

NURSERY ROAD ELEMENTARY SCHOOL - ARTS MAGNET
SCHOOL IMPROVEMENT COUNCIL BYLAWS

Mission Statement

The mission of Nursery Road Elementary School - Arts Magnet is to motivate, empower, and support students to accomplish individual goals within challenging curricula and to develop successful citizens in a diverse community.

Article I

Name of Organization:

The name of this organization will be the Nursery Road Elementary School - Arts Magnet Improvement Council ("SIC").

Article II

Purpose:

- The purpose of the Nursery Road Elementary School - Arts Magnet SIC will be to:
- Assist in the preparation, implementation, and evaluation of the five-year school renewal plan;
- Assist in planning the training and support that will be provided to parents to meet goals of Read to Succeed;
- Assist in the preparation of yearly plan updates;
- Develop an annual school report to parents and constituents of the school each year, providing information regarding the school's progress in meeting school and district goals and objectives;
- Provide advice on the use of state awards given for standardized test scores;
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about school improvement;
- Provide any other assistance that the principal or district may request; and
- Carry out any other duties prescribed by the local school board.

The SIC will not assume any of the powers and duties reserved either by law, regulation, or district policy to the local school board, district administrators, or school administrators.

Article III

Representation and Membership:

The Nursery Road Elementary School - Arts Magnet SIC will be composed of the following numbers:

- Two or more parents of students currently enrolled in the school elected by other parents with student also enrolled in the school;
- Two teachers elected by the faculty;
- Four representatives appointed by the principal (The principal will ask for recommendations for these positions from the SIC in the spring of each year or as these positions become open.); and
- Ex officio members representing a variety of groups and determined each year by recommendations of the SIC.

No individual may serve as a PTO officer and an elected SIC member in the same year.

Article IV

Election and Appointment Procedures:

Elections shall be held no later than the 15th day of September with newly elected Council members assuming duties at the September SIC meeting.

The principal shall make appointments no later than September 30, following elections.

No later than the April meeting, the SIC shall form a subcommittee to begin election planning. The election subcommittee will decide which day(s) and what time(s) the election should take place. The election subcommittee shall make its recommendation during the May SIC meeting. The SIC election subcommittee shall plan the advertisement and distribution of election instructions to parents.

The principal shall notify parents in the school newsletter and/or by a separate means of communication about the nomination and election process. The notification shall include a blank nomination form and an explanatory overview of the SIC functions. On this form parents may nominate either themselves or someone else to serve on the ~~Council~~ SIC. A parent may submit as many separate nomination forms as desired. (Do we need to clarify that the parent cannot nominate the same person more than once?) The nominating parent assumes the responsibility of making certain, in advance, that the nominee is indeed interested in being considered for election. The completed nomination form must be forwarded to the school's main office.

At least five working days shall be formally allotted for receiving all nomination forms. After the deadline has passed, the principal or designee shall compile an alphabetical list of all nominees and, within two working days, communicate to each parent and guardian, the compiled list of nominations. If a parent discovers that ~~their~~ his or her nomination was excluded, the parent may resubmit ~~their~~ his or her nomination in writing

to the main office. The excluded nomination must be resubmitted within two working days following the initial distribution of nominees.

Within five working days following the initial distribution of nominees, the principal or designee shall compile and- communicate to each parent and guardian the final list of nominations in the same manner as initial distribution.

Within 10 working days following distribution of a final list of nominations, an election of nominated parents shall occur. A reminder of election dates and times shall communicated to each parent and guardian. By the day of the election, the principal or designee shall compose a ballot containing all names of nominees and specific voting instructions. On the day of the election, parents may submit ballot forms to the main office to vote for their representatives of choice. All ballots shall be placed in a sealed box designated specifically for the SIC election.

Three members of the SIC or PTO shall be appointed by the SIC chairperson to assist with counting ballots.

The election closes at the end of the school day. The presiding election officials and the appointed ballot counters, with the liaison support of the principal or designee shall tabulate the ballots and announce the successful candidates.

A tie vote necessitating a run-off election shall be expedited within five working days. Notice of this special election, along with the new election logistics, shall be immediately prepared and communicated to each parent and guardian.

Should an elected vacancy occur, the SIC shall have the authority to fill the position as necessary. If an appointed or ex officio vacancy occurs within a calendar year, the principal shall select the replacement. Replacement members shall finish the term of the person they are replacing. If a vacancy occurs during the last three months of the school year, the principal or SIC chairperson has the option of not filling the vacancy.

Teacher representatives of the council shall be elected during the regularly scheduled faculty meeting in August of each year.

The names and addresses of all Council SIC members shall be forwarded to the School Improvement Assistance ("SICA") office within 30 days following elections. Changes in membership shall be mailed to the SICA office within 30 days of the changes.

The names of all SIC members shall be published in the school newsletter

Notification:

The principal or designee shall notify in writing all successful ~~Council~~ SIC nominees (elected and appointed) no later than five working days after the elections and appointments. This correspondence shall indicate the day, place, and time for the school's next SIC meeting.

Article V

An excused absence will be granted if a member notifies the SIC chairperson prior to the absence from a meeting or if the member contacts the SIC chairperson within seven days after the meeting, in the event of a family emergency (death, hospitalization, house fire, etc.). If a member is absent without contacting the SIC chairperson for three consecutive meetings, the chairperson will have the authority to appoint a replacement. The absent member may send a non-voting replacement delegate upon approval of the chairperson or principal.

Leave of absence:

Leaves of absence shall be granted at the discretion of the Council SIC.

Article VI

Tenure:

All elected members of the SIC will serve two-year terms. The terms are to be staggered. Appointed and ex officio members will serve one-year terms.

No limits will be set on the number of terms a member may serve.

The SIC may appoint temporary subcommittees composed of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the SIC.

Membership on the SIC may be terminated when members:

- no longer have a student enrolled in the school;
- no longer hold a teaching position at the school;
- have missed three consecutive scheduled meetings without proper notice to the chairperson or principal; or
- submit a letter of resignation.

Article VII

Officers:

The officers of the Nursery Road Elementary School - Arts Magnet SIC will consist of a chairperson, vice-chairperson, and secretary. The officers will be elected annually by the full SIC membership at the first SIC meeting of each academic year. Officers may be elected members, appointed members, or ex officio members.

Article VIII

Duties of Office:

The chairperson will preside at all meetings and have general supervision of the activities of the SIC. The chairperson will work with the principal in planning and directing the activities of the SIC, including monitoring committee progress.

At least three days prior to each scheduled meeting, the chairperson will send out the past meeting's minutes and the agenda for the upcoming meeting. The chairperson or designee will attend Parent's Cabinet each month; appoint committees or task forces for special projects; represent Nursery Road Elementary School - Arts Magnet at school board meetings when important issues are involved; represent Nursery Road Elementary School - Arts Magnet when discussing special needs with the superintendent, and Nursery Road Elementary School - Arts Magnet to community organizations, businesses, etc. when necessary.

The vice-chairperson will take on the chairperson's responsibilities when s/he is unable to handle particular situations.

The secretary will maintain the minutes, correspondence, and files. Taking of the minutes and correspondence may be rotated among the membership.

Article IX

Meetings:

The SIC will meet no less than six times a year at a time and place determined each year by the full SIC membership. Special meetings may be called by the principal or chairperson as long as all SIC members are notified of the meeting at least 24 hours in advance.

The first SIC meeting of the year will be called in September.

Decisions:

A simple majority of the SIC membership will consist of 50 percent plus one of the total membership with at least one parent and one teach representative being present. The SIC shall use the consensus method to make decisions and resolve problems. In the event that consensus cannot be reached, the following procedures will be followed:

1. The issues will be tabled until the next meeting to give members the opportunity to think about the options and gather more information.
2. Any necessary resource people will be invited to the next meeting to provide clarification, information, etc.
3. The issue will be discussed again at the next meeting to attempt to reach consensus.
4. If voting becomes necessary, a simple majority, by a show of hands or, if necessary secret ballot, will be sufficient for a vote on any issue. Voting members are defined as those who are elected and appointed. Members must be present to vote.

SIC meetings are open to the public. Persons interested in presenting at a Council SIC meeting may request to be put on the agenda no later than one day before the meeting date. A public participation time will be scheduled for each meeting.

Article X

Training:

An orientation session will be held annually for all SIC members that includes information about SIC roles, responsibilities, and functions, as well as information on school and local district policies and procedures. SIC members also are encouraged to attend SIC training workshops sponsored by the district office, the Professional Development Section of the State Department of Education, or SICA.

The principal will share information on school activities, successes, and concerns with Council SIC members on a regular basis.

Training and technical assistance is available from the district, the State Department of Education, and SICA.

Article XI

Communications:

There shall be open communication among SIC members and the community. Suggestions or concerns may be voiced to SIC members, communicated to the school, or placed in the suggestion box.

Each group comprising the education community (principal, teachers, other professional staff, parents, school support staff) shall be regularly informed about SIC tasks and given a chance to offer perceptions and opinions related to those tasks. All Council SIC members will be encouraged to discuss their concerns about SIC decisions during rather than outside SIC meetings.

Minutes of all SIC committee and task force meetings will be forwarded to the SIC chairperson.

Public information:

As the work of the committee progresses, updates should be included in the school newsletter, at faculty meetings, and PTO meetings. All material should be cleared by the principal before being released and duplicate copies of all written communications regarding committee progress should be retained in the principal's office. The school district's Office of Public Communication shall be kept informed of important SIC activities. All SIC public relations efforts should be forwarded to the district's Office of Public Communication.

Parents or citizens wishing to speak during public participation must notify the SIC chairperson twenty-four hours ahead of the scheduled meeting time. Public participation will last for no more than 15 minutes. No more than five minutes will be allocated to any one issue.

All media contacts should be cleared through the chairperson.

Article XII

Review and Changes:

The Bylaws will be reviewed annually and recommendations for needed changes will be acted upon.

Amendments:

Proposed amendments will be read at one meeting and can be voted on at any subsequent meeting.