



Bylaws of the School Advisory Council for the High School for Creative and Performing Arts (CAPA)

ARTICLE I: MISSION

The CAPA School Advisory Council (SAC) is a collaborative, inclusive, and diverse partnership of parents/guardians/caregivers, teachers, administrators, students, and community members. The SAC reviews school policy and practice on substantive issues and provides informed input and recommendations to support CAPA's mission to nurture the creative talents and aspirations of its students within an academic/arts college preparatory program. The SAC develops projects and initiatives that focus on supporting student curiosity, creativity, and academic achievement; improving school climate and culture; and strengthening the health and well-being of the community.

ARTICLE II: VISION

The SAC's vision for CAPA is a joyful, caring, inclusive community where a positive school culture provides the necessary intellectual and emotional support to meet the needs of creative learners.

ARTICLE III: Objectives

- Reviews and advises on school-based policy (such as culture and climate, school safety, diversity and inclusion, health and wellness, school community engagement, curriculum, teacher and learning and facilities)
- Reviews annual budget and provides input in a meeting open for all interested parties to attend.
- Through regular meetings, plays a role in strengthening school community relations by sharing and discussing pertinent school related information, as set in the agendas, in order to positively impact the school community as a whole.
- Provides input to Administration on school-based curriculum changes, programs and initiatives based on data (such as PSSA scores, admissions, Benchmarks) and information made available to the SAC by the Principal or SDP or other reliable sources.
- Coordinates elections for SAC parents/guardians/caregivers, teacher and community members (Family and Community Engagement (FACE) application process as outlined on the FACE website) and SAC leadership annually.

ARTICLE IV: SAC DECISION-MAKING PROCESS

The SAC is governed by the SDP SAC Constitution and the CAPA SAC Bylaws. Only elected SAC members are allowed to vote and decisions should be made after there has been adequate discussion and all SAC members are ready to vote or come to an agreement.

The SAC decision-making process will be by a simple majority vote. Votes may be verbal, but, if necessary, voting can occur through raising hands or anonymous paper ballots upon request.

ARTICLE V: MEMBERSHIP

All functions concerning the Objectives outlined in Article III above will be vested in SAC membership, composed of the CAPA Principal, staff, parents/guardians/caregivers, students, alumni, and community member(s).

The SAC shall include a simple majority of family members/guardians/caregivers, the school Principal, school staff, student representatives, and community members. The breakdown of seats will be as follows: 9 parents/guardians/caregivers, one Principal, three students (maximum of one senior), four staff and two community members (can include alumni). In regards to the community member position, one shall be selected by the Principal and the other through FACE. A candidate interested in becoming the second community member for the CAPA SAC will apply via the FACE's SAC application. FACE will share the completed application to the administrators and SAC leadership team. If there is more than one applicant, SAC members will take a vote. The applicant with the majority of the votes will serve one term.

a. Members Include:

1. **Principal:** The Principal, or a representative chosen by them, must attend and serve on SAC.
2. **Parents/Guardians/Caregivers:** Parents/guardians/caregivers are eligible to run for SAC as a voting member.
3. **Staff:** The Principal will determine the process for how the staff are elected each year. No more than one representative from any major.
4. **Students:** The Principal will determine the process for how the students are elected each year.
5. **Community Members:** Individuals who take an interest in CAPA's welfare and live in Philadelphia (as directed by FACE) are eligible to be invited to serve on the SAC. One Community Member shall be appointed by the Principal and the other Community Member shall fill out the FACE application form and be selected by their office. In the case where there are more applications than the one position, the SAC shall decide by vote who best serves the interests of the school from the applications.

b. Security Clearances:

To serve on the SAC, all individuals must have clearances up to date in accordance with SDP volunteer policy. Clearances will be checked at the start of the term and copies will be kept in the main office. See:

- <https://epatch.state.pa.us/Home.jsp>
- <https://www.compass.state.pa.us/CWIS/Public/Home>

c. Elected SAC Members:

- Are voting members of the SAC.
- Must fill out a FACE application prior to the election in order to be considered for the position.
- SAC parents/guardians/caregivers members will serve one- or two-year terms. Elected members can serve a maximum of four years.
- Staff representatives will serve two-year terms with elections in the spring. Members can serve a maximum of four years. If the position can not be filled by a new representative, the SAC may allow a member to run again with SAC vote approval. If multiple members request to run again, then a SAC vote will be held to decide who will be on the ballot.



- Students will be selected by the Principal and will serve one- or two-year terms (also determined by the Principal).
- Community members (as defined above) will be invited to the SAC to serve one-year terms. They must fill out FACE forms to apply if there is an opening. And can serve a maximum of four years. If the position can not be filled, the SAC may allow a member to run again with SAC vote approval.

d. Termination of Membership:

If a SAC member is absent for two consecutive meetings per school year without prior notification to the Facilitator, the SAC can remove the member for failure to satisfy any SAC responsibilities as set forth herein. The vacancy should be filled with an alternate member who ran in the Spring and won the next most votes. If none exists, the seat remains open until the next election.

ARTICLE VI: MEMBERS APPLICATIONS & ELECTIONS

SAC elections for parents/guardians/caregivers will be held annually, in the Spring, for the vacant seats, with the application period opening in March and the election in April. Timelines can vary if needed, determined by the SAC Organizer and communicated to the CAPA community ahead of the application period.

a. Application Process:

1. Send out announcements during the designated recruitment time period to request Applications for the SAC through school newsletters, community newspapers, bulletins, robo- calls, Parent Portal, etc., encouraging qualified candidates to run. Information should include deadlines and the process for submitting the Application Forms.
2. Paper copies of the SAC Application Form will be on hand at the main office for applicants unfamiliar with computers.
3. All other applications should be done through the online [FACE form](#). Anyone interested in applying must fill out a FACE form by a date decided by the SAC Organizer. FACE provides the SAC with the applicant's form.
4. Informational meetings should be held for all interested candidates regarding qualifications, roles and responsibilities of SAC members, and the Application and Election Procedure. In addition, school newsletters, school-parent links, and school notice boards and websites may include information on each candidate.

b. Election Process:

1. With the applications provided by the FACE liaison, the SAC Organizer will create the ballot with each applicant's information and distribute the ballots to the appropriate voters (i.e., only parents should vote for the parent seats on the SAC, only school staff should vote for the staff seats on the SAC).
2. If there are more applications than available seats on the SAC, this triggers an election. Parents/guardians/caregivers are elected by parents/guardians/caregivers of students at CAPA at the time of the election. One vote per family. If the position can not be filled, the SAC may allow an existing member to run again with SAC member vote approval. If multiple members request to run again, then a SAC vote will be held to decide who will be on the ballot.



3. A meeting will be held to introduce candidates to the school community, giving voters an opportunity to meet them and ensuring equal time to publicize their campaigns.
4. The SAC Organizer will determine a method for voting and for counting ballots in public to ensure fairness and integrity.
5. After the elections are complete, a formal public announcement of elected council members should be posted in the main office and distributed by all school communication vehicles (newsletters, bulletin boards, websites, etc.)
6. Following each SAC Election, newly elected members will be invited to attend the final SAC meeting of that year (May or June), and a late summer meeting (August) 1-2 weeks before the start of the school year, with the official membership term beginning in the Fall.

ARTICLE VII: LEADERSHIP TEAM

a. Eligibility & Elections:

Members of the SAC will be eligible to serve as officers (Facilitator, Organizer, and Secretary) and any such other officers as the SAC may deem necessary. The SAC Officers will be elected at the first meeting of the school year in September, by majority vote of SAC members, and will serve a one-year term. Interest in positions will be solicited during the May meeting that directly precedes the school year, when member terms begin. In August, there will be a reminder. If two or more members are interested in a position, they will address the SAC in September, stating their rationale for their interest. SAC Members will vote, and the member with the majority vote will take the position. Directly following the first General SAC meeting, the SAC will communicate named leadership to the school community.

b. Roles and Responsibilities:

Facilitator:

- The Facilitator shall prepare the agenda for each meeting in collaboration with the principal and ensures that all items are aligned with the mission and vision of SAC.
- If a member of the community would like a topic placed on the agenda for discussion they must email the facilitator one week in advance of the SAC meeting in order for the facilitator to consider and approve. If a topic needs to be added within the seven day time period prior to the meeting, the facilitator will determine with the principal if it is possible to put it on the agenda or if it needs to be tabled until the next meeting.
- The SAC Facilitator will guide discussion during SAC meetings by keeping members focused on the meeting agenda, discussing all items within the meeting timeframe, and addressing concerns.
- If necessary, the Facilitator will call for and facilitate a vote when a decision must be made. If there is an even number of voting members, the facilitator will ensure the staff member with the least seniority shall be excluded from the vote.
- The Facilitator should encourage and facilitate open discussion and input from SAC Members about issues that affect school policy, curriculum and students. This can be done at a meeting during new business.
- The Facilitator may act as the liaison between the SAC and other parent/family groups in the school (Home and School Association, Friends Of group, etc.) to ensure that all groups understand each other's

goals and can collectively improve the school.

School Principal:

- The school Principal shall support an active and engaged SAC by:
 - Ensuring that the SAC is in place within the first sixty days of the start of the school year.
 - Providing support for the effective functioning and management of the SAC with support from fellow SAC members.
 - Attending all SAC meetings, unless this responsibility has been delegated to a designee who will have decision-making power.
 - Considering each recommendation made by the SAC and communicating actions taken in response to the recommendation to all SAC members.
 - Making the names of the members of the SAC known to the parents/guardians/caregivers of the students enrolled in CAPA and to the SDP.
 - Engaging parents/guardians/caregivers members and all SAC Members in decision-making opportunities at CAPA through timely and ongoing communication.
 - Acting as a resource to the SAC by obtaining information relevant to the functions of the SAC, including information relating to the SDP's policies and procedures.
 - Principal or designee (*just in case Principal is not able to attend the meeting) will report out updates going on at CAPA or District level during their designated time allocated on the SAC meeting agenda. The reported updates will be captured in the meeting minutes and will be available for members or families to review once it is posted to CAPA's SAC webpage after its approval.
 - Feedback about the next school year's budget will be discussed and collected during a meeting called Winter/Spring Title 1 Parental Input Meeting and organized by the Principal. This meeting is open to all families in the school community and can be held during a SAC meeting as long as enough time is allocated for discussion. Feedback about what families see as additional needs for improvement in the school and what their suggested solution for those needs are collected and compiled into the Parental Input Grid. The Parental Input Grid is used by the Principal during budget discussions with the Central Office.

Organizer:

- The SAC Organizer will conduct community outreach for the SAC, which includes but is not limited to recruiting new members (particularly parents/guardians/caregivers members and community members) by developing outreach materials and/or downloading outreach materials from www.philasd.org/sac.
- The Organizer will work closely with the principal during the Application and Election Procedure by facilitating the Application Process and working with FACE to conduct an election if necessary
- The Organizer will also utilize outreach materials and practices to communicate the purpose of the SAC to non-members and lead efforts to promote the SAC at events in CAPA and the community, including events such as Back to School Night, new parent orientations, etc.
- The Organizer may act as the liaison between the SAC and external partners or organizations, such as faith-based partners, civic associations, businesses, etc. The Organizer may build relationships with these groups and can solicit in-kind donations/resources.

Secretary:

- The SAC Secretary will work with the Principal and the SAC Facilitator to distribute all materials for SAC meetings (sign in sheets, agendas, etc.)
- The Secretary will submit all required documents to the FACE. These documents are the meeting agendas, meeting sign in sheets, and the SAC leadership roles, once they have been appointed by the SAC and minutes
- The Secretary will ensure that all documents have been submitted properly and on time so that the SAC meets the SAC criteria outlined by the SDP FACE.
- The Secretary shall take minutes during SAC Meetings and make them available to the CAPA community afterwards. All edits need to be requested in writing and made prior to them being voted.
- The Secretary shall prepare and post communications on the website as directed by the SAC, including but not limited to agendas, minutes and committee updates.
- The Secretary shall maintain contact information for all SAC members.

ARTICLE VIII: MEETINGS

a. General Meetings

General meetings will be held monthly, on the dates and times determined by the members of the SAC. One or more planning meetings may be held in the summer, prior to the beginning of the school year. A meeting notice and agenda shall be posted to the CAPA community at least one calendar week prior to the meeting. A standing agenda shall be created and shared prior to the meeting. The standing agenda shall include policy and curriculum proposed changes allowing time for input and voting.

Members are encouraged to attend all meetings unless there are extenuating circumstances and their absence is approved by leadership.

Meetings are open to all CAPA community voting and non-voting members.

b. Special Meetings

Special meetings may be called by the Facilitator, Organizer, Principal, or by a majority of SAC members. A meeting notice and agenda must be posted to the CAPA community at least seven calendar days prior to a special meeting.

c. Order of Meetings; Action Without a Meeting

All General and Special meetings of the SAC will be conducted using parliamentary procedures or an appropriate model of facilitation. The decision-making process will be conducted with the intention of reaching consensus on matters requiring a decision.

In times where meetings can not be held in person, any action (vote, etc) that would be properly taken at a meeting, may also happen by video- or tele-conference. There must be a discussion prior to any vote done by video.

d. Quorum

No vote will be considered valid without a quorum present. A quorum consists of at least 51% of the voting members, balanced between staff and parents/guardians/caregivers, with the parents/guardians/caregivers always at least one above the other voting members.

e. Confidentiality

When applicable, the SAC will adhere to SDP regulations around confidentiality regarding the disclosure of personal or sensitive information.

ARTICLE IX: COMMITTEES

Committee work should be done at a different time than the regularly scheduled SAC meetings. Committees can be responsible for a number of SAC projects. Examples include:

1. Family Engagement Event Planning
2. School or Community-Wide Services
3. Marketing/Public Relations
4. Diversity Equity and Inclusion
5. Health and Wellness
6. Teaching and Learning
7. Climate and Culture
8. Safety and Facilities

ARTICLE X: AMENDMENTS

It is recommended that Bylaws are reviewed every three years. In the event of a Bylaw Review committee proposed change, these Bylaws may be amended by voting SAC members. Voting SAC members will be provided with notice of any proposed amendment to the Bylaws no fewer than fourteen calendar days prior to the General Meeting at which the proposed amendment will be discussed. The Bylaws Committee shall present proposed amendments for consideration by the SAC at least two weeks prior to the discussion. Passage of an Amendment to the Bylaws requires an affirmative vote of at least two-thirds of voting SAC members.

Amendments to the Bylaws will be listed below and labeled as "1st AMENDMENT," "2nd AMENDMENT," "3rd AMENDMENT," etc.



SIGNATURES OF SAC MEMBERS

1. _____	Date: _____
2. _____	Date: _____
3. _____	Date: _____
4. _____	Date: _____
5. _____	Date: _____
6. _____	Date: _____
7. _____	Date: _____
8. _____	Date: _____
9. _____	Date: _____
10. _____	Date: _____
11. _____	Date: _____
12. _____	Date: _____
13. _____	Date: _____
14. _____	Date: _____
15. _____	Date: _____
16. _____	Date: _____
17. _____	Date: _____
18. _____	Date: _____
19. _____	Date: _____