Dutch Fork Elementary School
School Improvement Council Bylaws

The South Carolina Education Finance Act (EFA) of 1977, as amended by The Education Improvement Act (EIA) of 1984, The Early Childhood Development and Academic Assistance Act (Act 135) of 1993, and The Education Accountability Act (EAA) of 1998, directs each school board of trustees to establish an advisory council at each school in the district. Pursuant to these Acts, the following are bylaws of the Dutch Fork Elementary School Improvement Council.

ARTICLE I

Goals and Objectives

Section 1. The mission of Dutch Fork Elementary School Improvement Council is to make recommendations to the principal and assist him/her in making decisions on school related issues, programs, goals and activities. In order to accomplish this task, the council shall:

- Participate in the development of the five-year school improvement plan. (Act 135)
- Assist in the monitoring of the implementation of the plan and evaluation of the improvements in and innovations. (Act 135)
- Assist in the writing of the annual updates. (Act 135)
- Advise on the spending of incentive funds if the school receives an award. (EIA, Act 135, EAA)
- Write the report to the parents about the progress of the school and district to achieve the goals and objectives of the strategic plans. (Act 135)
- Write the narrative to the School Report Card in conjunction with the principal. (EAA)
- Participate in the revision of the school improvement plan if the school is rated unsatisfactory on the School Report Card. (EAA)

Section 2. This section of bylaws shall not be interpreted to assume the authority of the board of trustees or the principal, but shall be limited to activities prescribed by statute and by School District Five of Lexington and Richland Counties policies.

ARTICLE II

Membership

Section 1. The Dutch Fork Elementary School Improvement Council will be composed of the following members:

- Four parents of students in the school, elected by parents in the school;
- Three teachers of the school, elected by the faculty (One from each area: primary, elementary, related arts or related programs.)
- Four community representatives appointed and/or selected by SIC and the principal. These community representatives can be, but do not have to be, parents. They must reside or be employed in the attendance area of the school from which

they are appointed. Attention is to be given to creating a balanced representation by gender, race, age, and location in the community when making these appointments.

- Ex-Officio members will consist of the principal, and may also include the PTO president or designee, Teacher of the Year, Past SIC Chair, and business partners. Ex-Officio members serve on the SIC by virtue of the position they hold in the school or of an organization associated with the school.

Section 2. Term of Office
All elected members of the committee shall serve two-year terms. A newly organized SIC will conduct elections for the total number of members on the SIC. Members will "draw lots" to determine which members(s) will serve only one year in the first year in order to get the staggered system started. Procedure of "short straws" or numbered pieces of paper with a "1" and a "2" will be utilized. All appointed members shall serve a one-year term and are subject to reappointment. Ex-Officio members serve for the duration of the term of their office. The names of all council members will be published in the first school newsletter following the elections. Letters announcing newly elected/existing SIC members will be sent to all SIC members. Terms of office will be stated.

Section 3. Voting Rights
Each member shall be entitled to one vote and may vote on each issue submitted. Only members present may vote. Each issue shall be approved by a majority vote. Ex-officio members do not vote.

Section 4. Termination of Membership
A member shall no longer hold membership should he or she cease to be

- The parent of a student enrolled in the school;
- A teacher at the school;
- Present for at least 5 of the 8 scheduled meetings.

Member resignation: A letter should be submitted to the principal, with a copy forwarded to the SIC chairperson.

Notification of termination: A letter shall be sent from the principal, in collaboration with the SIC Chairperson, to the member being terminated.

Section 5. Replacement of Members
In the event an elected member resigns, the next alternate shall serve. In the case an appointed member resigns, the principal shall designate a new member after consultation with the sitting SIC members. The replacement member shall serve the remaining term.

Section 6. Election of Members
Elected and appointed members will serve from July 1 of that year through the following June 30. Notification of elected and appointed members will be given through the school newsletter to the parents. The school will notify the district of the selection of members

and the district will notify SICA. If there is any change during the school year, the school should notify the district and SICA.

Information about the upcoming election of parent representatives will be printed in the school newsletter along with a nomination ballot. The election process will focus on encouraging broad participation by parents. The SIC will formulate a question for each nominee to answer and each nominee will provide a limited worded written response. The responses of the nominees will be printed in the school newsletter. Elections will be scheduled on days and during hours when the maximum number of parents can be reached. All elections must be completed by the District deadline.

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

ARTICLE III

Section 1. Officers
The officers shall consist of a chairperson, vice-chairperson, secretary, and other officers as the council deems necessary. If the secretary is not present, the chair will appoint someone to take the minutes.

Section 2. Election and Terms of Office
The officers shall be elected annually by the voting members of the council, and shall serve for one year. Ex-Officio members do not serve as officers.

Section 3. Removal of Officers
Any officer elected may be removed by a two-thirds vote of all members, when the best interest of the council would be served.

Section 4. Chairperson
SIC Chairperson Duties

- Finalize the monthly agenda in collaboration with the principal.
- Act as spokesperson for the SIC when working with the principal, faculty, parent or community groups, and the district staff.
- Sign documents assuring SIC participation, such as the annual Report to the Parents and the budget submitted to the SDE for incentive award expenditures.
- Direct the monthly SIC meetings.
- Preside over the newly constituted SIC to elect officers from among elected and appointed membership.

Section 5. Vice Chairperson
Vic-Chairperson Duties

- Assist the Chairperson during meetings, assuming the leadership for a discussion period or for the entire meeting if the Chairperson 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.

Section 6. Secretary
Secretary Duties

- Maintain a set of records at the school for the SIC including a copy of current bylaws.
- Maintain a copy of the "report to the parents" for the current year.
- Maintain a copy of past years SIC minutes/record of actions plus current year to date.
- Maintain a copy of the latest School Report Card.
- Maintain a copy of the current year portion of the improvement/renewal plan.
- Assure the agenda is prepared prior to the next meeting, working with the SIC Chairperson and the school staff.
- Establish a process for making a record of the actions taken at each meeting. The SIC secretary can use the agenda as a guide for reporting actions taken, giving summaries of discussion points where appropriate. (One person may record the actions at all meetings or it may be a shared responsibility by members taking turns during the year.)
- Coordinate with the committees and the school staff about having copies of materials prepared for each meeting.
- Summarize information about the meeting actions and upcoming agenda for publication in the school newsletter or newspaper and for the community media.

ARTICLE IV

Meetings
Meetings
Section 1. Regular Meetings
The council shall schedule no fewer than six (6) meetings during each school year.

Section 2. Special Meetings
Special meetings may be called by the chairperson or by a majority vote in collaboration with the principal.

Section 3. Place
The principal shall designate a meeting place.

Section 4. Agenda
Agenda for regular meetings shall be prepared by the chairperson, in cooperation with the principal, and distributed at the meetings.

Section 5. Minutes
The minutes of each meeting shall be prepared by the secretary and distributed at the meetings.

Section 6. Quorum
Two-thirds of the voting members of the council shall constitute a quorum necessary for the transaction of business, provided at least one parent representative is present. If a quorum is not present, business will be conducted as usual, and voted on at the next meeting, when a quorum is present.

Section 7. Open Meetings
All regular and special meetings shall be open to the public. Notification of time, place, and agenda shall be posted on the school's website at the beginning of the school year.

Section 8. Training and Orientation
Orientation and training sessions may be held, at the discretion of the chairperson and principal, for all SIC members that include information regarding SIC roles, responsibilities, and functions as well as information on school and local district policies and procedures. SIC members may attend school improvement council training workshops provided 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 College of Education.

The principal will share information on school activities, successes, final budget allocations, and concerns with SIC. Training and technical assistance is available from the district, the State Department of Education, and SICA.

ARTICLE V

Section 1. Amendments
The bylaws may be amended by a two-thirds affirmative vote of the voting members, provided notice of time, place and purpose of proposed amendment(s) to the bylaws shall be given in writing, and distributed to members not less than ten (10) days prior to the date of the meeting at which such proposed amendment(s) are to be considered.

Section 2. Revision
The bylaws shall be reviewed at least every four years and revised as necessary. Changes will be forwarded to the superintendent's office.

Bylaws adopted September 12, 1978.
Bylaws amended September 9, 1996.
Bylaws amended February 13, 2003.
Bylaws amended July 29, 2004.