



**Sugar Creek Elementary School
School Improvement Council Bylaws**

ARTICLE 1

Name of Organization

The name of the organization is the Sugar Creek Elementary School Improvement Council (the "SIC" or "Council").

ARTICLE 2

Purpose of the Organization

- A. The purpose of the Sugar Creek Elementary SIC is to:
1. Assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan (referred to as the "School Renewal Plan" or "Strategic Plan");
 2. Assist in the preparation of yearly updates to the Strategic Plan;
 3. Assist the school in the development and implementation of the School Reading Plan as required by the Read to Succeed Act;
 4. Write the annual *SIC Report to the Parents*, which is to be distributed no later than April 30 of each year;
 5. Prepare, together with the Principal, the annual narrative for the *SC School Report Card*;
 6. Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school); and
 7. Provide other assistance as requested by the Principal or the local school board.
- B. The Council will not have the powers and duties reserved by law or regulation of the local school board.

ARTICLE 3

Number and Type of Council Members

- (A) The Council will be made up of the following representatives:
- (1) At least two parents elected by parents of students enrolled in the school ("Elected Members");
 - (2) At least two parents elected by teachers assigned to the school ("Elected Members")
 - (3) At least two parents of the local community appointed by the Principal ("Appointed Members").
The Principal will make these appointments *from the non-parent portion of the community* and

will, whenever possible, strive to make appointments that reflect the diversity of the student body and local community

(4) The Principal will serve as an ex-officio member of the Council.

(B) The Council shall at all times be made up of a total of twice as many Elected Members as Appointed Members as required by state law. Ex-officio members are not counted in this calculation.

(C) Each Elected and Appointed Member of the Sugar Creek Elementary SIC shall have one vote. The Principal, as an ex-officio member, shall also have one vote.

(D) Ex-officio positions, in addition to the Principal, may only be created by the Council through a properly adopted amendment to these bylaws. The additional ex-officio members have a voice but shall not be voting members of the Council.

(E) No Council member may vote by absentee ballot or proxy.

ARTICLE 4

Nomination and Election and Appointment Procedures

(A) Nominations and elections for the Council's parent and teacher representatives will be held each year no later than October 15. The specific date, time, and location that nominations and elections are held will be determined by the Council from year to year and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected Council members, no later than November 15 of each year. Council members will assume their responsibilities immediately upon their election or appointment.

(B) The Sugar Creek Elementary SIC, in consultation with the Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents. The Council and school will communicate information about parent nominations, election schedules and procedures to all parents who are eligible to vote in a timely manner using the most effective method of communication reasonably available.

(C) Teachers will nominate and elect their representatives to the Council during a regularly scheduled faculty meeting.

(D) The Council will keep the results of the parent and teacher elections on file, including the vote totals for all candidates, for a period of at least two years.

(E) In order to comply with state law reporting requirements, the Principal or his/her designee will enter the names and contact information for the current school year's Council members into the online *SC-SIC Member Network* no later than November 15.

(F) The Sugar Creek Elementary SIC Chairperson will ensure that the names of all Council members for the current school year are posted on the school website and/or published in the school newsletter.

ARTICLE 5

Terms of Office

(A) The term of office for all Elected and Appointed Council members is two (2) years. Terms will be staggered so that the terms of office of half of all Council Elected and Appointed positions expire at the end of each year.

(B) The term of office for an ex-officio member of the Council will continue for as long as that individual holds the position or office that is represented on the Sugar Creek Elementary SIC.

(C) There is no limit on the number of terms that a Sugar Creek Elementary SIC member may serve.

ARTICLE 6

Council Officers

(A) The officers of the Sugar Creek Elementary SIC will consist of a Chairperson, Vice Chairperson, and Secretary. The Council will elect these officers from among its Elected and Appointed members. Officer elections will be held during the first regular meeting after the SIC has completed its elections and appointments for the year. The term of office for Council officers is two years.

(B) Any Elected or Appointed Council member is eligible to run for Council office except that all three officer positions may not be held at the same time. Ex-officio members, including the Principal, are not eligible to serve as, or vote in the election of, Council officers.

ARTICLE 7

Duties of Officers

(A) The Chairperson will preside at all meetings and have general supervision of the activities of the SIC. The Chairperson will work in partnership with the Principal in planning and directing the activities of the Council.

The Chairperson, in consultation with the Principal, will prepare the agenda for all SIC meetings and ensure that the agenda is sent to all Council members and posted publicly in a timely manner, but no later than 24 hours prior to the meeting. The Chairperson retains the right to modify the agenda if it is determined to be in the best interest of the Council and direct the pace of the meeting as best accomplishes the agenda. The Chairperson will appoint members to standing and temporary committees as needed and serve as an ex-officio member of all committees.

(B) The Vice Chairperson will preside at meetings in the absence of the Chairperson and assist the Chairperson as requested.

(C) The Secretary is responsible for:

- (1) Keeping a full and accurate account of the proceedings and actions of all SIC meetings (minutes) and ensuring that each Council member receives this information in a timely fashion following each meeting;
- (2) Preparing any official correspondence that the Chairperson may request;
- (3) Ensuring that the Council maintains a file in the school's administrative offices that contains copies of past meeting agendas, minutes, sign-in sheets, Council correspondence, *SIC Reports to the Parents* and the SIC bylaws.
- (4) Maintaining a contact list of all Council members that includes current telephone numbers, addresses and, whenever available, e-mail addresses.

ARTICLE 8

Council Committees

(A) The Sugar Creek Elementary SIC may establish, by a majority vote recorded in the meeting minutes, one or more standing committees as needed to assist in the efficient and effective operation of the Council.

(B) The Sugar Creek Elementary SIC may also establish, by a majority vote recorded in the meeting minutes, one or more temporary committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the Council. An individual need not be Council member in order to serve as a temporary committee chairperson or member; however, each temporary committee shall include at least one Council member.

(C) The Chairperson will appoint the members of standing and temporary SIC committees and designate committee chairpersons.

(D) Such standing and temporary committees shall regularly report and remain accountable to the full Council and their scope of work shall be limited to that assigned to them by the full Council.

ARTICLE 9

Membership Termination and Vacancies

(A) Council membership shall terminate immediately upon the following:

- (1) a parent representative no longer has a child enrolled in the school;
- (2) a teacher representative no longer holds a teaching position at the school;
- (4) an Elected or Appointed member submits a letter of resignation to the Chairperson;
- (5) an Elected or Appointed member is elected to the district school board.

(B) In the event that an Elected Member terminates before the end of his/her term, the SIC Chairperson, in consultation with the Principal and full Council, shall appoint another eligible parent or teacher as appropriate to fill the vacancy for the remainder of the term.

(C) In the event that an Appointed Member terminates before the end of his/her term, the Principal shall appoint another eligible community member to fill the vacancy for the remainder of the term.

ARTICLE 10

Meetings

(A) The first regular SIC meeting of the school year will be held no later than October 31.

(B) During the first meeting, the Council will strive to schedule regular meetings on days and times that meet the needs and preferences of parents and community members as well as teachers and administrators. When available, the schedule will be posted on the school website, included in the monthly school calendar, and/or otherwise posted in a prominent location in the school.

(C) The SIC will meet monthly during the school year, except that the Council may choose not to schedule a meeting in December. The Chairperson or Principal may call additional special meetings as long as all Council members are notified of the meeting at least 24 hours in advance. The Chairperson, Principal, or committee chairperson may schedule committee meetings as needed as long as reasonable advance notice is provided to all committee members.

(D) All SIC meetings are open to the public and anyone showing an interest in the Council and its activities will be encouraged to attend. Persons who wish to be placed on the agenda must submit a request to the Chairperson or Principal at least five (5) days before the meeting date. The Chairperson will time the agenda to ensure that Council business is properly conducted and that persons scheduled to speak have the opportunity to do so. The Chairperson has the option to

schedule a segment of the agenda for open comments from the public as needed and as time permits.

- (E) The Principal, or a designee, will be scheduled on the agenda of every regular Council meeting to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

ARTICLE 11

Council Decision Making

(A) Whenever possible, the Council will make decisions by consensus. If voting is necessary, a simple majority vote will be sufficient to constitute an action by the Council. A simple majority of the voting members of the Council will constitute a quorum as long as at least one parent and one teacher representative is present.

ARTICLE 12

Training

(A) At the beginning of each school year, the Council will ensure that members have access to information about their roles and responsibilities as well as information on school and local district policies and procedures. Council members will be encouraged to attend School Improvement Council training workshops sponsored by the district office and/or the SC School Improvement Council (SC-SIC).

ARTICLE 13

Bylaw Amendments

(A) These bylaws may be amended at any regular Council meeting by a two-thirds vote of those present provided that (1) the amendments were previously introduced at a regularly scheduled meeting held within the last three months, (2) were included in the minutes of that meeting and distributed to all members, and (3) are listed as an agenda item for the current meeting.

Date Approved: October 24, 2019