A.C. Corcoran Elementary School Improvement Council

Mission Statement

At A. C. Corcoran, our mission is working in partnership with students, families and community leaders, to ensure that all our students received a high-quality education, by equipping them with the tools needed to become active participates in their own education. Thus, helping them become lifelong learners and engaged community members.

Vision Statement

Our vision is for every student at A. C. Corcoran to be proficient in reading and math by the end of the second grade and beyond.

What is the SIC?

The SIC comprises of parents, teachers and community members who collaborate with the principal to help achieve school improvement.

Who serves on the SIC?

Every K-12 public school in South Carolina is required to have a SIC that includes at least the following:

The SIC is required to maintain twice as many elected members as appointed members. State law requires that elections be held by October 15 each year.

Unlike high schools, elementary school councils exclude student members and typically feature a stronger operational partnership with early-childhood or family organizations like the PTA, PTO, or Title I committees.

Bylaws of the A. C. Corcoran Elementary School Improvement Council

ARTICLE I: Name

The name of this organization shall be the A. C. Corcoran Elementary School Improvement Council (SIC).

ARTICLE II: Purpose and Responsibilities

The SIC serves as an advisory body to the principal and school. The council shall:

• Collaborate on the development, implementation, and evaluation of the school's 5-year Strategic/School Renewal Plan.

• Monitor annual progress towards school innovation, student achievement, and learning environment goals.

• Write and distribute the annual Report to Parents by April 30 of each school year to highlight successes and goals.

• Provide narrative input for the annual South Carolina School Report Card.

• Advocate for effective family-school partnerships that support early literacy, attendance, and a positive school climate.

• Limitation of Power: The SIC does not have the powers and duties reserved by law to the local school board, nor does it play a role in staff evaluations, grievances, or individual student disciplinary matters.

ARTICLE III: Membership

The council shall maintain a balanced representation of the school community, strictly adhering to South Carolina state law:

• **Elected Members:**

• Parents / Guardians: At least 2 parents or guardians elected by the parents/guardians of students currently enrolled in the school.

• Teachers: At least 2 certified teachers elected by the school's faculty.

• **Appointed Members:**

• Community Members: Appointed by the principal from the community at large (individuals who are not parents of students currently enrolled at the school). These appointments must ensure the council reflects the demographic and socioeconomic diversity of the school's footprint.

• **Ex-Officio Members:**

• The school Principal.

• The PTA/PTO President or designated board member.

• The school's current Teacher of the Year.

• The Title I Coordinator or Family Engagement Specialist (if applicable).

• Composition Rule: Elected members (parents and teachers) must always comprise at least two-thirds (66%) of the total voting membership, excluding ex-officio positions.

ARTICLE IV: Elections and Terms of Office

• Timing: Elections for parent and teacher representatives shall occur annually within the first 30 days of the school year.

• Terms: Elected and appointed members shall serve two-year staggered terms. Terms run from October 1 through September 30.

• Term Limits: Members may serve up to three consecutive terms, after which they must rotate off for at least one year before seeking re-election.

- The statutory one-year exception for parents whose children are in the last year of enrollment at the school.

• Vacancies: If a vacancy occurs mid-term, the SIC Chair, in consultation with the principal, will appoint a replacement from the corresponding category to serve out the remainder of that term.

ARTICLE V: Officers and Duties

Officers shall be elected annually by the full SIC membership at the first official meeting of the school year.

• Principal: Provides school improvement data, explains school priorities, and supports the council's advisory work.

• Chairperson: Must be an elected parent, an appointed community member, or a teacher. The Chair sets meeting agendas with the principal, presides over all meetings, and spearheads the annual Report to Parents. The Chairperson leads meetings, develops agenda with the principle, and guides council priorities.

• Vice-Chairperson: Assumes the duties of the Chair in their absence and coordinates committee tasks.

• Secretary: Records and archives accurate minutes of all meetings, tracks attendance, and ensures compliance with records retention policies.

ARTICLE VI: Meetings and FOIA Compliance

As a public body, the SIC operates under the South Carolina Freedom of Information Act (FOIA):

• Frequency: The council will meet at least eight (6) times during the school year, typically on a monthly cadence from September through May.

• Public Notice: Meeting dates, times, and agendas must be posted publicly (on the school website and/or main office bulletin board) at least 24 hours prior to the meeting.

• Minutes: Written minutes must be recorded for every meeting, and made available for public inspection. These minutes will be uploaded into the Title 1 crate.

• Quorum: A simple majority (51%) of the total voting members must be present to conduct official business or vote on resolutions.

ARTICLE VII: Amendments

These bylaws may be amended at any regular meeting of the SIC by a two-thirds (2/3) majority vote of the members present. Proposed amendments must be submitted in writing to all members at least one meeting prior to the scheduled vote.