

## Cornerstone Charter Academy

### School Advisory Council By-Laws

#### ARTICLE I: NAME

The name of this association is: Cornerstone School Advisory Council. In these bylaws, the Cornerstone School Advisory Council may be referred to as "CSAC" or the "Council." In these bylaws, the Cornerstone Charter Academy may be referred to as "Cornerstone."

#### ARTICLE II: PURPOSES

**SECTION 1:** The purposes of the Council, in common with the objectives of the Florida State Advisory Council, are as follows:

- a) To promote the welfare of our children and youth in Cornerstone, their homes, and community.
- b) To secure adequate laws for the care and protection of our children and youth.
- c) To bring into closer relationship our children's' homes, our community and Academy so that parents, teachers, and community members may cooperate in a positive way for the education of our children and youth.
- d) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in academic, physical, social and ethical education.
- e) To increase citizen awareness, input, involvement, and confidence in Cornerstone and the Council.
- f) To increase parents' involvement with their children and with Cornerstone.
- g) To act as an advisory body to the Principal.

#### ARTICLE III: BASIC POLICIES

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

- a) The Council shall be non-commercial, non-sectarian, and non-partisan.
- b) 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, with any partisan interest, or for any purpose not appropriately related to the objectives of the Council.
- c) The Council shall not, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political campaign, on behalf of, or in opposition to, any candidate for public office.

- d) The Council shall work with the school to provide a quality education for all children and youth and shall seek to 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.
- e) To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the Orange County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.
- f) The Council shall be in compliance with Florida's Government-in-the Sunshine Law and Public Records Law.

## **ARTICLE IV: DUTIES AND OBLIGATIONS**

**SECTION 1:** The Council shall exercise the following duties and obligations:

- a) Perform all the functions of a School Advisory Council as prescribed by the regulations of Orange County School Board and Florida Statutes. The Council shall not have any of the powers and duties reserved by law for the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto.
- c) Approve all School Improvement Fund expenditures either through a budget process or individual expenditures as provided by regulation of the Orange County School Board and Florida Law. The Council determines how the funds are spent in support of the School Improvement Plan, without Principal override or interim approval of school district staff.
- d) Assist in the preparation of the school's annual budget by reviewing the budget at a CSAC meeting and any other assistance requested by the Principal.
- e) The primary function of CSAC is to provide parents/guardians, teachers, students, and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs, and development of a School Improvement Plan.
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for CSAC by regulation of the Orange County School Board or Florida Law
- g) The Principal shall provide leadership in the development or revision and implementation of the school improvement plan as provided in Florida Statutes (ss. 231.085).

## **ARTICLE V: MEMBERSHIP**

**SECTION 1:** Except as prescribed below, membership in the Council is by election. The constituency of the Council shall be an appropriately balanced number of teachers, education

support staff, students, parents/guardians and representatives of the business community who live in the geographic area of Cornerstone's school zone and are representative of the ethnic, racial, and economic community served by the school.

**SECTION 2:** The Principal shall be a permanent member of the Council. In the event of an absence of the Principal, a designee of his/her choice may serve in his/her place.

**SECTION 3:** Any member of the constituency represented by the Council shall be eligible to serve in an appointive position.

**SECTION 4:** A majority (51%) of the members of this CSAC must be persons who are not employees of the school. In August of each new school year, the executive committee will determine the Council's maximum number from each group.

**SECTION 5:** There shall be a balanced but minimum of two (2) voting members from each of the following constituent groups:

- a) **Teachers** is defined to include classroom teachers, certified student services personnel, and media specialists. Teachers are elected by teachers as previously defined.
- b) **Support Staff** means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 228.041, and whose duties require 20 or more hours in each normal working week (ss.229.58). Support Staff is elected by the staff as previously defined.
- c) **Lower Academy Parents/Guardians** are parents/guardians of Cornerstone students in grades kindergarten (K) through fifth (5th). Lower Academy parents/guardians are elected by Lower Academy parents/guardians as previously defined.
- d) **Upper Academy Parents/Guardians** are parents/guardians of Cornerstone students in grades sixth (6th) through twelfth (12th). Upper Academy parents/guardians are elected by Upper Academy parents/guardians as previously defined.
- e) **Community members** nominated and approved by the Council.
- f) **Students** is defined to include Upper Academy students in grades sixth (6th) through twelfth (12th). Students are elected by the students as previously defined.
- g) **Appointments** are nominated by the Principal as needed to include minority persons and persons of lower socio-economic status as required by Florida Statute and approved by the Council.
- h) **Alternates** may be elected with the sole duty of serving as a replacement for a CSAC member of the same peer group who is unable to execute their duties for the term or absent from a meeting. Alternates that substitute for an absent member will count towards a quorum and have full voting rights for that meeting.

**SECTION 6: Elections.** Elections shall take place annually.

- a) Staff and Faculty will be nominated and elected at the first faculty/staff meeting of the school year.
- b) Parent nominations will be solicited through newsletters, school announcements,

school events, and incoming student functions, at least two (2) weeks prior to the election. Parents shall be elected by a majority vote of persons qualified for their specific peer group who are in attendance at the September CSAC meeting for which notice of such election has been given.

- c) Community member(s) nominations will be solicited by invitation and any means of public notification available and will be elected at the September and/or October CSAC meeting.
- d) Students should be elected by students at the first meeting of the student government.
- e) Members shall serve for one year or until his/her successor is appointed and/or elected as provided for in these Bylaws.

**SECTION 7: Vacancy and Termination.** If a vacancy occurs, the position will be filled from within the respective constituent group in which the vacancy occurs, for the remainder of the unexpired term. A vacancy automatically occurs with resignation or absenteeism as defined by missing two (2) consecutive regularly scheduled meetings during the course of one school year. Vacancies also occur when school employees are transferred and students of parents are transferred out of the school. Absence may be excused by a majority vote of those members present.

## **ARTICLE VI: MEETINGS**

**SECTION 1: Quorums.** A majority of the membership, 51 %, of which at least two (2) of whom are school representatives and at least two (2) of whom are parent/community representatives, shall constitute a quorum for the transaction of business in any meeting of the Council.

**SECTION 2: Meetings.** 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 required to attend all meetings. Regular meetings of the Council shall be held at least eight (8) times during the school year, unless otherwise authorized by the Council. Three (3) days written notice shall be given of change of date.

**SECTION 3: Voting.** The Council will attempt to make all decisions by consensus. A consensus is defined as an agreement amongst all members of the Council. 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. An absent member may submit a written proxy on specific issues, prior to the date of the vote.

**SECTION 4: Notice.** Three(3)days' written advance notice of all CSAC meetings must be given to all members of the council. Such notice must include written notice 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/fax capabilities. A copy of the notices will be maintained with the records of meetings.

**SECTION 5: Special Meetings.** The Chairperson or Vice-Chairperson and the Principal or the Principal's designee may call special meetings and three (3) days written notice must be given prior to the date of the Special Meeting. See Article IX, Section 4 above regarding email and fax

notification.

**SECTION 6: Sunshine Law.** CSAC meetings are open to the public and must comply with Florida "Sunshine Laws" (ss.286.011), including public notification of meetings.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

### **SECTION 1: Officers and Their Elections.**

- a) Officers of the Council shall consist of a Chairperson, an Vice Chairperson, and a Secretary. The Chairpersons should represent more than one constituent group.
- b) Any member of the Council is eligible to be nominated for office. Election to an office will automatically extend the CSAC membership for the duration of the term.
- c) If there are no volunteers or nominations from the council to fill an officer position, the general public and alternates may be considered for the position(s).
- d) Officers shall be elected annually prior to June 30th.
- e) Officers shall assume their official duties on July 1 and shall serve for terms of one (1) year or until his/hers successors are elected.
- f) CSAC may suspend elections until the September CSAC meeting by two-thirds vote of the members present if officer positions are not selected prior to June 30th.

**SECTION 2: Nomination Committee.** There shall be a nominating committee composed of two (2) individuals. one of which must be a Council member, appointed by the Chairperson at a regular meeting at least one month prior to the election of officers. The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting at which time additional nominations may be made from the floor. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

**SECTION 3: Vacancies.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of the Council, three (3) days prior written notice of such election having been given to the membership. In case a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall serve notice of an election to fill this vacancy.

## **ARTICLE VIII: DUTIES OF OFFICERS**

**SECTION 1: Chairperson.** The Chairperson shall preside at all meetings of the Council and the Executive Committee. at which he/she may be present and perform the following:

- a) Such duties as may be prescribed in these bylaws or assigned to him/her by the Council.
- b) Appoint a Parliamentarian, if deemed necessary, with the approval of the Council.
- c) Coordinate the work of the officers and improvement teams of the Council in order that the objectives may be promoted.
- d) Work with the Principal and school bookkeeper to determine income and expenses and make a monthly report to the Council or appoint a council member to fulfill this

duty.

- e) Coordinate the work of the officers and committees formed by the Council to promote school improvement.
- f) Create or coordinate the CSAC meeting agenda with the assistance of the Secretary.
- g) Monitor CSAC membership for vacancy replacement.

**SECTION 2: Vice Chairperson.** The Vice Chairperson shall assist the Chairperson and in his/her absence act as the Chairperson. In the event that the SAC has a School Improvement Fund then the Vice Chairperson shall act as treasurer which may include:

- a) Accounting of SAC assets at all meetings.
- b) Facilitating requests for funds and supervising payment of all SAC financial obligations.
- c) Compiling the SAC budget, if applicable.
- d) Filing such fiscal reports as may be required by Cornerstone or Florida Statutes.

**SECTION 3: Secretary.** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her by the Chairperson. CSAC minutes will record attendance and decisions made by the Council. CSAC minutes will be available for public inspection and kept on school premises.

**SECTION 4: All Officers.** All officers shall perform the duties prescribed in these bylaws and by parliamentary authority adopted by the Council. Officers must deliver to their successors all official material prior to July 1.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

**SECTION 1: Membership.** The Executive Committee shall consist of the elected officers (Chairperson, Vice Chairperson and the Secretary) and the Principal or, in absence of the Principal, the Principal's designee.

**SECTION 2: Duties.** The duties of the Executive Committee shall be to transact emergency business in the interval between council meetings, which must be ratified by the Council. The Executive Committee may be authorized by the membership to conduct other activities.

**SECTION 3: Quorum.** The majority of the Executive Committee shall constitute a quorum.

**SECTION 4: Meetings.** Meetings of the Executive Committee shall be held as needed and are subject to Florida Sunshine Laws.

## **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

**SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.

**SECTION 2:** The Chairperson of each committee shall present a plan of action to the Council

**SECTION 3:** Ad Hoc Committees may be established from time to time at the discretion of the Council. Members of the Ad Hoc Committees may or may not contain members of the Council.

**ARTICLE XI: FISCAL YEAR**

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

**ARTICLE XII: PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised shall govern the Council in all cases in which they are not in conflict with these bylaws.

**ARTICLE XIII: AMENDMENTS**

**SECTION 1:** These Bylaws may be amended by any regular meeting of the Council by two-thirds vote of the members present and voting, or by proxy provided that notice of the proposed amendment shall have been given at least one week (7 days) prior to the meeting at which the amendment is voted.

**SECTION 2:** The amendment shall become effective upon receipt of approval from the Orange County Public School Board.

**SECTION 3:** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by majority vote at a meeting of the Council, or by two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**SECTION 4:** Amendments shall comply with Florida Statutes, Regulations, and Orange County Public Schools rules, regulations, policies, and directives.

**ADOPTED BY CORNERSTONE CHARTER ACADEMY ADVISORY COUNCIL this eighth day of March in the year 2011.**

**Signed by:**

**Ann Bennett, Chairperson**

**Kerri Ann O'Sullivan, Principal**

**Ann Spivey, Vice Chairperson**

**Submitted by: Doraine Melton, Secretary**