

Plainview Elementary School
School Improvement Council (SIC)
By-Laws

ARTICLE I: NAME

The name of the organization shall be: Plainview Elementary School Improvement Council (hereafter referred to as PVE SIC).

ARTICLE II: PURPOSE AND OBJECTIVE

The vision of Plainview Elementary School is “to grow all students to achieve their best academically, emotionally, socially, culturally, and physically.” The PVE SIC serves as a leadership council seeking to strengthen communication and involvement between school staff, families, and the community. The SIC will promote educational programs and provide input for goals for growth for the school; raise awareness of legislative issues related to schools; and review and report growth statistics in regular meetings, in communications with parents, and in the annual report to the state.

ARTICLE III: MEMBERSHIP, ELECTION OF OFFICERS, AND TERMS OF SERVICE

As defined by the state (Title 59, *SC Code of Laws*), membership of local elementary-level SIC organizations is: at least two elected parents; at least two elected teachers; ... half as many appointed community members as the total number of elected members; and at least one ex-officio position (for the current school principal).

- A. Parent members: any primary caretaker of a student enrolled in the school is eligible. Parents can nominate themselves or be nominated by other parents.
- B. Community members must: not have a student currently enrolled in the school; not be employed by the school system; and live and/or do business in the school’s attendance zone or surrounding community.

The SIC members nomination for elected offices of the PVE SIC will take place in May of each year, with new terms of service beginning on July 1. Officers of the SIC are:

- C. Chair. The Chair presides at all meetings of the SIC. The Chair works with the Principal to determine meeting agendas and discuss relevant issues related to school and the work of the SIC. Term of service is one year (beginning July 1) but may be re-elected for no more than one continuing term in this capacity.
- D. Vice Chair. The Vice Chair as an aide to and performs all duties in the absence of or as delegated by the Chair. Term of service is one year (beginning July 1) but may be re-elected for no more than one continuous term in this capacity.
- E. Secretary. The Secretary records the minutes of all meetings of the SIC and publishes the minutes of meetings for the review of the general membership. Term of service is one year (beginning July 1) but may be re-elected for multiple terms in this capacity.

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By statute, elected parents and elected teachers are seated for a two-year term. Community members, as recommended by the state, are appointed for one-year terms. Parents, teachers and community members can be elected to subsequent terms.

To insure the SIC maintains continuity, state law directs that terms of office be staggered initially when a SIC is formed or reconstituted so that about half of the membership is up for election each year. This staggering is determined by lot (such as drawing names from a hat) after elections are completed, with some terms being identified as one-year and others as two-year. (Note: this staggering does not apply to appointed members whose term is generally noted as year-to-year.)

ARTICLE IV: MEETINGS AND VOTING

- A. Date and Time of Meeting. The general meeting of the PVE SIC will be monthly on the third Monday of each month, beginning in August.¹ The meeting time is 6:00.
 - a. All meetings are open to the public.
 - b. If this regular meeting falls on a holiday or otherwise needs to be postponed, the Chair will announce any rescheduling of the meeting at least two weeks in advance.
 - c. Postponement of a meeting will be announced through the school phone call-out system and posted on school social media platforms, as soon as possible.
 - d. Agendas for meetings will be posted and available in the school and viewable on school social media at least 3 days prior to the meeting.
 - e. In the event of emergency or other unforeseen circumstances, social media platforms may be used for broadcast of meetings and to conduct business.
- B. Discussion at Meetings. Any member of the PVE SIC may raise or speak in favor of or against a matter at a general meeting.
 - a. Each meeting will have an option for public comment on issues at the beginning of the meeting.
 - i. Those wishing to participate in any meeting should make the Chair aware at least 5 days prior to the meeting to be included on the agenda.
 - b. Time for all discussion and comment will be set by the Chair and included with the agenda.
- C. Voting. In any matters where voting is required, each member of the SIC has one vote.
 - a. Votes are only valid when made by a quorum of voting members (simple majority).
 - b. Only in-person votes will be considered, unless circumstances require virtual meetings as set forth in Article IV, A, e.
 - c. Votes may be by secret ballot or by public voice, as determined by the Chair.

¹ Recommendation of state SIC guidelines is that each local organization meet 8 times each year. So, for this local group, there will be no scheduled meetings in June, July, December, and April.

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- D. Challenges of Votes. Any decision in conflict with school, district, or state requirements may be challenged and subsequently overridden with explanation at an open meeting of the body.
(Normally, such review and explanation will be offered by an independent representative of the school district.)

ARTICLE V: REMOVAL OF SIC OFFICERS OR MEMBERS

Officers or Committee members may be removed for a variety of reasons. Following are processes for each.

- A. Causes for Removal.
- a. Immediate removal is required for any teacher who is no longer employed at PVE.
 - b. Immediate removal is required for any parent who no longer resides in the defined school attendance area or no longer has a student attending PVE.
 - c. Immediate removal is required for appointed community members who either no longer live in or do business in the school's attendance zone or surrounding community.
 - d. Removal may be considered if participation is detrimental to the success of the organization.
 - i. This primarily relates (but is not limited to) those whose behavior or disposition in private or public meetings becomes rude or disrespectful to other members.
 - ii. Actions in the public square could result in consideration, as well.
- B. Process for removal.
- a. For those in cause "a", "b", or "c", an announcement at a general meeting is required to accept a resignation.
 - b. For those in cause "d", a 2/3 majority of the voting officers must concur for removal.
 - i. The vote must be taken in a general meeting of the PVE SIC, even if by secret ballot.
 - ii. Documentation of the incident(s) requiring the consideration must be submitted in writing to the Chair prior to the meeting.