Buford Middle School
School Improvement Council Bylaws

Purpose

The School Improvement Council (SIC) in an advisory committee to the school's principal with the following responsibilities:

- to assist in the preparation of the five-year School Improvement Plan and required annual updates
- to to assist with the development and monitoring of school improvement and innovation
- to develop an annual school school report to the parent and constituents of the school each year that shall provide information on the school's progress on meeting the school and and district goals and objectives as outlined in the School Improvement Plan
- to provide advice on the use of school incentive awards
- to provide opportunities for community and parent engagement and education
- to provide assistance as the principal may request, as well as carrying out any other duties prescribed by the local school board

Membership

By law, the SIC must have a minimum of:

- 2 parents (elected by the parents of students in the school)
- 2 teachers (elected by the school faculty)
- Other representatives of the community appointed by the principal
- Ex-officio members who are neither elected nor appointed but hold positions of leadership such as principal, PTO president past SIC CHAIR, booster club president, community leader, business leader, clergy, etc.

Note:

- The elected members must comprise a two-thirds majority of the elected and appointed membership of the council.
- The ex-officio members of this council are voting members
    - Elected and non-elected members are voting members
- Elections must take place by TBD of each school year. Within 30 days of elections, the names and addresses of all SIC members must be sent to the School Improvement Council Assistance office.
- Elected members must serve a minimum of two years. Terms are staggered.

Election/Selection Procedure

Teacher representatives shall be nominated and selected through a vote by the school faculty during a standard staff meeting.

Elections for parents will be held at the open house/first PTO meeting/SIC interest meeting of the school year. The parents with the top votes will be placed on the SIC (pending administrative

approval. Parents who are unable to attend the open house/first PTO meeting/SIC interest meeting may send their written recommendations to the principal prior to the election day for inclusion in the voting process.

The principal will appoint other members as per the SIC guidelines.

Tenure

SIC members will serve staggered two-year terms. If for some reason all SIC members are new, lots will be drawn to determine the stagger rotation. Only the principal will serve consecutive terms to allow the involvement of many parents, teachers, and community members in the school improvement process. SIC members who have just completed a two year term may serve on task forces or committees as a part of the SIC.

Resignation from the SIC should be submitted to the SIC chairperson. SIC members who fail to attend two consecutive scheduled meetings without cause or proper notice to the chairperson will be removed from SIC membership. The vacant position will be filled by the person with the next lightest number of votes in the most recent election. The replacement member may only finish the term of the person replaced. A leave of absence (LOA) request should be submitted in writing to the SIC chairperson. The position left vacant by the LOA will be replaced as per the above guidelines, unless the LOA is greater than 3 consecutive scheduled meetings.

Officers

The SIC will elect at the first schedule meeting the following offices: Chairperson, Vice Chairperson, and Secretary. The officers must be representative of the SIC council (ie: parent, teacher, community member). The principal may not be considered as an officer of the SIC. Each officer will serve a one-year term in the given position. An officer will be removed from office for failure to attend two consecutive scheduled meetings without cause or proper notice to the chairperson or by written resignation. Vacant positions will be filled by a voting SIC member at the next scheduled SIC meeting to represent the given discipline (ie: parent, teacher, community member).

Duties of Officers

Chairperson:

- will preside at all meetings
- give general supervision of the affairs of the councils
- work with the principal in planning and directing the affairs of the council including monitoring committee progress
- prepare along with the principal, the agenda for all meetings.
- see that the agenda is made publicly available at least one week before each scheduled meeting
- may use the authority to modify or change the agenda if it is determined to be in the best interest of the council’s work

- appoint temporary or standing committees as needed and be an ex-officio member of all committees

Vice Chairperson:

- exercise all functions in the absence of the chairperson
- maintain a listing of the membership with phone numbers, addresses, and attendance
- assist in the chairperson as needed

Secretary

- keep accurate accounts of the proceeding and translation of all meetings of the council via an on-going Google Doc to be shared with all officers and the principal
- provide faculty with copies of the minutes from meetings upon request
- prepare any official correspondence that the chairperson may request
- Maintain a “Council File” via Google Drive where all minutes, School Improvement Plan updates, the Summary Report, any council related related information from the district or state, and a copy of the bylaws (all print materials should be scanned into this digital file)
- annually provide a copy of the bylaws to all council members by the second meeting of the year

Committees

- The SIC may appoint ad hoc and standing committees as the need arises.
    - Membership on these committees may be by appointment or volunteer as determined by the SIC.
    - A SIC member will chair a ad hoc or standing committee on appointment by the SIC chairperson.
    - The majority of members will be non-members of the SIC. If by volunteer, a notice will be made publicly available to the parents/teachers of the school so that everyone may have an opportunity to serve. Volunteer membership of the committees may be established one week after written notices have been given to the parents/teachers of the school.
    - Vacancies will be filled on these committees by appointment of the SIC.
    - The SIC will provide a task list, goals and objectives to the ad hoc or standing committee. The committee will determine the ways and means of achieving these goals and objectives. The committee chair will present the committee recommendation to the SIC.

Meetings

1. Location: Buford Middle School Library
2. Frequency: every other month beginning in September
3. Time: 6:00pm-7:00pm (unless otherwise specified)

- Special meetings may be called by the chairperson, principal, or committee chair. This meeting should be scheduled with the membership notified within 48 hours of the meeting date/time school approved communication means.

- Meetings will be publicized via school approved communication means
- Agenda items should be forwarded to the chairperson within 48 hours of the meeting date for inclusion on the agenda. Agenda items can be added on an emergency basis when deemed necessary by the chairperson and/or principal. Agendas/minutes will be shared digitally with all needed stakeholders.
- Council meetings are open to the public. Each agenda will include an “open chair” with the time limit of 15 minutes at the beginning of the meeting to allow non-council members the opportunity to voice their opinions or concerns during council meetings.

Decision Making

Decisions will be made by consensus.

Training

Each council member will be offered an annual education as to the purpose and bylaws of the SIC as well as a minimum of one outside educational program for an appointed SIC member each year. The outside education program may be provided with the assistance of the School Improvement Council Assistance at the University of South Carolina virtually.