Pine Tree Hill Elementary School
School Improvement Council Bylaws

Date Approved: October 16, 2026

SIC By-Laws: Pine Tree Hill Elementary School Improvement Council (SIC) Bylaws

Article I – The name of this organization shall be the Pine Tree Hill Elementary School Improvement Council (SIC).

Article II – Purpose
The purpose of the SIC is to:
• Support the development, implementation, and evaluation of the School Improvement Plan • Provide input on school goals, curriculum, and student achievement
• Serve as a liaison between school, families, and community
• Assist in preparing the annual SIC Report to Parents
• Promote a positive school culture aligned with Leader in Me principles • Support data-informed decision making and continuous improvement

Article III – Membership
The SIC will include:
- At least 3 parents/guardians
- At least 2 teachers
- The principal (ex-officio)
- Community members (appointed as needed)
- Optional: PTA/PTO representative

Each member has one vote:

Article IV – Elections & Appointments
• Parent members are elected annually by families
• Teacher members are elected by faculty
• The principal may appoint additional members to ensure diverse representation • Elections will occur within the first month of school

ArticleV – Terms of Service
• Members serve 2-year staggered terms
• Members may serve up to two consecutive terms
• Vacancies will be filled by election or appointment

Article VI – Officers & Duties
Officers include:
- Chairperson
- Vice-Chairperson
- Secretary

Responsibilities:
- Chair: Leads meetings and sets agenda
- Vice-Chair: Assists and fills in as needed
- Secretary: Records minutes and maintains documentation

Article VII – Meetings
- The SIC will meet at least 6 times per year
- Meetings will follow an agenda and include minutes
- A quorum (majority) is required for decisions
- Meetings are open to the public

Article VIII – Committees
The SIC may create committees such as:
• Family Engagement
• School Improvement/Data
• Community Partnerships
• School Culture

Article IX – Amendments
These bylaws may be amended by a majority vote of SIC members with prior notice.