

Paul Knox Middle School School Improvement Council Bylaws

Article 1

NAME OF ORGANIZATION

The name of the organization is the Paul Knox Middle School Improvement Council.

Article 2

PURPOSE

(A) The purpose of the Paul Knox Middle School Improvement Council is to:

- (1) assist in the development, implementation, monitoring, and evaluation of the School Improvement Plan (also known as the "School Renewal Plan" or "Strategic Plan");
- (2) assist in the preparation of yearly Plan updates;
- (4) write the annual *SIC Report to the Parents*, which is to be distributed no later than April 30 of each year;
- (6) provide advice on the use of Title 1 expenditures (if allocated to the school);
- (7) provide other assistance as requested by the Principal or local school board.

Article 3

NUMBER AND TYPE OF SIC MEMBERS

(A) The SIC will be made up of the following representatives:

- (1) One or two parents of students enrolled in the school.
- (2) Three teachers (or staff members) assigned to the school.
- (3) One or two members of the local community appointed by the Principal and staff members.
- (4) The Principal as an ex-officio member of the SIC.

Article 4

MEETINGS

(A) The first regular SIC meeting of the school year will be held no later than September 30.

(B) During the first meeting, the SIC will set a regular meeting schedule for the remainder of the school year. The schedule will be posted on the school website, included in the monthly school calendar, and/or otherwise posted in a prominent location in the school. The SIC will

strive to schedule regular SIC meetings on days and times that meet the needs and preferences of parents and community members as well as teachers and administrators.

(C) The SIC will meet monthly during the school year, except that the SIC may choose not to schedule a meeting in December.

(D) All SIC meetings are open to the public and anyone showing an interest in the SIC and its activities will be encouraged to attend. Persons who wish to be placed on the agenda must submit a request to the SIC Chairperson or Principal at least five (5) days before the meeting date.

(E) The Principal or his/her designee will be scheduled on the agenda of every regular SIC meeting to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

Article 5

SIC DECISION MAKING

(A) Whenever possible, the SIC will make decisions by consensus. If voting is necessary, a simple majority vote will be sufficient to constitute an action of the SIC. A simple majority of the voting members of the Council will constitute a quorum so long as at least one parent and one teacher representative are present.

Article 6

TRAINING

(A) At the beginning of each school year, the SIC will ensure that members have access to information about their roles and responsibilities as well as information on school and local district policies and procedures. SIC members will be encouraged to attend School Improvement Council training workshops sponsored by the district office and/or the SC School Improvement Council (SC-SIC).

Article 7

BYLAW AMENDMENTS

(A) These bylaws may be amended at any regular SIC meeting by a two-thirds vote of those present provided that (1) the amendments were previously introduced at a regularly scheduled meeting held within the last three months, (2) were included in the minutes of that meeting and distributed to all members, and (3) are listed as an agenda item for the current meeting.

Date Approved: 8/31/2026