

Cambridge Elementary Magnet School of Arts and Science SCHOOL ADVISORY COUNCIL BYLAWS

Article I: Name

The name of this organization is Cambridge Elementary Magnet School of Arts and Science School Advisory Council.

Article II: Purpose

Section 1: the functions of the School Advisory Council are:

- Assist in the preparation and evaluation of the School Improvement Plan(SIP).
- Assist in the preparation of educational improvement proposals for implementing an educational improvement grant at Cambridge Elementary Magnet School.

Section 2: Board functions of the School Advisory Council are:

- Participate in planning and monitoring of school buildings and grounds.
- Initiate activities or programs that generate greater cooperation between the community and the school
- Assist in the development of educational goals and objectives for Cambridge
- Recommend various support services in the school.
- Assist in the preparation of the accreditation report, SINI School Baseline and Mid Year Reports.
- Review the impact of property development and zoning changes in the vicinity of the school as they relate to the safety, welfare and educational opportunities of the students at Cambridge.
- Perform any such functions as prescribed by the regulation of the School Board of Brevard County
- Assist in the preparation and evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such School Improvement Plan as required by Florida Statutes
- Review the budget to be sure it is aligned with the School Improvement Plan
- Perform other functions as requested by the principal

Article III: Membership

Section 1: The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school.

Section 2: The Cambridge Elementary Magnet School of Arts and Science School Advisory council shall include parents, teachers, education support employees, community members, and the principal. 51% the majority of the membership shall be non-staff.

Section 3: For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school. Each parent representative shall be the parent or legal guardian (henceforth referred to as "parent") of at least on child currently attending Cambridge Elementary Magnet School of Arts and Science.

Section 4: The principal shall be the only member of that school's administration who is a member of the SAC.

Section 5: Peer election shall be used to select parent, education support staff, student and teacher members of the SAC. Peer elections shall be held at the beginning of each school year (after the first day of school) such that the membership list is ready to submit to the office of Research and Evaluation by September 15.

Section 6: Community members shall be appointed by the principal.

Section 7: Term of office for newly elected members shall be for a period of two years, commencing and ending in the fall of the year. Half of the parents, teachers, and community members' seats shall expire each year. Individuals may be nominated for additional terms. If a seat becomes vacant at the end of the first year of a two-year term, the seat shall be included as one-year in the next fall's regular election. If a seat becomes vacant, the alternate will fill that vacancy for the remainder of the term.

Section 8: Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents, teachers, educational support personnel and students will be filled by peer election. Elections to fill vacant positions may be held as necessary throughout the year.

Section 9: Membership in the SAC shall be limited to 11 voting members. SAC is a sunshine organization and non-members are encouraged to attend meetings but may not vote. Voting in SAC meetings shall be limited to duly elected/appointed school board approved members.

Article IV: Responsibilities

Section 1: The School Advisory Council is a resource to the school and the principal. The term "advisory" is intended to mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

Section 2: The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate school board or local school center policy, and 2) it must deal with issues rather than particular person, whether they are administrators, teachers, students, citizens, or parents.

Article V: Officers

Section 1: Officers and their election:

- The officers of the School Advisory Council shall be a chairperson, a vice chairperson, and a secretary. All officers must be members of the SAC. The chairperson and vice chairperson shall be either a parent or teacher. Any member except the principal may serve as secretary.
- These officers shall be elected, by written ballot, at the first meeting of SAC at the beginning of the school year provided notice of election has been served. The council may choose to select two co-chairpersons rather than a chairperson and vice

Article VI: Roles of the Principal and SAC Members

Section 1: The Principal

- Serves as a resource providing information regarding the local school education programs
- Appoints all non-elected SAC members (community members)
- Maintains the appropriate statutory composition of the SAC
- Notifies the Office of Testing and Accountability at Brevard Public Schools when modifications are necessary
- Acts as an active resource and encourages leadership from within the council
- Assists in training members in leadership skills and arranges for presentations of interest to the council
- Keeps the SAC apprised of the Brevard County policies, curriculum, etc. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with The State of Florida's purposes and policies.
- Develops, through positive actions, feelings of trust and understanding among SAC, community and staff at Cambridge.

- Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees.

Section 2: The Chairperson

- Works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- Calls the meetings to order, maintains order, and sees that the meeting is properly adjourned.
- Instructs the secretary and other officers in their duties.
- Sees that minutes are taken, prepared, read, approved and properly filed in the school
- Sees that business is ordered, considered and disposed of properly and is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.

Section 3: The Secretary

- Keeps accurate and complete minutes and files them for inspection. A copy of the minutes and agendas should be provided to the principal for the school file (located in front office) and the Brevard Public Schools' Office of Accountability and Testing.
- Keeps accurate records of council membership, attendance, duties and special assignments.

Section 4: Parents and other community representatives

- Act as a council member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of Cambridge Elementary Magnet School's community.
- Participate regularly in SAC meetings and carry out council assignments.
- Become knowledgeable about personnel and material resources of the school and community and the school's education program.
- Act as resource persons for the SAC, especially in the solutions of community-related problems which affect Cambridge Elementary Magnet School and its students.
- Assist in obtaining community resources to aid the school's education program.
- Serve as a communication link between SAC, the community and Cambridge Elementary School.
- Participate in activities aimed at obtaining parent and community support and assistance for school related programs.

Section 5: Faculty and school staff representatives:

- Act as members of the council to represent the views and interest of the school staff.
- Participate regularly in SAC meetings and carry out council assignments.
- Act a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources
- Assist in identifying community resources which can aid in the school's educational programs.
- Serve as a communication link between the SAC and the school staff, and keep the staff informed of actions can activities of the council.
- Participate in efforts to encourage school staff support for goals and activities of the Cambridge Elementary Magnet School Advisory Council

Article VII: Meetings

Section 1: The SAC shall meet as often as necessary to perform its duties, but no less than six times per year. The first meeting shall be held in August. Regularly scheduled meetings will be included on the school calendar. Meetings are scheduled when parents, students, teachers, education support personnel and community members can attend. All meetings are open to the public. Special meetings will be scheduled if required.

Section 2: A quorum must be present to conduct voting business. A majority of the membership shall constitute a quorum.

Section 3: Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting.

Section 4: A tentative agenda for the next meeting will be agreed upon by the members at the end of the current meeting. The agenda will be posted one week prior to the actual meeting date. Additional items may be placed on the agenda by agreement of the chairperson and principal. All agendas will be followed unless the Cambridge Elementary Magnet School Advisory Council makes a decision to modify the current agenda. All members have the responsibility to keep the council on the planned agenda.

Article VII: Amendments to Bylaws

Section 1: These bylaws shall be amended at any regular meeting of the SAC by a majority of the membership.

Section 2: The amendment shall become effective immediately upon passage.

Section 3: All bylaws will be in agreement with the current contract between the School Board of Brevard County and the Brevard Federation of Teachers.

Article IX: Ratification of Bylaws

The bylaws of the SAC will be ratified by a majority of if its members.

Article X: Parliamentary Authority

Section 1: The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.

Section 2: The chairperson has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.

Cambridge Elementary Magnet School Advisory Council Bylaws were developed and approved on September 08, 2016 and is reflected in the minutes from that meeting.


Lisa Derr, SAC Chairperson


Wendy Smith, Principal


Darlene Wegner, SAC Secretary