

**Cypress Woods Elementary School
Palm Harbor, FL 34685
Revised Bylaws (voted on at November 15, 2017 SAC Meeting)**

SCHOOL ADVISORY COUNCIL BY-LAWS

Article 1 – Name of organization

The name of this organization is Cypress Woods Elementary (CWE) School Advisory Council (SAC).

Article II – Purpose and Function

Section 1. The purposes of SAC are:

The goals and purpose of the Council, in common with the objectives of the Florida Department of Education and Pinellas County School Board are:

- A. To develop a cooperative effort between the school and the community to ensure that all students will receive the greatest opportunity for a quality academic, physical and social education.
- B. To oversee implementation and evaluation of a new, amended, or continued School Improvement Plan (SIP) each year, pursuant to Florida Statute (F.S.) 230.23 and shall provide such assistance as the principal may request in preparing the school’s annual budget and plan as required by F.S. 229.551(1).
- C. To approve how School Improvement funds will be expended in compliance with F.S. 24.12(5)(e).
- D. To oversee the preparation of the school’s annual budget and plan.

Section 2. *The purpose of the Council is to carry out the legislative directives of the State of Florida and the administrative directive of the Pinellas County School Board.*

Article III – Representation and Membership

Section 1. Members will be representative of the ethnic, racial and socioeconomic community served by SAC. The SAC will be noncommercial, nonsectarian, and nonpartisan.

Section 2. Only members of the SAC will be eligible to vote at the business meetings or serve in any of its elective positions.

Section 3. The constituency of the SAC will be parents of students attending CWE, employees of CWE and business community representatives. A majority of the members of SAC must be persons who are not employed by the School Board.

Section 4. A majority of the members of the CWE SAC must be persons who are not employed by the school district. The council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

Section 5. The CWE Principal may appoint persons annually for one-year terms, as the Principal in his/her discretion may deem appropriate to balance the composition of SAC.

Article IV – Election Procedure

Section 1. Election of Candidates

- A. The teacher representatives will be elected before the first SAC meeting each school year.
- B. The support staff representative will be elected before the first SAC meeting each school year.
- C. Parents will be notified in August by the Principal of open SAC positions. If there are more interested parent candidates than available positions, an election will be held.
- D. The Business/community representative shall be solicited by means of the school website, school marquee, school newsletter, or through personal contact with interested members of local business and community organization, and any other appropriate methods.

Article V – Tenure and Vacancies

Section 1.:

Members are elected annually by their constituent group. Members are eligible to serve additional terms as long as they are elected by their constituent group. Every effort will be made to ensure that parent representatives reflect the ethnic, racial and socio economic community served by our school.

Section 2.

Vacancies created on SAC must be filled with a member of the constituent group where the vacancy occurs in order to ensure balanced composition. SAC will advertise the vacancy to generate a slate of candidates. (See Article IV). Elections will occur in a manner similar to the regular process used to elect SAC members.

Section 3. Any position can be re-elected in the subsequent year. There are no term limits.

Article VI – Officers and their Election

Section 1. Each officer of SAC will be a member of SAC.

Section 2. Officers and their election:

- A. The officers of SAC will consist of one Chairperson and one Vice Chairperson (or two co-chairpersons) and one secretary. Effort will be made to ensure that they represent more than one constituent group.
- B. The Chairperson, Secretary and Treasurer will be elected by consensus of the SAC at the last meeting of the school year for service the following school year.

Section 3. Vacancies:

A vacancy occurring in any office will be filled for the remaining term by a person elected by a majority vote of the members of the SAC, notice of such election having been given. If a vacancy occurs in the office of the Chairperson, the Vice chairperson (or co-chairperson) will fill this vacancy. An election will be held to fill the Vice-chairperson's vacancy from within the SAC.

Article VII – Duties of Officers

Section 1. The chairperson will preside at all meetings of the SAC. He/she will coordinate the work of the officers and work closely with Administration in order to facilitate the evaluation and completion of the SIP.

Section 2. It is the responsibility of the chairperson to work with the Principal to develop and distribute the meeting agenda before the regular SAC meeting.

Section 3. An Administrator will act as an aide to the chairperson and will perform the duties of the chairperson in the absence or disability of the officer.

Section 4. The secretary will distribute the minutes of the SAC meeting before the next SAC meeting begins; keep a roster of the SAC members, with record of their election. The Secretary will also keep a record of SAC elections results and perform other duties as deemed necessary by the Chairperson.

Section 5. All officers will deliver to their successors all official records at the last official SAC meeting.

Article VIII – Meetings

Section 1. Regular meetings of the SAC will be held at least eight (8) times during the school year unless otherwise authorized by the SAC. All SAC members will be notified in the event of a change of meeting date and/or time.

Section 2. Any officer or the Principal may call a special meeting with seven (7) days written notice.

Section 3. To establish a quorum, the majority of SAC must be present.

Section 4. All meetings will be held in accordance with the Sunshine Law Standards.

Section 5. Issues presented to the council will be approved or rejected by consensus of the council. If consensus is not obtained and time constraints permit, the issue in question will again be presented at the next scheduled meeting. At this time, if the council is unable to reach

consensus again, a vote will be taken by the members present, with a two-thirds (2/3) majority vote necessary for approval.

Section 6. The regular meetings of the SAC will be open to all constituents and to the general public to attend as a visitor. Visitors will not actively participate in the meetings, interrupt SAC business, nor vote during SAC meetings. Constituent groups may submit a SAC comment/suggestion form or other written form including email, before or after a regularly scheduled SAC meeting, and may be put on the agenda if at least seven (7) business days notice has been given.

Section 7. A typical agenda may include reports:

- A. Welcome
- B. Public Comment
- C. Chairperson Report
- D. Old Business
- E. PTA update
- F. Administrator's Report
- G. Treasurer's Report
- H. Open Agenda

Article IX – Executive Committee

Section 1. The executive committee will consist of the elected officers and the Principal or his/her designee.

Section 2. The duties of the executive committee will be to transact emergency business in the interval between SAC meetings.

Section 3. A majority of the executive committee including the Principal/designee will establish a quorum.

Section 4. Meetings of the executive committee will be held as needed.

Section 5. All SAC members will receive minutes of all executive committee meetings within a reasonable period of time.

Article X – School Improvement Plan

Section 1 Administration will facilitate the process of guiding the planning, writing and implementation of the School Improvement Plan (SIP). Every effort will be made to ensure that the membership of the School Improvement Committee is comprised of more than one constituent group served by the school.

Section 2 Administration will submit for review to the SAC the SIP developed by the School Improvement Committee.

Section 3 After review of the SIP as submitted by Administration on behalf of the School Improvement Committee, the relationship of the SAC to Administration will be for SAC to provide input, recommendations and direction to Administration to ensure that the issues are guided by the identified and ongoing needs of the constituency. Monthly reports will be made at each SAC meeting.

Section 4. Committees may be formed by SAC to assess, plan, implement and evaluate continuous quality improvement in all areas under SAC jurisdiction.

Section 5. An Administrator will present a plan of work to SAC for their information and approval.

Section 6. Every effort will be made to ensure that the membership of the School Improvement Committee is comprised of more than one constituent group served by the school.

Article XI – School Improvement Funds

Section 1. The fiscal year for SAC shall begin on July 1, and end on the following June 30, inclusively.

Section 2. A portion of net revenues, as determined by the Legislature, shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to current legislation. A copy of the current legislation regarding school improvement fund allocations is attached to these by-laws and will be updated as amendments occur.

Section 3. School improvement fund expenditures will be utilized for implementation of the SIP and for activities that support highest student achievement.

Section 4. A committee of SAC members will review all school improvement fund budgets and expenditures in order to ensure that all expenditures will be in compliance with district and legislative mandates.

Section 5. School improvement fund reports will be made by the Treasurer at the monthly SAC meeting. The school improvement funds will be maintained in the school and accounted through the school bookkeeping office.

Section 6. The SIP will be reviewed periodically throughout the school year and the school improvement fund allocations could be adjusted for the following school year.

Article XII – Amendments

Section 1. A consensus of the members present may amend these by-laws at any regular meeting of the SAC with (5) day's written notice.

Section 2. The amendment will become effective upon the written acceptance of the SAC Chairperson and the Principal.

The foregoing constitutes the Articles of Organization and By-Laws revised and adopted by the School Advisory Council (SAC) of Cypress Woods Elementary School on this 15th day of November 2017.

Emily Sikes
SAC Chairperson

[Signature]
Principal

Cristina Fallara
SAC Secretary