicable law.

Section 4. Quorum

A quorum shall consist of a simple majority of the Council's voting membership.

No official SIC action shall be taken without a quorum.

Section 5. Voting

Each voting member shall have one vote. Recommendations and motions shall be approved by a simple majority of voting members present, provided a quorum exists.

The principal shall serve in an advisory, nonvoting capacity under these proposed bylaws, unless applicable law or district policy requires otherwise.

Article VI — Committees

Section 1. Establishment

The SIC may establish standing or temporary committees to address specific school improvement priorities.

Section 2. Recommended Committees

The following committees may be established as needed:

Student Achievement and Career Readiness Committee: Focuses on academic success, technical skill attainment, industry credentials, work-based learning, and postsecondary preparation.

Parent and Community Engagement Committee: Promotes family involvement, communication, business partnerships, and community participation.

School Climate and Student Engagement Committee: Supports student belonging, attendance, positive school culture, leadership, and student voice.

School Improvement Planning Committee: Reviews school improvement goals, progress measures, and recommendations for continuous improvement.

Section 3. Committee Participation

Committees may include Council members and additional volunteers with relevant experience. Committees shall report findings and recommendations to the full Council.

Article VII — School Improvement Planning

Section 1. Collaboration

The SIC shall work collaboratively with the principal and school leadership to review the school's improvement priorities and provide input into the school improvement planning process.

Section 2. Data Review

The SIC may review appropriate aggregate school data, including:

- Student academic achievement and growth.
- Career and technical education program performance.
- Industry certification and credential attainment.
- Graduation and postsecondary readiness indicators, where applicable.
- Attendance and student engagement.
- School climate and stakeholder feedback.
- Work-based learning and business partnership opportunities.

Section 3. Annual Goals

The SIC shall identify annual priorities that support the school's improvement plan and align with district goals.

Section 4. Monitoring Progress

The SIC shall review progress toward identified goals periodically and recommend adjustments when appropriate.

Article VIII — Communication and Accountability

Section 1. Stakeholder Communication

The SIC shall promote transparent and timely communication with the ATA school community.

Communication may include school newsletters, the school website, parent meetings, student announcements, and other appropriate channels.

Section 2. Annual Report

The SIC shall assist in preparing and sharing the annual School Improvement Council Report to Parents in accordance with state requirements.

Section 3. Records

The Secretary, in collaboration with school administration, shall maintain Council records, including membership rosters, agendas, meeting minutes, attendance, and official recommendations.

Records shall be maintained and made available in accordance with applicable laws and district procedures.

Article IX — Attendance and Participation

Section 1. Attendance Expectations

Members are expected to attend and actively participate in scheduled meetings.

Section 2. Absences

A member who misses three consecutive regular meetings without reasonable explanation may be contacted by the Chairperson to determine continued availability and interest in serving.

Section 3. Replacement

If a member resigns or becomes unable to fulfill Council responsibilities, the vacancy shall be filled according to Article III.

Article X — Parliamentary Authority

The SIC shall conduct meetings using generally accepted parliamentary procedures.

Robert's Rules of Order Newly Revised may serve as a procedural reference when necessary, provided its provisions do not conflict with these bylaws, applicable law, or district policy.

Article XI — Amendments

Section 1. Proposed Amendments

Any voting member may propose an amendment to these bylaws.

Section 2. Notification

Proposed amendments shall be submitted in writing and distributed to Council members at least ten calendar days before the meeting at which they will be considered.

Section 3. Approval

Amendments shall require approval by a two-thirds majority of voting members present, provided a quorum exists.

No amendment shall conflict with applicable state law or Horry County Schools policies.

Article XII — Adoption and Review

Section 1. Adoption

These bylaws shall become effective upon approval by a two-thirds majority of the voting members of the ATA School Improvement Council, provided a quorum is present.

Section 2. Annual Review

The Council shall review these bylaws annually and recommend revisions when necessary to ensure continued compliance and effectiveness.

Section 3. Governing Authority

In the event of a conflict between these bylaws and applicable South Carolina law or Horry County Schools policy, the applicable law or district policy shall govern.

Adoption and Approval

Academy for Technology and Academics School Improvement Council

Adopted on: _____

Chairperson: _____

Signature: _____

Principal: _____

Signature: _____

Date of Next Review: _____