

Cedar Point Advisory Council Bylaws

Revised April 9, 2025

1. Purpose

The Cedar Point Advisory Council (CPAC) represents and assesses the needs of the Cedar Point Elementary School (CPES) community and staff. CPAC works with the Principal to develop the school plan, reflecting the vision and mission of CPES. This plan shall be the basis for the school's instructional program and budget. CPAC shall also assist the Principal in aligning the school plan with the Prince William County Public Schools Strategic Plan. Throughout the year, CPAC shall act as an advisor to the school administration on the budget as well as the implementation, evaluation and modifications of the school plan. These bylaws govern the functioning of CPAC.

2. Membership

2.1 CPAC shall consist of rotating parent and staff members as well as the CPES Principal and Assistant Principal. Representation shall be as follows:

Parent Representatives

- Secretary
- Kindergarten Representative
- 1st Grade Representative
- 2nd Grade Representative
- 3rd Grade Representative
- 4th Grade Representative
- 5th Grade Representative
- Special Programs Representative (LD, ESOL, MCI, Gifted Education, Start, etc.)
- Superintendent's Advisory Council on Instruction Primary & Alternate
- PTO Board Member

Staff Representatives

- Chairperson
- Vice-Chairperson
- Kindergarten Teacher
- 1st Grade Teacher
- 2nd Grade Teacher
- 3rd Grade Teacher
- 4th Grade Teacher
- 5th Grade Teacher
- Special Programs Teacher (LD, ESOL, MCI, Gifted Education, Start, etc.)
- Encore Teacher (Art, Music, P.E., Librarian, Drama, Counselor)
- Classified Staff Member (Parent Liaison, Secretarial, Cafeteria, Teaching Assistants, etc.)

2.2 With the permission of each of the CPAC Representatives, their names, email addresses, and/or phone numbers shall be published in the school newsletters and on the Cedar Point website.

2.3 CPAC membership shall be divided into voting and non-voting members. Voting members shall consist of equal numbers of *elected* Parent Representatives and Staff Representatives. Voting members shall have the right and ability to comment on all issues brought before CPAC prior to a vote being taken.

2.4 Non-voting members shall include: Principal, Assistant Principal, alternate representatives.

2.5 In the event that an even number of voting members are present at a meeting at which the casting of votes is necessary, the Vice-Chairperson shall abstain from voting.

3. Officers

3.1 CPAC officers shall consist of the Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by and from the sitting CPAC membership at the May meeting to serve the following school year. Any vacancies that arise from these elections shall be filled at the first regularly scheduled CPAC meeting of the new school year.

3.2 *The Chairperson:*

- Shall preside over the meetings and work with the Principal in planning and directing the business of CPAC.
- Shall review with the Principal the planning and preparing of the yearly and monthly agendas.
- Shall publish an agenda one week prior to each regularly scheduled CPAC meeting.
- Shall publish the meeting minutes on the Cedar Point website and school newsletters.
- Shall be elected from sitting CPAC Staff Representatives at the May meeting; the Chairperson's term shall run for a period of two years.
- Shall be allowed to continue to represent staff in their former capacity if their term has not yet expired.

3.3 *The Vice-Chairperson:*

- Shall exercise all Chairperson duties in the absence of the Chairperson.
- Shall oversee any elections.
- Shall be charged with time-keeping at meetings.
- Shall be elected from sitting CPAC Staff Representatives at the May meeting; the Vice-Chairperson's term shall run for a period of two years.
- Shall be allowed to continue to represent staff in their former capacity if their term has not yet expired.

3.4 *The Secretary:*

- Shall keep minutes of the meetings and provide them to the Chairperson following regularly scheduled meetings.
- Shall be elected from sitting CPAC Parent Representatives at the May meeting; the Secretary's term shall run for a period of two years.

4. Election Process

4.1 *Parent Representatives:* A notice shall be sent out at least two weeks prior to a scheduled election advertising open CPAC positions. Representatives must have a child enrolled at Cedar Point Elementary School in the grade level or program represented. An effort shall be made to seek representation from across the CPES community.

4.1.1 Those persons interested in serving on CPAC should submit their name in writing to the current Chairperson and/or Principal and plan to attend the CPAC meeting when the election is scheduled. Nominations from the floor at the time of the election shall also be accepted. If more than one person declares intent to represent their assigned grade/specialty, an open election shall be held for the position. The runner-up may act as the Alternate Parent Representative.

4.1.2 The Kindergarten Parent Representative(s) shall be elected at the first regularly scheduled CPAC meeting of the new school year. A notice regarding upcoming elections shall be advertised at least two weeks prior to the election.

4.1.3 The Parent Representatives to the Superintendent's Advisory Council on Instruction (SACI) shall be appointed by the Principal during the May meeting for the following year's term. The SACI Primary Representative shall be required to report information from the SACI monthly meetings back to CPAC at its regularly scheduled meetings. If the Primary Representative is unable to attend a SACI meeting, the Alternate Representative shall attend the SACI meeting in the Primary Representative's place and shall assume the rights and responsibilities of the Primary Representative at that meeting.

4.1.4 In the event that a Primary Parent Representative resigns or is removed from CPAC, an alternate representative may be elected at the next regularly scheduled meeting.

4.2 *Staff Representatives:* The Principal and Staff shall meet and determine the Staff Representatives' selection process. For Grade Level Representatives, the staff member must be a teacher in the grade level represented. Encore, Special Programs and Classified Representatives may rotate throughout the school year as agreed upon by Principal and Staff; however, the lead teacher of each of the staff positions will be the permanent contact person.

4.2.1 In the event that a Staff Representative resigns or is removed from CPAC, the Principal and Staff shall select an eligible staff member to fill the open position prior to the next regularly scheduled meeting.

5. Tenure

5.1 CPAC Officers shall serve two-year terms that run from September to June.

5.2 CPAC Parent and Staff Representatives shall also serve two-year terms that run from September to June.

5.3 Parent Representatives for grade levels K-4 shall move to the next grade level during the second year of their term. For example, the 1st Grade Primary Parent Representative becomes the 2nd Grade Primary Parent Representative during the second year of their term.

5.4 Any CPAC member whose term has expired may run for any other position for which he or she is eligible.

5.5 A CPAC member may be removed if two consecutive regularly scheduled meetings are missed, or if a total of three regularly scheduled meetings are missed during the course of a school year.

6. Training

All Parent and Staff Representatives shall receive training related to site-based management, school planning, and the roles and responsibilities of the Advisory Council at least annually. Training shall be provided by Prince William County Schools and shall be coordinated by the CPAC Chairperson and Principal. If possible, training shall occur during a regularly scheduled CPAC meeting. Any member of the Advisory Council who has attended a training session may then “relay” such training to the Council as a whole.

7. Meetings

7.1 CPAC shall meet six times per school year (September to May) at 7 p.m. The meeting shall last no longer than two hours in duration. Special meetings may be called as needed. Meetings cancelled because of inclement weather or other unforeseen events do not need to be rescheduled.

7.2 A complete schedule of meetings shall be published at the beginning of the school year on the CPES website.

8. Agenda

8.1 The following agenda items shall be included in every meeting, though not necessarily in this order:

- Review/Approval of Minutes
- SACI Report
- Representatives' Time
- PTO Update
- Principal's Time
- Open Agenda / New Business

8.2 Other agenda items may be added at the Chairperson or Principal's discretion. Parents, staff and others in the CPES community may request agenda items to be added by contacting the Chairperson at least five days prior to the regularly scheduled meeting they would like to address.

9. Conducting Business

9.1 Meetings shall be conducted following Robert's Rules of Order.

9.2 When possible, issues should be decided by consensus. In the event a vote is necessary, all voting members of CPAC who are present shall be given the opportunity to vote.

9.3 A quorum of one-half the voting membership plus one must be present for any vote to be held.

10. Committees

10.1 CPAC may form committees or working groups as needed, balancing CPAC Parent and Staff Representatives as much as possible. Parent, staff and other CPES community members may also serve on committees as needed. When formed, each committee shall clearly identify its goals.

10.2 Each committee shall provide at least annually an update to the membership at large of its progress. This shall occur at a regularly scheduled meeting. The CPAC membership at large shall review annually each committee's progress and determine if the committee shall remain active, shall modify its goals or shall be disbanded.

10.3 Committee meetings may be conducted as "closed" meetings.

11. Amendments

Bylaws shall be reviewed at least annually. Amendments to the bylaws shall be ratified by a simple majority of those voting members present. The bylaws shall be in accordance with Prince William County Schools Regulation 230.01-1.