Woodmont Middle School

School Improvement Council (SIC) Bylaws

Article I – Name and Purpose

Section 1. Name

The name of this organization shall be the Woodmont Middle School School Improvement Council (SIC).

Section 2. Purpose

The Woodmont Middle School School Improvement Council serves as an advisory body that brings together parents, teachers, community representatives, and school leadership to support continuous school improvement.

The purpose of the SIC is to:

- Promote meaningful partnerships among the school, families, and community.
- Support the development, implementation, and monitoring of the school's improvement plan.
- Review school performance data and identify opportunities for continued growth.
- Provide input and recommendations regarding strategies that support student achievement and school climate.
- Encourage family and community engagement in the educational process.
- Support the school's commitment to providing a safe, welcoming, and academically challenging environment for all students.
- Assist with the preparation of the annual school report to parents and the community.

The council shall operate in accordance with South Carolina law and applicable Greenville County Schools policies.

Article II – Membership

Section 1. Composition

The Woodmont Middle School SIC shall consist of the following voting members:

- At least two parent representatives elected by the parents of students enrolled at Woodmont Middle School.
- At least two teacher representatives elected by the faculty of Woodmont Middle School.

- At least two community representatives appointed by the principal.

The elected members shall constitute at least two-thirds of the combined elected and appointed membership, as required by South Carolina law.

Section 2. Ex-Officio Members

The following individuals may serve as ex-officio members:

- The Principal of Woodmont Middle School.
- The President or designated representative of the Woodmont Middle School PTA.
- Other school or community representatives invited by the council.

Ex-officio members may participate in discussions and provide input but shall not vote or hold elected SIC offices.

Section 3. Membership Expectations

All members are expected to:

- Attend regularly scheduled meetings.
- Participate in discussions and provide constructive feedback.
- Represent the interests of the school community.
- Maintain confidentiality when discussions involve information that is protected by law.
- Support the council's work in a professional and collaborative manner.

Article III – Elections and Appointments

Section 1. Parent Representatives

Parent representatives shall be elected by parents or guardians of students enrolled at Woodmont Middle School. Elections shall be conducted in a manner that provides all eligible parents an opportunity to participate.

Section 2. Teacher Representatives

Teacher representatives shall be elected by the faculty of Woodmont Middle School. Elections shall be conducted in a manner that provides all faculty members an opportunity to participate.

Section 3. Community Representatives

Community representatives shall be appointed by the principal. These individuals should bring knowledge, experience, resources, or connections that support the school's improvement efforts.

Section 4. Election Timeline

Annual elections shall be completed no later than October 15, in accordance with South Carolina law.

Membership information shall be submitted to the South Carolina School Improvement Council office within the required reporting timeline.

Article IV – Terms of Membership

Section 1. Length of Terms

Elected members shall serve a minimum of two-year terms, with terms staggered to provide continuity from year to year.

Parents whose children are in their final year of enrollment at Woodmont Middle School may serve one-year terms.

Section 2. Vacancies

If a parent or teacher representative position becomes vacant, the council may request a special election within the appropriate representative group to fill the vacancy.

If a community representative position becomes vacant, the principal may appoint a replacement.

Any replacement member shall serve the remainder of the vacant term.

Section 3. Attendance

Members are expected to attend all scheduled meetings whenever possible. A member who misses two consecutive meetings without notifying the chairperson may be contacted to determine continued interest in serving.

If a member is unable to fulfill the responsibilities of the position, the council may recommend that the position be filled in accordance with the appropriate election or appointment procedures.

Article V – Officers and Responsibilities

Section 1. Officers

The officers of the SIC shall consist of:

- Chairperson
- Vice Chairperson
- Secretary

Officers shall be elected annually by the elected and appointed voting members of the council.

Section 2. Chairperson

The Chairperson shall:

- Preside over all SIC meetings.
- Work with the principal to establish meeting agendas.
- Facilitate discussion and encourage participation from all members.
- Ensure that the council remains focused on school improvement.
- Communicate council recommendations and activities to the appropriate individuals.

Section 3. Vice Chairperson

The Vice Chairperson shall:

- Assist the Chairperson with council responsibilities.
- Preside over meetings in the Chairperson's absence.
- Assist with member communication and meeting preparation.

Section 4. Secretary

The Secretary shall:

- Maintain accurate minutes of all meetings.
- Maintain attendance records.
- Distribute meeting minutes to council members.
- Maintain copies of the bylaws, agendas, minutes, and other official council documents.
- Assist with required council documentation and reporting.

Article VI – Meetings

Section 1. Regular Meetings

The SIC shall meet at least eight times during the school year. Meetings will generally occur monthly during the academic year, with adjustments made as needed.

Meeting dates and times shall be established at the beginning of each school year.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or principal when necessary to address matters related to school improvement.

Section 3. Public Meetings

All SIC meetings shall be open to the public and conducted in accordance with the South Carolina Freedom of Information Act (FOIA).

Meeting notices, agendas, and minutes shall be handled in accordance with applicable state requirements.

Section 4. Quorum

A majority of the council's current voting membership shall constitute a quorum for conducting official council business.

Article VII – Voting and Decision-Making

Section 1. Voting

Each elected or appointed voting member shall have one vote.

Ex-officio members may participate in discussions but shall not vote.

Section 2. Decisions

The council shall strive to reach decisions through discussion and consensus whenever possible. When a vote is necessary, a simple majority of voting members present shall determine the outcome, provided a quorum is present.

Section 3. Advisory Role

The SIC serves in an advisory capacity and does not have authority over school personnel, student discipline, instructional assignments, district budgets, or other responsibilities reserved for the principal, district administration, or the Board of Trustees.

Recommendations shall be communicated to the principal for consideration and appropriate action.

Article VIII – Responsibilities of the Council

The Woodmont Middle School SIC shall work collaboratively with school leadership to:

1. Assist with the development, review, and monitoring of the school's five-year improvement plan and annual updates.
2. Review school performance data, including academic achievement, student growth, school climate, attendance, and other relevant indicators.
3. Provide recommendations and feedback regarding school improvement priorities.
4. Support initiatives that improve student achievement and instructional practices.
5. Encourage meaningful family and community involvement.
6. Support efforts that strengthen school culture, student engagement, and student well-being.
7. Assist with the development of the annual school report to parents and the community.
8. Provide other assistance related to school improvement as requested by the principal or required by law.

Article IX – Committees

The SIC may establish committees or working groups as needed to address specific school improvement priorities.

Committees may include, but are not limited to:

- Academic Achievement and Student Growth
- School Climate and Student Engagement
- Family and Community Partnerships
- School Safety and Student Well-Being

Committee membership may include individuals from the school community who are not official SIC members.

Any committee conducting public business on behalf of the SIC shall comply with applicable public meeting requirements.

Article X – Annual School Report

The SIC shall assist with the preparation of the annual school report to parents and the community, as required by South Carolina law.

The report shall provide information regarding the school's progress toward meeting school and district goals and objectives.

The council shall work collaboratively with school leadership to ensure the report is accurate, informative, and accessible to the school community.

Article XI – Amendments

These bylaws may be amended as necessary to support the effective operation of the council and ensure compliance with state law.

Proposed amendments shall be presented to council members for review and discussion. Amendments shall require approval by a two-thirds vote of the voting membership, provided a quorum is present.

Any new bylaws developed by the council shall be submitted to the South Carolina School Improvement Council office for review before taking effect, as required by SC-SIC guidance.

Article XII – Adoption

These bylaws shall become effective upon approval by the Woodmont Middle School School Improvement Council and completion of any required state review.

Adopted this 3rd day of September**, 2026**.

Chairperson: Courtney Dean

Principal: Kyle D. Pearson

Secretary: Racquel McCrary

Woodmont Middle School
Greenville County Schools
Piedmont, South Carolina