

Meeting Minutes of St. Johns Virtual School Advisory Council

Date:	Location: Online Conference	Time: 6:00pm
Christine Sikes <i>Presiding Chairman</i>	Angela Rumrell <i>Recording Secretary</i>	Lindsey Page <i>SJVS Coordinator</i>

Participants:

Members in Attendance:

Member Name	Present	Member Name	Present
Dr. Lindsey Page	x	Christine Sikes	x
Angela Rumrell	x	Alex Nay	x
Carolyn Veros	x		

Zoom Meeting Link: www.tinyurl.com/sikesoffice

Call to Order: 6:00pm

- **Motion to start:** Dr. Page
- **2nd:** Alex Nay

I. Welcome- Personal and Professional Celebrations

- Started meeting with personal introductions

II. **Principal Updates:** (Lindsey Page)

- Started roll at SJVS on August 11
- Working to share with SJCD schools what makes SJVS different from FLVS
- Enrichment Day is Friday Sept 26-Shark Themed
- Clubs will be held during enrichment times. We also have opportunities for National Honor Society, National Junior Honor Society
- Full time SJVS students are required to participate in state and district testing
- Working to increase full time and FLEX enrollment next window opens 10-31 and closes 1st week of January
- Students should plan to complete 7% of each course weekly
- Students are encouraged to attend live lessons. The schedule is posted on the website
- PTO will be coming soon. If interested, please fill out interest form or contact DR. Page

III. **SAC Chair Updates** (Christine Sikes)

- SAC should be a diverse group of stake holders of a school, established through Florida law, with the shared goal of increasing student achievement in a safe learning environment
- SAC meetings follow the Sunshine Laws:
 - SAC meetings are public meetings and subject to the government in the Sunshine Law, ss.286.011
 - Must be held in a facility or location accessible to the public and reasonable notice of such meetings must be given
 - Formal meetings are considered binding only when meetings follow Sunshine Law
 - Meeting minutes must be recorded and open to public inspection
 - SAC members who attend a meeting not held in accordance with Sunshine Law are guilty of a misdemeanor
 - Reasonable notice (7days) of all meetings must be provided
- SAC member responsibilities:
 - Participate in School Improvement Planning
 - Decide how school Improvement funds are spent
 - Assist the principal with the school budget
 - Decide jointly with the faculty how School Recognition Funds are spent
 - Perform functions as directed by school board
- SAC Activities:
 - Establish membership
 - Create by-laws
 - Set meeting schedule
 - Conduct meetings
 - Record meetings
 - Assist in the development of the School Improvement Plan (SIP)

- Maintain SIP budget
- Lead discussions regarding School Recognition Money
- Conduct Needs Survey
- Complete Self Evaluation
- SAC Timeline:
 - Aug 11-SAC Training available
 - Aug 30-SIP due
 - Oct 17-SAC Composition Forms should be turned into PAA, SAC Meetings and by-laws due to PAA
 - Feb 2-SAC Needs Assessment Survey Open
 - Mar 27-SAC Needs Assessment Survey Closes
 - Apr-6-SAC Member survey opens
 - May 8-SAC member survey closes, School Recognition Funds for 26-27 must be completed
- Establish a Quorum:
 - A quorum must be present before a vote may be taken by the SAC
 - A majority of membership constitutes a quorum
 - To determine if a quorum is present, divide the number of SAC members present at the meeting by the total number of voting SAC members on the Membership Composition Form.
 - Do not include, Asst. Principal, District Buddy, Guests, Teachers (non-SAC members) in this calculation
 - Meeting minutes should reflect if a quorum was met or not
- SAC Membership Composition:
 - SAC members are elected from their peer group, teachers elect teachers, staff select staff, parents elect parents and students select students.
 - SAC must consist of the principal and a balanced number of teachers, staff, parents, community members and students.
 - SAC must represent the ethnic, racial and economic makeup of the community served by the school
 - Over 51% of SAC members must not be employed by the school or district and should be parents, students and community members
 - High schools must have at least one student
 - By-laws must include student participation guidelines
 - SAC may have members that are not required to be official voting members
 - Principal is a voting member
 - District Buddy is not a voting member
 - Must include at least one support staff
 - SAC Composition Form must be completed and submitted to PAA by Oct 17

- SAC Composition Form is a legal document and must be completed accurately and will be submitted to the school board
- The form and instructions are provided in the SAC handbook
- A digital copy will be placed in your TEAMS folder

IV. Approval of Meeting Minutes: N/A

- **Motion to approve:**
- **2nd:**

Commented [VLG1]:

IV. SAC Treasurer Report

- **Account Balances: \$13,232.00**
- Funds requests should be made to christine.sikes@stjohns.k12.fl.us at least a week prior to the next SAC meeting date.

V. Opportunities for Students (and Staff)

- NA

VI. Questions/Concerns/Public Comment

- None

VII. Adjournment:

- **Motion to adjourn:** Dr. Lindsey Page
- **2nd:** Alex Nay

NEXT MEETING: Oct 21, 2025, at 6:00pm

Meeting Location: online conference

Angela Rumrell

Recording Secretary

St. Johns Virtual School

School Advisory Board

Date Recorded: 10/21/25

Date of Approval: