

***Kelly Mill Middle School
School Improvement Council Bylaws
April 15, 2006 (Last Updated 2-19-15)***

Article I

Name Organization:

The name of the organization will be the Kelly Mill Middle School Improvement Council {SIC}

Article II

Purpose:

The purpose of the KMMS School Improvement Council will be to:

- Assist in the preparation, implementation, and evaluation of the comprehensive school improvement plan, as required by the Educational Improvement Act {EIA} 1984.
- Develop an annual school report to the parents and constituents of the school on the school's progress in meeting the school and district goals and objectives. The report should be published by April 30.
- Serve as a liaison between the school, staff, community, and the district two school board by collecting and disseminating information about school improvement.
- Conduct an annual survey of sixth and seventh grade parents determining their satisfaction with the total educational experience at KMMS. From that survey assist school administration in developing plans to address weaknesses and celebrating successes achieved during the school year. This survey will take place each March with results compiled with a summary of the findings by May 15.
- In conjunction with school administration, they annually adopt one project or plan one event that enhances the student's educational experience by preparing them for continuing education, employment, citizenship and/or healthy lifestyles. The success of this project will be measured by including at least one question in the annual parent survey.
- Provide other assistance that the principal may request as well as carrying out other duties prescribed by the District Two School Board.

The SIC will not have any of the powers and duties by law or regulation to the district two school board, district administrators, or school administrators.

Article III

Representation and membership:

The KMMS School Improvement Council will be composed of the following voting members:

- A minimum of four or maximum of 16 parents whose children attend KMMS. The school SIC will be elected by the annual vote of parents.
- Two teachers will be elected by the faculty who will serve a two-year term. Staff and appointed members shall not exceed one third of the composition of the SIC.
- Two to six representatives appointed by the principal who will serve a two year term. They may be selected from community members or business partners. They should not be Kelly Mill teachers or parents of students attending Kelly Mill.
- Ex-Officio members, which include the principal, assistant principal(s), former SIC chair person, and the PTO president. These positions do not count towards the mandatory elected/appointed membership ratio.

Article IV

Election and Appointment Procedures:

Elections will be held at the KMMS during the September meeting, and new council members will assume duties immediately. Teacher representatives will be elected at the September faculty meeting, and will assume duties immediately. The SIC committee members will elect or re-elect new officers at the September meeting annually.

Nomination and elections procedures:

Parents elected in the prior school year to the SIC may keep their seat for a second school year. Vacant seats on the council will be filled by annual election. Parents interested in nominating themselves for a spot on the council should submit a nomination application, which is a brief biography and a statement of interest to the KM Principal. This information will be published in the school newsletter the week before the first scheduled SIC meeting. The application process should be advertised at least three weeks prior to a deadline for submission. Parents who submit a statement of interest and/or who attend the first scheduled SIC meeting may be eligible to be new additions to the SIC. If that number of parents is 16 or less, then those parents, if they are willing and barring objection, will be considered elected to the Kelly Mill School Improvement Council. If the number of parents who submit a statement of interest and/or attend the first scheduled SIC meeting is greater than the number of vacant seats, or if someone at the meeting objects to the non-ballot election procedure, a ballot will be provided. The ballot will contain the names of parents who submitted the nomination application and who had their information published. If a ballot is necessary, the count will be conducted by a

committee consisting of the principal, a teacher representative, and school's current PTO president. If the teacher representative and/or the school's current PTO president are not in attendance, then the principal will appoint replacements as necessary from the meeting attendees. Those nominees with the highest number of votes will be deemed to have been elected to the vacant seats on the SIC. The parent body will be notified of the winners of the elections will be shared in the next published newsletter.

- A tie vote making necessary a run-off election will be expedited within fourteen days. Notice of the special election will be immediately prepared and sent home along with each student.
- Accurate voting records of any ballot election will be maintained for one year in the office of the principal.
- The names and addresses of all council members will be forwarded to the school improvement council office {SICA} by October 15. Changes in membership will be mailed to the SIC Office within 30 days of the changes.
- The names of all council members will be listed on the school's web site.
- A list of all scheduled meeting dates and times will be announced at the first meeting.

Article V

An excused absence will be granted if a member calls the SIC chairperson prior to the absence from a meeting. If a member is absent without contacting the SIC chairperson for two consecutive meetings, the chairperson shall contact the absent member requesting the members intention about remaining on the council.

Article VI

Tenure

Each elected member's term will last up to two years with no limit on the amount of consecutive terms served. The council may appoint temporary committees composed of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. Membership on the council may be terminated when members:

- No longer have a student enrolled in the KMMS;
- 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 to the chairperson or principal.

Article VII

Officers:

The officers of KMMS will consist of a chairperson, vice-chairperson, and secretary. The officers will be elected annually by the full council membership in the first council meeting of each academic year.

Article VIII

Duties of the office:

The chairperson will preside at all meetings and have general supervision of the activities of the council. The chairperson will work with the principal in planning and directing the activities of the council, including monitoring committee progress. At least one week prior to each scheduled meeting, the chairperson will send out the past meeting minutes and the agenda for the upcoming meeting, appoint committees or task forces for special projects, be a representative of KMMS at school board meetings when deemed necessary, represent KMMS when discussing special needs with the superintendent, represent KMMS to community organizations, business, ect, when necessary.

The vice-chairperson will take on the chairperson's functions in the absence of the chairperson, and assist the chairperson as needed. They will assume leadership of a standing committee, task force or project of the SIC.

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

Removal of the officers:

Any officer elected may be removed by a two-thirds vote of all members when the best interest of the council is served.

Article IX

Duties of members are to serve on district committees as requested.

Meetings:

The council will meet at least six times a year at a place and time to be determined annually by the principal. The principal or chairperson may call special meetings as long as all council members are notified of the meeting at least 48 hours in advance.

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

Decisions:

A simple majority of the council membership, consisting of fifty percent plus one of the total memberships with at least one parent and one teacher representative, should be present to make decisions. The council shall use the consensus method to make decisions and resolve problems. In the event that consensus cannot be reached, a majority vote will be necessary to advance an issue. Members must be present to vote.

Public Meetings:

All council meetings are open to the public and representatives from the school district. Persons interested in presenting at council may request to be placed on the agenda no later than one week prior to the meeting date. A public participation time will be scheduled for each meeting.

Article X

An orientation session will be held annually for all council members that include information about council roles, responsibilities, and function as well as information on school and local district policies and procedures. Council members also attend school improvement council training workshops sponsored by the district office, the professional development section of the state department of education, or school improvement council assistance. {SICA}

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

Article XI

Communications:

There shall be open communication among council members and the community. Suggestions or concerns may be voiced to council members, or submitted to the school.

Each group comprising the SIC is encouraged to be an active participant in the decision making process. Presentation to the community should be positive and supportive of the group decision.

Public Information:

As the work of the committee progresses, updates should be included in the school newsletter, at faculty meetings and PTO meetings. The principal should clear all material before being released and a duplicate copy should be retained in the principal's office.

Public participation will last for no more than fifteen minutes. No more than three minutes will be allocated to any individual. Interested individuals must sign in prior to the meeting.

Any Media contact must be cleared by the school district, the principal and the chairperson

Article XII

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of those present. Provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.