

**Hilton Head Island High School
School Improvement Council Bylaws
(Amended, Approved and Adopted May 17, 2018)**

Article I

Name of Organization

The name of the organization is the Hilton Head Island High School Improvement Council.

Article II

Purpose

The Purpose of the Hilton Head Island High School Improvement Council is to:

- Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan.
- Assist in the preparation of the yearly plan updates.
- Assist with the development and monitoring of school improvement programs (Read to Succeed or other similar projects).
- Write the annual *SIC Report to the Parents*, which is to be distributed no later than April 30 of each year.
- Prepare, together with the Principal, the annual narrative for the *SC School Report Card*.
- Provide advice on the use of school incentive grant awards.
- Serve as a liaison between the school, school organizations, the community, and the local Board of Education by collecting and disseminating information about school improvement.
- Provide other assistance the principal may request as well as carrying out any other duties prescribed by the local school board.

The council will not have any of the powers and duties reserved by law or regulations to the local school board.

Article III

Representation and Membership

The Hilton Head Island High School Improvement Council will be composed of a maximum of 24 voting members:

- A minimum of eight parents of students in the school elected by the parents of the students enrolled in the school, two of which will be rising 9th grade parents when possible.

- A minimum of two students to be elected by the student body. A maximum of six students will be allowed. If necessary, to better reflect the student population, two students may be appointed by the Principal and will serv as Ex-Officio members.
- A minimum of two teachers with a maximum of four teachers from the school elected by the faculty ***that will represent the various departments and grade levels in the school.***
- A minimum of four representatives appointed by the principal. The appointments may include a business partner and other persons from the community to balance the council membership in terms of race, sex, geography, grade level representation, or other variables.
- Ex-officio members to include the principal, assistant principals, and the president of the PTSO (Parent Teacher Student Organization). Ex-officio Members will have a voice, but no vote, with the exception of the principal.

Each member will have one vote and absentee ballots or proxy voting will not be permitted. The total SIC membership must meet the state standard of 2 elected members for every appointed member.

Article IV

Elections and Appointment Procedures

Elections will be held in the spring for the following School year so that council members can assume their responsibilities immediately at the start of the next school year. Elections will take place in the spring for the officers to start in August of that School year. Rising freshmen parents from the middle school will be enlisted. At least one rising freshman parent will be represented on the council. Open council seats will be elected from the current high school and rising freshmen parents. A call for candidates will be included in the general communication through Principal communications, the phone dialer system and/or the Hawknest newsletter. Parents will be elected in the spring through a sent home ballot, a web survey or a school event with good parent attendance. This will be determined by the current SIC council and will happen prior to the end of school.

The faculty will elect teacher representatives to the council during a regular scheduled faculty meeting, preferable the first meeting of the school year in August.

The principal will make appointments to the committee prior to the first meeting of the school year.

The student representatives will be nominated and elected in the fall, no later than the September SIC meeting.

The names and addresses of the council member will be forwarded to School Improvement Council Assistance (SICA) at the University of South Carolina by November 15th or the then current filing deadline.

The names of all council members will be published in the first PTSO newsletter following the elections and maintained on the school website.

Article V

Tenure

All elected members of the council will serve two-year terms. The only exception would be a student who is elected as a senior or a parent of a senior who will not have a high school student the following year, in which case the term would be one year. Appointed members will serve one-year terms.

No limit will be set on the number of terms a member may serve. Terms will be staggered so that half of all SIC members terms will expire each year.

The council may establish committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

Membership on the council will terminate when members:

- No longer have a student enrolled in the school or no longer live in the school attendance zone.
- No longer hold a teaching position at the school.
- Have missed three consecutive scheduled meetings without proper notice to the chairperson, or
- Submit a letter of resignation to the chairperson.

In the event of any of the above situations, the chairperson and the principal will appoint a replacement. In the case of an appointed member, the principal will select a replacement. The replacement will not serve a full term, but finish the term of the person replaced.

Article VI

Officers

The office of the Hilton Head Island High School Improvement Council will consist of a chairperson, vice-chairperson, and secretary. The chairperson will be a one year commitment and will be elected at last council meeting of the year. The election of the vice-chairperson and secretary will occur simultaneously or may be postponed to the first meeting of the school year if sufficient candidates are not available. At no time will exclusively all parents' or teachers or students

hold these positions. Ex-officio members are eligible to be an officer of the council with the exception of principals.

If there are no candidates for chair for the following year, council may get creative; and if necessary, the chair can continue to serve if interested. It may be productive to have a co-chair to help coordinate SIC. The chair will serve as a mentor to the co-chair who would be expected to become the next chairperson. This will allow the SIC to be more effective from the beginning of the school year.

Article VII

Duties of Officers

The chairperson/co-chairperson will reside 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.

The chairperson in consultation with the principal will prepare an agenda for all council meetings and have the authority to modify the agenda if it is determined to be in the best interest of the council's work. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The vice-chairperson will exercise all function in the absence of the chairperson and assist the chairperson as needed.

The secretary is responsible for:

- Keeping a full and accurate account of the proceedings and transactions of all council meetings.
- Provide a copy of the minutes to the council members, all faculty members, the school improvement council district contact person, and/or other appropriate administrative staff with one week of the next meeting.
- Preparing any official correspondence that the chairperson may request.
- Maintaining a council file in the schools administrative offices containing all the copies of all minutes, council correspondence, the annual School Improvement Council Letter to the Parents, the annual summary report and the current council bylaws.
- Maintains a listing of the council membership with current telephone numbers, addresses and emails.

Article VIII

Meetings

The council will meet monthly in the school media center on the third Thursday of each month. The principal or chairperson may call special meetings as long as all council members are notified of the meeting at least 24 hours in advance.

The first council meeting of the academic year will be held preferable in August but no later than the third Thursday in September.

A simple majority of the council membership will constitute a quorum if at least one parent, one teacher, one student and one other member are present. Council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for vote on any issue other than amendments to the bylaws. All council meetings are open to the public and anyone showing an interest in the council activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than seven days before the meeting date.

Article IX

Training

An orientation session will be held annually for all council members that includes information about council roles, responsibilities, and functions as well as information on school and local district policies and procedures. Council members will 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) in the University of South Carolina's College of Education. Training and technical assistance is available from the district, the State Department of Education, and SICA.

Article X

Amendments

These bylaws maybe amended at a regular meeting of the council by 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.