

LEWISVILLE MIDDLE SCHOOL

SCHOOL IMPROVEMENT COUNCIL BY-LAWS

Lewisville Middle School
Richburg, South Carolina

Adopted: _____

Effective: _____

Last Revised: _____

ARTICLE I – NAME

The name of this organization shall be the **Lewisville Middle School Improvement Council**, hereafter referred to as the **LMS SIC** or **Council**.

The Council is established pursuant to applicable provisions of the South Carolina Education Finance Act of 1977, including S.C. Code Ann. § 59-20-60, and applicable regulations, South Carolina Department of Education requirements, and Chester County School District policies.

ARTICLE II – PURPOSE

The purpose of the Lewisville Middle School School Improvement Council is to serve as an advisory body that promotes continuous school improvement and supports the academic success of all students.

The LMS SIC shall:

1. Provide meaningful input and feedback regarding the school's strategic direction, improvement priorities, and instructional initiatives.
2. Actively participate in the development, review, monitoring, and annual updating of the school's **five-year School Renewal/Strategic Improvement Plan**.
3. Provide input regarding the school's applicable reading improvement plans and literacy initiatives required under the South Carolina **Read to Succeed Act**.
4. Assist the school in implementing improvement activities identified in the School Renewal/Strategic Improvement Plan.
5. Monitor and report on progress toward the school's improvement goals and objectives.
6. Review available academic, achievement, growth, and school accountability data in order to provide informed feedback regarding school improvement efforts.

7. Provide input into the school's annual budget requests and the alignment of requested resources with school improvement priorities.
8. Provide input into the annual narrative for the **South Carolina School Report Card**.
9. Review the school's progress toward meeting established academic and improvement goals.
10. Provide a forum for communication and collaboration among parents, educators, community members, school administrators, and other stakeholders.
11. Perform all other duties assigned to School Improvement Councils by state law, regulation, the local school board, or applicable district policy.

The Council is advisory in nature and shall not exercise powers or duties reserved by law or regulation for the Chester County School District Board of Trustees, district administration, or the school principal.

ARTICLE III – AUTHORITY

The LMS SIC shall operate in accordance with:

- Applicable South Carolina statutes and regulations;
- South Carolina Department of Education requirements and guidance;
- Chester County School District policies and procedures;
- Applicable federal education requirements; and
- These By-Laws.

South Carolina law requires school districts and schools to develop comprehensive five-year plans with annual updates and requires School Improvement Councils to assist with preparation of those plans and their annual updates. The law also charges SICs with assisting in the development and monitoring of school improvement and innovation efforts.

The Council shall comply with all applicable legal requirements even when such requirements are not specifically repeated in these By-Laws.

ARTICLE IV – MEMBERSHIP

Section 1. Composition

The LMS SIC shall include, at minimum, the following categories of members:

Elected Members

1. **At least two (2) parents** of students enrolled at Lewisville Middle School, elected by the parents of students enrolled at the school.
2. **At least two (2) teachers**, elected by the faculty.

Community Representation

3. **At least one (1) community representative** who has an interest in the educational success of Lewisville Middle School and its students.

Additional community representatives may be appointed or selected in accordance with district procedures.

Ex-Officio/School Representatives

4. The **Principal of Lewisville Middle School**.
5. The **Assistant Principal of Lewisville Middle School**.
6. The **Lewisville Middle School Teacher of the Year**.
7. Other school personnel or representatives designated in accordance with district policy or approved by the Council and/or principal, as appropriate.

Because Lewisville Middle School does not serve grades nine and above, student representation is not required under the statutory student-membership provision applicable to schools with grades nine and above.

Section 2. Elected Membership

Elected members shall be selected in a manner that provides parents and faculty members a reasonable opportunity to participate in the election process.

Membership elections shall be conducted in accordance with applicable South Carolina law and Chester County School District procedures.

State law requires SIC elections to occur no later than **October 15** of the school year.

Section 3. Terms of Membership

Elected SIC members shall generally serve a minimum term of **two (2) years**, with terms staggered to provide continuity of membership.

The initial terms may be determined by lot or other method consistent with state law and district procedures.

A parent whose child is in the student's final year of enrollment at Lewisville Middle School may serve a one-year term when permitted by law.

Members may be eligible for re-election or reappointment consistent with applicable law and district procedures.

Section 4. Vacancies

If an elected position becomes vacant before the expiration of a member's term, the vacancy shall be filled in accordance with applicable district procedures and state law.

If a community representative position becomes vacant, the principal and/or Council may identify a qualified replacement consistent with district procedures.

A person filling a vacancy shall serve the remainder of the unexpired term unless otherwise provided by law or district policy.

ARTICLE V – OFFICERS

Section 1. Officers

The officers of the LMS SIC shall be:

1. **Chair**
2. **Vice-Chair**
3. **Secretary**

The officers shall work collaboratively with the principal and Council members to ensure that the Council fulfills its responsibilities.

Section 2. Election of Officers

The officers of the LMS SIC shall be elected annually by the Council.

The election of the Chair, Vice-Chair, and Secretary shall occur no later than **September 30 of each school year**.

Officers shall assume their duties immediately following election unless otherwise determined by the Council.

Officers may be re-elected, subject to the membership and voting requirements established by these By-Laws.

Section 3. Chair

The Chair shall:

1. Preside over all meetings of the LMS SIC.
 2. Develop meeting agendas in collaboration with the principal and/or other appropriate Council members.
 3. Ensure that the Council remains focused on its statutory and school improvement responsibilities.
 4. Facilitate discussion and encourage meaningful participation by all Council members.
 5. Serve as the primary liaison between the SIC and school administration, unless otherwise designated.
 6. Sign the school's five-year **School Renewal/Strategic Improvement Plan** after the Council has reviewed and provided input into the plan and the final plan is ready for submission/approval.
 7. Sign other documents when authorized by the Council or required by district procedures.
 8. Represent the Council at appropriate school, district, or community meetings when requested.
 9. Ensure that the Council monitors progress toward established school improvement goals.
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Section 4. Vice-Chair

The Vice-Chair shall:

1. Assist the Chair in carrying out the responsibilities of the Council.
 2. Preside over meetings in the absence of the Chair.
 3. Support the monitoring of school improvement activities and progress.
 4. Perform other duties assigned by the Chair or Council.
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Section 5. Secretary

The Secretary shall:

1. Maintain accurate minutes of all SIC meetings.
 2. Record attendance, motions, votes, decisions, and significant discussion points.
 3. Maintain official SIC records.
 4. Ensure that approved meeting minutes are made available to the public.
 5. Upload approved meeting minutes/notes to the **Lewisville Middle School website** in a timely manner.
 6. Maintain a record of Council membership and officers.
 7. Perform other duties assigned by the Chair or Council.
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ARTICLE VI – MEETINGS

Section 1. Regular Meetings

The LMS SIC shall meet **monthly from September through May** of each school year.

The Council shall therefore conduct a minimum of **nine (9) regular meetings** each school year.

The meeting schedule shall be established annually and communicated to Council members and the school community.

Section 2. Special Meetings

Special meetings may be called by:

- The Chair;
- The Principal; or
- A majority of the Council.

Reasonable notice shall be provided to Council members and the public as required by applicable law and district policy.

Section 3. Meeting Agenda

The agenda for regular meetings should include, as appropriate:

1. Call to Order
2. Approval of Previous Minutes
3. Principal's Report

4. State of Education Report, when scheduled
5. School Improvement Plan Updates
6. Academic/Data Review
7. Reading/Literacy Plan Updates, when applicable
8. Budget and Resource Priorities
9. School Report Card Updates
10. Improvement Initiative Updates
11. Public/Stakeholder Input
12. Action Items
13. Adjournment

The Chair and Principal may modify the agenda based on current school needs.

ARTICLE VII – STATE OF EDUCATION REPORT

Section 1. Quarterly Report

The Principal shall provide the LMS SIC with a **quarterly State of Education Report** regarding the academic standing and overall progress of Lewisville Middle School.

The State of Education Report shall provide the Council with current information necessary to monitor school improvement efforts.

Section 2. Required Data

To the extent available and appropriate, the Principal's State of Education Report shall include:

1. **MAP Growth data;**
2. **MAP Achievement data;**
3. **SC READY data;**
4. **South Carolina School Report Card data;**
5. Progress toward school improvement goals;
6. Relevant attendance, discipline, or engagement indicators;
7. Progress of identified improvement initiatives; and
8. Other data the Principal determines would assist the Council in understanding the academic standing of the school.

The Council may ask questions, request clarification, identify trends, and provide feedback regarding the information presented.

Section 3. Use of Data

The SIC shall use the State of Education Report and other appropriate school data to:

- Monitor progress toward improvement goals;
- Identify areas of growth and concern;
- Provide feedback regarding school improvement strategies;
- Support continuous improvement;
- Inform future planning; and
- Communicate progress to parents, families, and community stakeholders as appropriate.

The SIC shall not use individual student-identifying information in public discussions or reports.

ARTICLE VIII – FIVE-YEAR SCHOOL RENEWAL/STRATEGIC IMPROVEMENT PLAN

Section 1. Development

The LMS SIC shall actively participate in the development and review of the school's five-year School Renewal/Strategic Improvement Plan.

The plan shall identify, as applicable:

- School needs;
- Long-term goals;
- Annual objectives;
- Improvement strategies;
- Action steps;
- Timelines;
- Responsible persons or teams;
- Measures of success;
- Student outcome indicators; and
- Processes for monitoring and evaluating progress.

South Carolina law requires comprehensive five-year school plans with annual updates and requires SICs to assist in their preparation and in school improvement and innovation efforts.

Section 2. Annual Updates

The LMS SIC shall review the annual update to the five-year School Renewal/Strategic Improvement Plan each school year.

The Council shall provide input and feedback regarding:

- Progress toward established goals;
 - Student achievement and growth;
 - Effectiveness of strategies;
 - Implementation of action steps;
 - Changes in school needs;
 - Resource requirements; and
 - Recommended revisions to goals or strategies.
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Section 3. SIC Chair Signature

After the Council has had an opportunity to review and provide input on the five-year School Renewal/Strategic Improvement Plan, the **SIC Chair shall sign the completed five-year plan** as evidence that the Council participated in the review and planning process.

The SIC Chair's signature shall not be interpreted as replacing any approval required from the Chester County School District Board of Trustees, district administration, or South Carolina Department of Education.

ARTICLE IX – READ TO SUCCEED AND READING/LITERACY PLANS

The LMS SIC shall provide input regarding school literacy improvement efforts and any school reading plan required under the South Carolina **Read to Succeed Act**, as amended.

When a school reading plan is required, the SIC shall have the opportunity to review and provide input regarding:

1. Literacy needs identified through school data;
2. Reading achievement and growth;
3. Evidence-based reading and writing practices;
4. Literacy intervention strategies;
5. Goals and measurable outcomes;
6. Supports for students experiencing reading difficulties;
7. Alignment with applicable state and district literacy requirements; and
8. Progress toward literacy-related goals.

The Council shall recognize that current South Carolina requirements distinguish among school levels and circumstances. LMS shall comply with the reading-plan requirements applicable to a middle school in the relevant school year.

Any required LMS reading plan shall be made available on the school website in accordance with SCDE requirements.

ARTICLE X – SCHOOL IMPROVEMENT ACTIVITIES

The LMS SIC shall assist the school in implementing and monitoring activities designed to improve student achievement and school effectiveness.

The Council may:

1. Review implementation of School Renewal Plan strategies.
2. Provide feedback regarding the effectiveness of improvement activities.
3. Assist with identifying community resources and partnerships.
4. Encourage parent and community involvement.
5. Support activities designed to improve student achievement, engagement, attendance, school climate, and other identified school priorities.
6. Help communicate school improvement priorities and progress to stakeholders.
7. Recommend additional strategies when available evidence indicates that existing strategies are not producing the desired results.

The SIC's role is advisory and supportive and does not replace the authority or responsibilities of the principal, district administration, or Board of Trustees.

ARTICLE XI – MONITORING AND REPORTING PROGRESS

The LMS SIC shall monitor the school's progress toward the goals established in the School Renewal/Strategic Improvement Plan.

Monitoring may include review of:

- MAP Growth;
- MAP Achievement;
- SC READY results;
- South Carolina School Report Card information;
- School improvement benchmarks;
- Attendance data;
- Discipline and school climate data;
- Intervention data;
- Literacy/reading data when applicable;
- Other relevant measures identified by the school.

The Council shall provide feedback regarding whether school improvement strategies appear to be progressing as intended based on available evidence.

ARTICLE XII – SCHOOL REPORT CARD NARRATIVE

The LMS SIC shall provide input into the school's annual **South Carolina School Report Card narrative**.

The Council may review relevant school data and provide recommendations regarding the narrative to ensure that it accurately communicates:

1. The school's accomplishments;
2. Areas of continued growth;
3. Progress toward school improvement goals;
4. Major improvement initiatives;
5. Student achievement and growth;
6. Parent and community engagement; and
7. Priorities for continued improvement.

The final submission shall remain subject to the procedures and approval processes established by the Chester County School District and South Carolina Department of Education.

ARTICLE XIII – SCHOOL BUDGET INPUT

The LMS SIC shall provide input regarding the school's annual budget requests and resource priorities.

The Principal shall, when appropriate, provide the Council with information regarding major school resource needs and improvement priorities.

The SIC may provide recommendations regarding how requested resources align with:

- School improvement goals;
- Student achievement needs;
- Instructional priorities;
- Intervention needs;
- Professional development;
- Technology and instructional resources;
- Student support services; and
- Other identified school priorities.

The SIC shall not have authority to approve or expend school funds unless such authority is expressly granted by law or district policy.

ARTICLE XIV – ANNUAL SCHOOL IMPROVEMENT REPORT

The LMS SIC shall participate in the preparation of the school's annual report to parents and constituents regarding progress toward school and district goals and objectives, consistent with applicable South Carolina law and district procedures.

The report may include:

- School improvement accomplishments;
- Progress toward goals;
- Academic growth and achievement;

- Improvement strategies implemented;
- Evidence of progress;
- Areas requiring continued attention; and
- Priorities for the upcoming school year.

The report shall be completed and made available according to applicable statutory, state, and district requirements.

ARTICLE XV – MINUTES AND PUBLIC ACCESS

Section 1. Minutes

The Secretary shall maintain accurate minutes for each SIC meeting.

Minutes should include:

- Date, time, and location of the meeting;
- Members present and absent;
- Major reports presented;
- Major topics discussed;
- Motions and votes, when applicable;
- Decisions and recommendations;
- Action items; and
- Adjournment time.

Minutes are intended to document the work of the Council and shall not be a verbatim transcript.

Section 2. Website Posting

Approved SIC meeting minutes shall be uploaded to the **Lewisville Middle School website** in a timely manner.

The school shall maintain an accessible SIC section on its website containing, as appropriate:

- Current SIC membership;
- Officers;
- Meeting schedule;
- Approved meeting minutes;

- Five-year School Renewal/Strategic Improvement Plan;
 - Annual plan updates;
 - Applicable reading plan;
 - Annual SIC/school improvement report; and
 - Other documents required by law, district policy, or SCDE guidance.
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ARTICLE XVI – QUORUM

A quorum shall consist of a simple majority of the currently appointed and elected voting members of the Council.

A quorum must be present before official Council business requiring a vote may be conducted.

The Principal and other ex-officio members shall participate according to their status under applicable law and district policy.

ARTICLE XVII – VOTING

Each voting Council member shall have one vote.

A motion shall be approved by a simple majority of voting members present when a quorum is established, unless otherwise required by law, district policy, or these By-Laws.

The Chair shall vote when necessary to establish or maintain a quorum or when the Chair's vote is otherwise permitted under applicable parliamentary procedures.

The Council shall seek consensus whenever practical before taking a formal vote.

ARTICLE XVIII – CONFLICTS OF INTEREST AND CONFIDENTIALITY

Council members shall disclose any actual or potential conflict of interest related to matters before the Council.

Members shall comply with all applicable laws and district policies regarding confidentiality, student privacy, personnel matters, and public records.

The Council shall not discuss confidential student information, protected personnel information, or other information that is legally protected from public disclosure.

ARTICLE XIX – PARLIAMENTARY PROCEDURE

The Council shall conduct its meetings in an orderly manner.

When these By-Laws, district policy, or applicable law do not address a procedural matter, the Council may use generally accepted parliamentary practices as a guide.

The Chair shall maintain an environment that encourages respectful dialogue, stakeholder participation, and constructive discussion.

ARTICLE XX – AMENDMENTS

These By-Laws may be amended when necessary to improve the effectiveness of the LMS SIC or to maintain compliance with changes in state law, federal law, district policy, or SCDE requirements.

Proposed amendments shall be presented to Council members for review before a vote is taken.

Amendments shall require approval by a two-thirds vote of the voting members present, provided a quorum exists, unless a different requirement is established by district policy or applicable law.

No amendment may conflict with applicable federal or state law, SCDE requirements, or Chester County School District policy.

ARTICLE XXI – COMPLIANCE WITH LAW AND DISTRICT POLICY

If any provision of these By-Laws conflicts with applicable South Carolina law, federal law, South Carolina Department of Education requirements, or Chester County School District policy, the controlling law, regulation, state requirement, or district policy shall prevail.

The remaining provisions of these By-Laws shall remain in effect to the fullest extent permitted.

ARTICLE XXII – EFFECTIVE DATE

These By-Laws shall become effective upon approval by the Lewisville Middle School School Improvement Council and any required approval by the Chester County School District.

Approved by LMS SIC on: _____

LMS SIC Chair: _____

Signature: _____

Date: _____

Principal: _____

Signature: _____

Date: _____

District Approval, if required: _____

Date: _____

APPENDIX A – ANNUAL SIC CALENDAR

Month	Suggested SIC Focus
September	Elect Chair, Vice-Chair, and Secretary; review By-Laws; review School Renewal Plan goals; establish annual meeting calendar
October	Review beginning-of-year academic data; review improvement strategies; review applicable reading/literacy plan
November	State of Education Report; review SC School Report Card; contribute to annual school improvement/report card narrative
December	Review progress toward improvement goals; discuss resources and school needs
January	Midyear State of Education Report; review MAP growth/achievement and other available data
February	Review School Renewal Plan progress; discuss budget priorities and resource requests

March	State of Education Report; review SC READY preparation/data as applicable; review improvement strategies
April	Review draft annual plan update and/or five-year School Renewal Plan revisions; provide SIC input
May	End-of-year State of Education Report; review progress toward goals; identify recommendations and priorities for following school year

The monthly focus may be adjusted based on school, district, state, and federal requirements.

APPENDIX B – QUARTERLY STATE OF EDUCATION REPORT

The Principal's quarterly State of Education Report should provide the SIC with a clear picture of the academic standing and progress of Lewisville Middle School.

When available, the report should include:

Student Achievement

- SC READY achievement results;
- MAP Achievement data;
- Other applicable state or district assessments.

Student Growth

- MAP Growth results;
- Growth by grade level;
- Growth by subject/content area;
- Progress toward identified growth goals.

Accountability

- South Carolina School Report Card;
- School performance indicators;
- Progress toward School Renewal Plan goals.

Improvement Monitoring

- Status of improvement strategies;
- Evidence of implementation;
- Evidence of impact;
- Areas requiring additional support.

Stakeholder/School Indicators

- Attendance;
- Discipline/school climate;
- Student engagement;
- Parent/community engagement;
- Other relevant indicators.

The SIC shall use this information to ask informed questions, provide feedback, and monitor progress toward school improvement goals.

APPENDIX C – CORE RESPONSIBILITIES OF THE LMS SIC

The LMS SIC shall maintain a continuous improvement cycle:

REVIEW → ANALYZE → PROVIDE INPUT → SUPPORT IMPLEMENTATION → MONITOR → REPORT → ADJUST

The Council's work shall remain focused on improving outcomes for students and supporting the school's strategic improvement priorities.

APPENDIX D – ANNUAL OFFICER ACKNOWLEDGEMENT

For the _____ school year:

Chair: _____

Vice-Chair: _____

Secretary: _____

Date Officers Elected: _____

The officers acknowledge their responsibility to fulfill the duties established by these By-Laws and applicable law and district policy.

APPENDIX E – FIVE-YEAR SCHOOL RENEWAL PLAN ACKNOWLEDGEMENT

The LMS SIC acknowledges that it has been provided an opportunity to review and provide input regarding the Lewisville Middle School Five-Year School Renewal/Strategic Improvement Plan.

SIC Chair: _____

Signature: _____

Date: _____

Principal: _____

Signature: _____

Date: _____

DRAFT