

Date: September 17, 2018
To: Sullivan SIC Members
From: Kelly Scott, SIC Chair
RE: 2018-2019 Elections

We need to determine the process for filling the 2018-2019 SIC vacancies. According to our bylaws (see attached Article 3-5) we need at least 3 elected teachers, 3 elected parents, 3 appointed community members and 3 ex-officio members, of which one must be the principal. All members commit to two years of service. Refer to the 2018-2019 Draft Roster below, which I believe reflects the current state of the Sullivan SIC.

Role	Name	Email	Phone
Principal, Ex-Officio	Juan Roldan	jroldan@rhmail.org	
Parent, Elected	Kelly Scott	scottks@winthrop.edu	803-517-4627
Parent, Elected	VACANT		
Parent, Elected	VACANT		
Teacher, Elected	VACANT		
Teacher, Elected	Holly Stuart	hstuart@rhmail.org	
Teacher, Elected	Adam Salisbury	asalisbu@rhmail.org	
Community Member, Appointed	David Vawter	vawterd@winthrop.edu	
Community Member, Appointed	VACANT		
Community Member, Appointed	VACANT		
Asst. Principal, Ex-Officio	Graham Thomas	gthomas@rhmail.org	
Asst. Principal, Ex-Officio	Gwendolyn Lindsey	glindsey@rhmail.org	
Asst. Principal, Ex-Officio	Shanna Hannibal	shannibal@rhmail.org	
Instructional Coach, Ex-Officio	Rebecca Shackelford	rshackelford@rhmail.org	
PTA Chair, Ex-Officio	Reagan Faile-Pilcher	sullivanfalconspta@gmail.com	

For parent members, on September 23rd an announcement that the SIC is looking for nominations from September 25th – 26th will be put in the Falcon Flyer, Sullivan webpage and on all Sullivan social media accounts. Once we have the nominations an electronic ballot link will be posted on Sullivan SIC webpage and in the Falcon Flyer to hold the online voting from September 28th-October 1st at 8 pm. Ballots will then be tallied on October 2nd and the candidates notified on October 3rd.

Teacher nominations will take place in the same time period but this process will be held internally for faculty.

To fill the two open community member slots, Kelly and Mr. Roldan will discuss possible options and Mr. Roldan will extend an invitation and if accepted, appoint two community members. Per the SC SIC bylaws, a community member cannot be a parent with child enrolled at Sullivan.

All SIC elected and appointed members should be reported to the RHSD3 district office SIC representative and SC SIC by November 15, 2018.

Bylaws Attachment (for full Bylaws see the SIC in Canvas)

... Article 3

NUMBER AND TYPE OF SIC MEMBERS

(A) The SIC will be made up of the following representatives:

(1) Three parents elected by parents of students enrolled in the school.

- (2) Three teachers elected by teachers assigned to the school.
 - (3) Three members of the local community appointed by the Principal. The Principal will make these appointments *from the non-parent portion of the community* and will strive to make appointments that reflect the diversity of the student body and local community.
 - (4) The Principal as an ex-officio member of the SIC.
 - (5) Two ex-officio members in addition to the Principal: the current Teacher of the Year and the current PTA/PTO Chairperson. If an individual holding an ex-officio position is unable to serve on the SIC for any reason, an appropriate substitute shall be named by the organization that individual represents.
- (B) The SIC 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 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 SIC through a properly adopted amendment to these bylaws. These additional ex-officio members have a voice but shall not be voting members of the SIC.
 - (E) No SIC member may vote by absentee ballot or proxy.

Article 4

NOMINATION AND ELECTION AND APPOINTMENT PROCEDURES

- (A) Nominations and elections for SIC parent and teacher representatives will be held each year. The specific date, time, and location that SIC nominations and elections are to be held will be determined by the SIC from year to year and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than September 30 of each year. Council members will assume their responsibilities immediately upon their election or appointment.
- (B) The 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 SIC and school will communicate information about SIC parent nomination and election schedules and

procedures to all parents who are eligible to vote in a timely manner using the most effective methods of communication reasonably available.
- (C) Teachers will nominate and elect their representatives to the SIC during a regularly scheduled faculty meeting.
- (D) The SIC will keep the results of SIC 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 will provide the names and contact information to the district Planning Department. The Planning Department administrative assistant will enter the names and contact information for the current school year's SIC members into the online *SC-SIC Member Network* no later than November 15.
- (F) The SIC Chairperson will ensure that the names of all SIC 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 SIC members is two (2) years. Terms will be staggered so that the terms of office of half of all SIC elected and appointed positions expire at the end of each year.

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

(C) There is no limit on the number of terms that an SIC member may serve.