CHESTER PARK INTERMEDIATE
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Chester Park Intermediate

School Improvement Council (SIC)

Quick Bylaws & Operating Guide

Purpose
The Chester Park Intermediate School Improvement Council (SIC) is a representative group of parents, teachers, school leaders, and community members who work together to support **school improvement, student achievement, family engagement, and continuous growth**.

1. Membership

The SIC will include:

- **At least 2 parent representatives**, elected by parents.
- **At least 2 teacher representatives**, elected by the faculty.
- **Community representatives**, appointed in accordance with SIC requirements.
- **Principal** as an ex-officio member.
- Other school or parent organization representatives may serve as ex-officio members.

Elected members must constitute at least **two-thirds of the elected and appointed membership**.

2. Terms of Service

- Elected SIC members serve a **minimum two-year term**.
- Terms should be **staggered** to provide continuity.
- Parent members whose children are in their final year at the school may serve a one-year term.
- Elections must occur **no later than October 15** each school year.

3. Officers

The SIC will elect annually:

Chairperson

- Leads SIC meetings.
- Works with the principal to develop meeting agendas.
- Keeps the council focused on school improvement priorities.

Vice Chairperson

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- Assists the Chairperson.
- Presides when the Chairperson is absent.

Secretary/Recorder

- Records minutes.
- Maintains SIC records.
- Shares draft minutes with members for review.

The SC-SIC recommends that SICs elect a chair, vice chair, and secretary/recorder each year. (South Carolina Secretary of State)

4. Meetings

- The SIC will meet **at least eight times during the school year**.
- Meeting dates will be established and communicated in advance.
- Meetings will be conducted in accordance with applicable **South Carolina Freedom of Information Act (FOIA)** requirements.
- Agendas will be prepared and shared before meetings.
- Minutes will document attendance, actions, decisions, and votes—not a verbatim transcript. (South Carolina Secretary of State)

5. Quorum & Voting

For purposes of conducting official SIC business:

- A **quorum** will consist of a majority of current SIC members.
- A motion passes with a **simple majority of members present and voting**, unless otherwise required by law or district policy.
- The Chair votes only when necessary to break a tie or when voting is otherwise appropriate under the council's procedures.

6. SIC Responsibilities

The SIC will:

- Review school data and identify areas of need.
- Assist with the development and monitoring of the school's improvement plan.
- Support strategies designed to improve student achievement.
- Provide input regarding school improvement and innovation.
- Promote meaningful parent and community involvement.
- Assist with the school's annual improvement report.
- Provide advice and recommendations to the principal and school district.
- Carry out additional responsibilities assigned by law or the local school board.

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7. Member Expectations

SIC members agree to:

- Attend meetings regularly and participate actively.
- Review information before meetings.
- Maintain confidentiality when discussing student or personnel matters.
- Respect differing perspectives.
- Keep discussions focused on **school improvement and student success**.
- Represent the interests of the school community rather than individual agendas.
- Complete assigned tasks and responsibilities.

8. Attendance

Members are expected to attend all scheduled meetings.

Consistent with SC-SIC recommended practices, a member who has **three or more unexcused absences** may be subject to replacement according to the council's procedures. (South Carolina Secretary of State)

9. Records & Transparency

The SIC will maintain:

- Current membership roster
- Meeting agendas
- Approved meeting minutes
- Bylaws
- Annual SIC report
- Other required SIC documentation

SICs are considered public bodies under South Carolina law, so meetings, notices, and records must comply with applicable FOIA requirements. (South Carolina Secretary of State)

10. Amendments

These bylaws may be reviewed annually and amended by a **two-thirds vote of the SIC membership**, provided that any amendment complies with South Carolina law, SC-SIC requirements, and Chester County School District policies.

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Our SIC Commitment

We will use data, collaboration, and community voice to strengthen Chester Park Intermediate and ensure that every student has the opportunity to succeed.

Chester Park Intermediate SIC
Centered in Strength.