

Cypress Lake Middle School

SCHOOL ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this association is: Cypress Lake Middle SCHOOL ADVISORY COUNCIL. In these bylaws, the Cypress Lake Middle School Advisory Council may be referred to as the "Council" or "SAC."

ARTICLE II: GOALS AND PURPOSE

SECTION 1: The goals and purpose of the Council are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the school's needs and development of a School Improvement Plan (SIP).
- b) To provide guidance for school improvement and to act as an advisory and support organization.
- c) To provide input in the areas of policy and concerns relevant to school improvement

ARTICLE III: POLICY

SECTION 1: The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. The "Sunshine Laws" requirements include but are not limited to:
 1. Council meetings are publically noticed,
 2. Open to the public,
 3. Include public participation,
 4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
 5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
- d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- f) The Council shall deal with issues and policy rather than individuals.

ARTICLE IV: DUTIES AND OBLIGATIONS

SECTION 1: The Cypress Lake Middle School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the Lee County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of the provisions of ss. ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all School Improvement Funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Lee County School Board and Florida Law. (ss24.102).
 - a. School Improvement Funds will be used to support the goals and targets of the School Improvement Plan
 - b. School Improvement Funds will not be used to fund rewards, incentives, or projects lasting longer than the current school year
- d) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss1008.36).
 - a. The following criteria will determine funds disbursal
 - i. Certified personnel will be considered (2) shares and will be distributed to personnel who were present during the testing year and the disbursement year or retiring personnel
 - ii. Non-certified personnel will be considered (1) share and will be distributed to personnel who were present during the testing year and the disbursement year or retiring personnel
 - iii. Itinerant personnel will be considered a percent of (1) share based on the percent of time spent at Cypress Lake Middle School and will be distributed to personnel who were present during testing year and the disbursement year or retiring personnel
- e) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Lee County School Board or Florida Law.

ARTICLE V: MEMBERS AND ELECTION

SECTION 1: The Cypress Lake Middle SAC is open to any student, parent, teacher, or community member who wishes to assist the school in providing a quality education for all students. The principal is a member of SAC.

SECTION 2: The Council membership shall be composed of a majority (51%) of persons *who are not employees of the district*.

- a) The principal, a permanent member of this Council
- b) Teachers, minimum of (2)
- c) Education Support employees, minimum of one (1)
- d) Parents/Guardians

- e) Business and Community members, minimum of one (1)
- f) Cypress Lake Middle will strive to maintain a membership reflective of the school's demographic population

ARTICLE VI: OFFICERS AND ELECTION

- SECTION 1:** SAC officers shall be elected from the current SAC membership at the first meeting of the school year for a term of (1) year or through the first meeting of the following year.
- SECTION 2:** Officers and their election:
- a) The officers of the Council shall consist of one chair, one secretary, and a District Advisory Council representative

ARTICLE VII: DUTIES OF OFFICERS

- SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition the Chair:
- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
 - b) Shall coordinate the SAC meeting agenda.
- SECTION 2:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.
- a) SAC minutes will be available for public inspection and kept on school premises.
 - b) SAC minutes will record attendance and decisions made by the Council.
- SECTION 3:** The District Advisory Council (DAC) Representative shall attend District Advisory Council meetings
- a) DAC minutes shall be reported at each SAC meeting
 - b) DAC representative will bring SAC concerns to DAC meetings for discussion and review

ARTICLE VIII: MEETINGS

- SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are encouraged to attend all meetings.
- a) Members missing two consecutive meetings without contact with an executive officer or the principal prior to the second missed meeting may be revoked or replaced.
- SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.
- SECTION 3:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 2 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council. Quorum is established as 51% of elected SAC membership or 70% of the prior year's average attendance for non-elected SAC membership.
- SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]

SECTION 5: An elected officer and the principal or the principal’s designee may call special meetings with 3 days written notice having been given. See Article VIII, Section 4 above regarding email/fax notification.

SECTION 6: All SAC meetings are open to the public and must comply with Florida Open Government [aka “Sunshine”] Laws, ss. 286.011.

SECTION 7: Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "New Business" wherein any Council member or public may present an item for future consideration or discussion.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

ARTICLE X: AMENDMENTS

SECTION 1: These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting. Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

SECTION 2: The amendment shall become effective upon receipt of approval from Lee County School Board.

SECTION 3: A bylaw committee may be appointed annually to review the bylaws.

Cypress Lake Middle School Advisory Council By-laws Adopted: DATE OF ACCEPTANCE

Signature: _____ (Principal)

Signature: _____ (Chair)

Signature: _____ (Secretary)

Signature: _____ (DAC Representative)