HARRISBURG ELEMENTARY SCHOOL 2026-2027

School Improvement Council Bylaws

Article 1 Name and Purpose

The Harrisburg Elementary School Improvement Council (SIC) advises the principal and school community on school improvement. It brings families, teachers, and community members together to support student learning, well-being, and family engagement. Administrative decisions remain with school and district leadership, and powers reserved by law remain with the Board of Trustees.

Article 2 Council Responsibilities

The SIC assists with developing, implementing, monitoring, and evaluating the five-year School Improvement Plan and its annual updates. The council reviews schoolwide achievement, student growth, attendance, and school climate data and makes recommendations to school leadership.

The SIC advises on family engagement in the School Reading Plan, prepares the annual SIC Report to the Parents with the principal, and helps the principal prepare the South Carolina School Report Card narrative. The council advises on eligible school incentive awards when applicable and assists with other school improvement work requested by the principal or Board of Trustees.

Harrisburg priorities can guide the annual agenda. Examples include reviewing schoolwide instructional progress, gathering family feedback on school climate, providing targeted parent informational nights based on identified needs, and supporting family literacy through One School, One Book and the school literacy plan.

Article 3 Membership and Terms

The SIC has two parent or guardian representatives elected by families of enrolled students, three teacher representatives elected by the faculty, and two community representatives appointed by the principal. The principal serves ex officio. Elected representatives shall comprise at least two-thirds of the elected and appointed membership. Ex-officio members are excluded from that calculation.

The principal consults elected members before appointing community representatives who are outside the current parent or guardian constituency and reflect the diversity of the school community. The SIC may add ex-officio positions by amendment, such as a PTO representative. Additional ex-officio members may participate in discussion and serve without a vote.

Elected terms are two years and staggered, with initial staggering determined by lot. A parent whose child is in the final year of enrollment may serve a one-year term as permitted by law. Appointed terms are one year. Ex-officio terms follow the position held. Members may serve again if reelected or reappointed.

Article 4 Elections Appointments and Vacancies

The SIC and principal publish nomination and election procedures in advance through school communication channels. Every eligible parent or guardian and faculty member shall have an opportunity to vote in the appropriate election. Elections must be completed by October 15. Community appointments should be completed promptly so the full roster can be reported on time. A seat becomes vacant upon resignation, loss of eligibility, or election to the district school board. After three consecutive regular meetings missed without notice or reasonable explanation, the council may declare a seat vacant after notifying the member and allowing a response. For an elected seat, offer the remainder of the term to the eligible runner-up from the most recent election for that seat. If unavailable or unwilling, hold an election within the appropriate constituency. The principal fills appointed vacancies for the remainder of the term.

Article 5 Officers and Committees

At the first regular meeting after elections and appointments are complete, elected and appointed members elect a chair, vice chair, and secretary from among themselves for one-year terms. Ex-officio members, including the principal, are ineligible to hold office or vote in officer elections.

The chair leads meetings, works with the principal on agendas, and ensures timely public notice. The vice chair acts in the chair’s absence. The secretary keeps minutes, attendance, and voting records and maintains council records with the school office.

The SIC may establish standing or temporary committees by a majority vote recorded in the minutes. The chair appoints committee members and committee chairs. Each committee includes at least one SIC member, may include school or community volunteers, and reports recommendations to the full council.

Article 6 Meetings and Public Participation

The SIC meets at least four times each school year and may meet more often. The chair and principal coordinate the annual schedule and any special meetings. The school publishes the schedule and posts meeting notices and agendas at least 24 hours in advance as required by the South Carolina Freedom of Information Act. Meetings are open to the public except during a lawfully convened executive session.

Families and community members may request an agenda item through the chair or principal at least five days before a regular meeting. The chair may schedule public comment. The principal or designee provides a school update at each regular meeting, and committees report as scheduled.

Article 7 Quorum Voting and Records

A quorum is a majority of filled voting seats and must include at least one elected parent and one elected teacher. The council seeks consensus when possible. Formal action requires a quorum and a majority of voting members present, except when these bylaws require a higher threshold.

Each elected or appointed member and the principal has one vote on regular council business. Members cast votes during a properly noticed meeting. Proxy, absentee, and email votes are prohibited. For officer elections, a majority of filled elected and appointed seats must be present, including at least one elected parent and one elected teacher.

The secretary records decisions and maintains minutes and other records in accordance with public records requirements. Members disclose conflicts of interest and protect confidential student and personnel information. Public discussions use schoolwide or appropriately aggregated information.

Article 8 Annual Work and Reporting

At the start of the year, the council orients members, sets meeting dates, reviews school data and family feedback, and identifies priorities connected to the School Improvement Plan. During the year, the council reviews progress, hears from families and committees, and records recommendations and follow-up.

The SIC and principal prepare the annual SIC Report to the Parents. The school distributes it by April 30 and uploads it to the SC-SIC Member Network by June 1. The report summarizes the current year’s priorities, actions, and progress. At year-end, the council reviews what it accomplished and identifies priorities to carry forward.

Article 9 Amendments and Adoption

Proposed amendments must be introduced in writing at a regular meeting, recorded in the minutes, and distributed to members. The proposal must appear on the agenda for a subsequent regular meeting within three months. Adoption requires a quorum and approval by two-thirds of voting members present.

These bylaws take effect upon approval by the Harrisburg Elementary School Improvement Council and completion of any applicable district or SC-SIC review.

Adopted 8/1/26 Last revised 8/2025