Berea High School

School Improvement Council Bylaws

ARTICLE 1:
NAME OF ORGANIZATION

The name of the organization will be the Berea High School Improvement Council.

ARTICLE 2:
PURPOSE

The purpose of the Berea High School Improvement Council will be to:

(1) Assist in the development, implementation and evaluation of the five-year school improvement plan (also known as the school renewal plan or strategic plan).
(2) Assist in the preparation of yearly plan updates;
(3) Write the annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives, due for distribution by April 30;
(4) Prepare the annual 425-word narrative for the School Report Card, in conjunction with the principal;
(5) Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school);
(6) Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card;
(7) Serve as liaison between the school, school organizations, the community and the local school board by collecting and disseminating pertinent information; and
(8) Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

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

ARTICLE 3:
REPRESENTATION AND MEMBERSHIP

(1) Three parents will be elected by the parents.
(2) Three teachers will be elected by the teachers.
(3) Five representatives from the greater school community will be appointed by the principal. The appointments will be made from the non-parent portion of the community with attention to the representation on the council in terms of race, sex, geography, grade level representation, or other variables important to the school.
(4) Three students will be elected by the student body.
(5) A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated by state law, excluding ex-officio membership.
(6) The principal will serve as an ex-officio member of the council. At least three additional ex-officio members can serve on the council including, but not limited to, the following positions: the president of the parent teacher organization, the immediate past chairperson of the School Improvement Council, the Teacher of the Year, and a business partner. 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.
(7) All members will have one vote. Absentee ballots or proxy voting will not be permitted.

ARTICLE 6:
OFFICERS

- The officers of the Berea High School Improvement Council will consist of a chairperson, vice chairperson, and secretary. The officers will be elected annually by the full council membership in the first council meeting of each academic year. At no time will these positions be held exclusively by teachers or exclusively by parents. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers.

ARTICLE 7:
DUTIES OF OFFICERS

- The chairperson will preside at all meetings and have general supervision of the activities of the council. The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee progress.
- The chairperson, in consultation with the principal, will prepare an agenda for all council meetings and ensure that the agenda will be sent to all council members at least one week prior to the meeting. The chairperson retains the right to modify the agenda if it is determined to be in the best interest of the council and direct the pace of the meeting as best accomplishes the agenda. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.
- The vice chairperson will exercise all functions in the absence of the chairperson and assist the chairperson as needed. The vice-chairperson will serve as chair of one of the standing committees, selected in collaboration with the chairperson.

The secretary is responsible for:

(1) Keeping a full and accurate account of the proceedings and actions of all council meetings (minutes) and ensuring that each council member receives this information in a timely fashion following each meeting;

(2) Preparing any official correspondence that the chairperson may request;

(3) Assisting in maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council by-laws.

(4) Maintaining a listing of council membership with current telephone numbers, addresses and (if available) e-mail addresses.

ARTICLE 8:
MEETINGS

- The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. The council will hold at least eight regular meetings during the calendar year. Special meetings may be called by the chairperson or the principal as long as all council members are notified of the meeting at least 24 hours in advance. Committee meetings will be called as needed with at least one week's notice.
- The first council meeting of the academic year will be held no later than September 30.
- All council meetings are open to the public and anyone showing an interest in the council and its activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than 7 days before the meeting date. The chairperson will time the agenda to ensure that council business is properly conducted and that persons scheduled to speak will have the opportunity to do so. The chairperson has