



Limestone-Central Elementary School

School Improvement Council (SIC) Bylaws

Established under the South Carolina Education Finance Act (1977) and the Education Improvement Act (1984).

Mission: To provide an effective partnership between students, staff, family, business, and the community.

Role: Advises on the development and implementation of the five-year school improvement plan (School Renewal Plan).

I. Council Membership

The council is a broad-based group representing various stakeholders in the school community.

Elected Members: At least two parents (elected by parents) and two teachers (elected by teachers).

Appointed Members: Representatives from the local community, appointed by the principal.

Ex-Officio Members: The school principal.

Optional Members: Teacher of the Year, PTO/PTA President, or past SIC Chair.

Compliance: Verify current membership requirements in the SC-SIC Adaptation Guide.

II. Key Duties & Responsibilities

The SIC focuses on the school improvement process through specific annual and long-term tasks.

Responsibility/Action Required: School Renewal Plan Provide input and feedback during development and annual updates.

Annual Report: Write the "Report to the Parents" by April 30 each year.

School Report Card: Assist the principal in writing the narrative for the state Report Card.

Incentive Awards: Advise on the use of school incentive grant awards.

Monitoring: Evaluate progress toward improvement goals and objectives.

III. Council Officers

The council must elect officers annually to lead operations.

Chairperson: Presides at all meetings, prepares agendas with the principal, and serves as the primary contact.

Vice-Chairperson: Performs the duties of the Chair in their absence.

Secretary: Records and distributes minutes of all meetings and maintains council records.

Training: Members are encouraged to attend workshops sponsored by the South Carolina School Improvement Council.

IV. Meetings & Procedures

SIC meetings are the primary venue for collaboration and decision-making.

Frequency: Regular meetings are scheduled throughout the school year, typically monthly.

Public Access: Meetings are open to the public; minutes and agendas should be made available.

Quorum: A majority of the current council membership must be present to conduct official business.

Decision Making: Actions are typically taken by a majority vote of members present.

V. Termination & Vacancies

To ensure an active and effective council, membership may be terminated under specific conditions.

Automatic Termination: A parent representative no longer has a child enrolled at the school. A teacher representative no longer holds a position at the school.

Attendance Policy: Membership may terminate if a member misses three consecutive scheduled meetings without proper notice to the Chairperson.

Chairperson Resignation: Members may submit a letter of resignation to the Chairperson at any time.

Vacancies: Mid-term vacancies are filled by appointment or special election as dictated by the remaining council.

VI. Amendments & Location

Bylaws are living documents that may be updated as school needs evolve.

Amendment Process: Bylaws may be amended at any regular meeting by a two-thirds vote of members present.

Notice Requirement: Proposed amendments must be introduced at a prior meeting and listed on the current meeting's agenda.

Official Resource: Templates at SC-SIC Quick References.

VII. Council Location

The council operates out of Limestone-Central Elementary School, located at 727 Pacolet Hwy, Gaffney, SC 29340.