SOUTH CAROLINA
SCHOOL IMPROVEMENT COUNCIL
Fairfield Central High School -School Improvement Council By-Laws

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ARTICLE I: NAME, PURPOSE, MISSION, AND BASIC POLICIES

Section 1: Name- The name of the organization will be the Fairfield Central High School Improvement Council (SIC).

Section 2: Mission- The mission of the Fairfield Central High School-School Improvement Council will be to:

The mission of Fairfield Central High School is to develop the whole child through academic excellence, technical education, leadership development, and character building, ensuring every student graduates prepared to enroll, enlist, or become employed and contribute positively to their community and the world.

Section 3: Purpose- The purpose of the Fairfield Central High School-School Improvement Council will be to:

- Participate in the development of the five-year school improvement plan.
- Assist in implementing the plan and evaluating the outcomes.
- Review the annual *Report to the Parents* about the progress of the school and SIC in achieving the goals and objectives of the School Improvement Plan.
- Assist with writing the annual *School Report Card Narrative*.
- Provide other assistance that the principal may request as well as carry out any other duties prescribed by the local school board.

Section 4: Basic policies - The basic policies of the Fairfield Central High School-School Improvement Council will be to:

- The council will not have any of the powers and duties reserved by law or regulation to the local school board.

ARTICLE II: MEMBERSHIP REPRESENTATION

a. The Fairfield Central High School Improvement Council will be comprised of the following representatives:

    - Two (2) parents of students that are currently enrolled at Fairfield Central High School.
    - Two (2) teachers elected by teachers currently assigned to Fairfield Central High School. (One of the teachers will be the current Teacher of the Year)

- Two (2) students currently assigned to Fairfield Central High School. These students will be a representative from the FCHS- Student Government Association.
- Two (2) community representatives appointed by the principal. The appointments should include one business partner and other persons from the community to balance representation, or other variables; and
- The principal will serve as an ex-officio member of the council. As many as three additional ex-officio members may also serve on the council, the number and positions to be determined by the SIC. These ex-officio positions may include, but are not limited to, the following: an administrator, the immediate past chairperson of the School Improvement Council, or the Teacher of the Year. If the leadership of any of the named organizations or positions is unable to serve, an appropriate representative will be named by the organization sending the representative.

b. Each elected and appointed member will have one vote, and absentee ballots or proxy voting will not be permitted. Ex-officio members are not voting members of the SIC.

c. A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated by state law (i.e. twice as many elected as appointed). Ex-officio members do not figure into the elected/appointed membership ratio. Each member will have one vote, and absentee ballots or proxy voting will not be permitted.

ARTICLE III: NOMINATION, ELECTION, AND APPOINTMENT PROCEDURES

a. Nomination and elections for SIC parent, teacher, and student representatives will be held no later than October of each year, and council members will assume their responsibilities immediately. Appointments will be made within 14 days of the elections.

b. Information about the upcoming election of parent representatives will be printed in the school calendar and presented in our communication tools, such as the school website, ParentSquare, and the principal's weekly newsletter to parents, along with a nomination ballot, when applicable.

c. Ballots will be returned to the school within seven days. The ballots will be counted by a minimum of three members of the council and will be retained for one year at Fairfield Central High School.

d. Teacher representatives to the council will be elected by the faculty during a regularly scheduled faculty meeting.

e. The names and addresses of all council members will be forwarded to School Improvement Council Assistance (SCIA) at the University of South Carolina within 30 days following the elections.

f. The names of all council members will be published in the school calendar or school newsletter following the elections.

g. The SIC Chairperson will ensure that the names of all SIC members for the current school year are posted on the school website.

ARTICLE IV: TERMS OF OFFICE

a. All elected and appointed members of the council will serve a two-year term. Staggered elected terms provide a continuity of membership and knowledge of the SIC's actions from year to year. Appointed members of the community are often willing to commit to one year at a time, but are encouraged to serve for two years just like elected members. Ex-officio members do not figure into the elected/appointed membership ratio.

b. No limit will be set on the number of terms a member may serve.

c. The council may establish committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

d. Membership on the council will terminate when members:
   - No longer have a student enrolled in the school or no longer live in the school attendance zone;
   - No longer hold a teaching position at the school;
   - Have missed three consecutive scheduled meetings without proper notice to the chairperson; or
   - Submit a letter of resignation to the chairperson.

In the event of any of the above situations, the chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. In the case of an appointed member, the principal will select a replacement. The replacement will not serve a full term and will finish the term of the person replaced.

ARTICLE V: SIC OFFICERS AND DUTIES

Section 1: SIC Elected Officers-The officers of the Fairfield Central High School Improvement Council will consist of a chairperson, vice chairperson, and secretary. The officers will be elected annually by the full council membership no later than the October meeting of each academic year. Ex-officio members are not eligible to be an officer of the council.

Section 2: Officer Duties

a. Chairperson- The chairperson will preside at all meetings and have general supervision of the activities of the SIC, which includes:

- Direct the monthly SIC meetings.
- Act as spokesperson for the SIC when working with the faculty, parents or community groups, district staff, and local school board.
- Sign documents assuring SIC participation, such as the school's annual *Report to the Parents*, the narrative accompanying the annual state *School Report Card*,

and the budget submitted to the S.C. Department of Education for any incentive award expenditures.

- Appoint SIC members and others to serve on committees as needed.
- Prepare the monthly agenda with the principal well in advance of the monthly meeting to allow time for the Secretary to send it to all members prior to the meeting and to have it posted publicly at the school and on the school's website.
- Conduct monthly meetings of the SIC, directing the action of the meeting through the agenda, and appointing committees as needed.
- Communicate regularly with the subcommittee, project, and task force leaders to support their activities and prepare them for reporting progress at the meetings.

b. Vice Chairperson- The vice chairperson will assist the chairperson with the following duties:

- Assist the Chair during meetings, assuming the leadership for a discussion period or for the entire meeting if the Chair is unable to attend.
- Assume leadership of a standing committee, task force, or project of the SIC.
- Assist with the development of the agenda, committee activity, and general support of SIC initiatives.
- Additional duties and activities will vary according to local SIC bylaws.
- Coordinate with the SIC Chair to identify the actions needed.

c. Secretary- The secretary is responsible for the following duties:

- Maintain a set of records at the school for the SIC, including current bylaws, current and past copies of SIC meeting agendas, minutes, current and past copies of the school's Report to the Parents, latest copy of the state School Report Card, and a copy of the current year portion of the school's improvement/renewal plan
- Work with school staff to ensure that copies of the bylaws, current year's minutes and agendas, and other pertinent information are readily available to the public, or by posting it to an SIC section of the school's website.
- Assure the agenda is distributed to all SIC members at least 10 days before the next meeting, and that a copy of the agenda is available for public view prior to the meeting by posting it at the school or on the school's website.
- Record attendance at each meeting.
- Make a record of the actions taken at each meeting (using the agenda as a guide for reporting actions taken and giving summaries of discussion points where appropriate).
- Coordinate with the committee and school staff about having copies of materials prepared for each meeting.
- Summarize information about meeting actions for publication in the school's newsletter or calendar.

- File the approved minutes or record of action in an SIC folder at the school and arrange to have them posted to the school's website.
- Distribute copies of the minutes/record of action of the previous meeting along with the agenda of the upcoming meeting to all SIC members in advance of the meeting.
- Contact the SIC Chair or committee leaders to determine if materials need to be copied for the next meeting.
- Submit to the school newsletter/calendar the summary of the last SIC meeting and the agenda of the next meeting.

ARTICLE VI: SIC COMMITTES

- Direct the actions of a standing committee responsible for monitoring the implementation of a strategy or an ad hoc committee with a specific task and limited time of existence.
- Communicate progress to the SIC Chair and prepare the report to the SIC.
- Report the progress of the committee's work when scheduled on the agenda.
- Recruit committee members from among others not already serving on the SIC.
- Chairs of SIC committees are not required to be elected or appointed SIC members.

ARTICLE VII: MEMBERSHIP TERMINATION AND VACANCIES

Section A. Termination of Membership

Membership on the School Improvement Council (SIC) shall terminate immediately upon the occurrence of any of the following:

1. A parent representative no longer has a child enrolled at Fairfield Central High School.
2. A teacher representative is no longer employed as a teacher at Fairfield Central High School.
3. An elected or appointed member is absent from three (3) consecutive regularly scheduled SIC meetings without prior notification or an approved excuse.
4. An elected or appointed member submits a written resignation to the SIC Chairperson.
5. An elected or appointed member is elected or appointed to serve on the Fairfield County School District Board of Trustees.
6. A student representative:
    - Graduates from Fairfield Central High School;
    - Is assigned major disciplinary consequences that prohibit participation;
    - Fails to maintain satisfactory academic standing as determined by school administration; or
    - Is absent from two (2) consecutive regularly scheduled SIC meetings without prior notification or an approved excuse.

Section B. Parent and Teacher Representative Vacancies

If an elected parent or teacher representative's membership terminates before the expiration of his or her term, the vacancy shall be filled by the eligible candidate who received the next highest number of votes in the most recent election.

If no such candidate can be identified or is willing to serve, the SIC Chairperson, in consultation with the Principal and the School Improvement Council, shall appoint an eligible parent or teacher representative, as appropriate, to serve the remainder of the unexpired term.

Section C. Community Representative Vacancies

If an appointed community representative's membership terminates before the expiration of his or her term, the Principal shall appoint an eligible community representative to serve the remainder of the unexpired term.

Section D. Student Representative Vacancies

In the event that a student representative's membership terminates before the expiration of his or her term, the Principal shall appoint an eligible student representative to serve the remainder of the unexpired term.

Section E. Attendance Expectations

To ensure active participation and effective governance, all SIC members are expected to attend regularly scheduled meetings. Members who anticipate an absence should notify the SIC Chairperson or designated representative prior to the meeting whenever possible.

This language provides clearer procedures, stronger attendance expectations, and aligns with common South Carolina SIC governance practices.

ARTICLE VIII: MEETINGS

The council will establish a schedule and location for regular SIC meetings at the first SIC meeting of the school year. Meetings will be announced on the school's website and via Parent Square and Principal's Weekly Parent Newsletter. Council members will be notified as soon as practicable of any changes to the regular meeting schedule or location via the communication tools presented.

A simple majority of the council membership will constitute a quorum if at least one parent and one teacher representative are present.

ARTICLE IX: VOTING AND QUORUM

The School Improvement Council shall strive to conduct business through collaboration and consensus whenever possible. When consensus cannot be reached, decisions shall be determined by a vote of the Council.

A simple majority vote of the members present and voting shall be sufficient to approve any motion or action brought before the Council, unless otherwise required by law or these bylaws.

A quorum shall consist of a simple majority of the current Council membership, provided that at least one parent representative and one teacher representative are present and that all requirements for properly calling and conducting a meeting have been satisfied.

No official business shall be conducted in the absence of a quorum.

The Chairperson shall vote only in the event of a tie vote, unless the Chairperson's vote would affect the outcome of a vote requiring a majority of the entire membership.

This language provides clearer guidance on consensus-building, voting procedures, quorum requirements, and the conduct of official Council business.

ARTICLE X: TRAINING

An orientation session will be held annually for all council members that includes information about council roles, responsibilities, and functions, as well as information on school and local district policies and procedures. Council members will attend school improvement council training workshops sponsored by the district office, the Professional Development Section of the State Department of Education, or School Improvement Council Assistance (SICA) in the University of South Carolina's College of Education.

The principal will share information on school activities, successes and concerns with council members.

Training and technical assistance is available from the district, the State Department of Education, and SICA.

ARTICLE XI: BYLAWS AMENDMENTS

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of those present, provided that the specified amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

Date Approve: _____, these bylaws will go into effect on_____