

I. Purpose:

The SJCS D is committed to creating a state-of-the-art, student-centered virtual environment where students are empowered to learn whatever, wherever, however, whenever, so that they will be prepared forever.

The Saint Johns Virtual School Advisory Council recognizes that the education of students is a shared responsibility involving the school, students and their families, and members of this community. Parents and guardians have the right, as well as the responsibility, to participate in the education of their children, and can contribute to their children's development in a wide variety of ways. Other members of the community also offer a wealth of experience and expertise that may be of benefit to students. Members of all of these groups should, therefore, have the opportunity to advise in educational matters. Saint Johns Virtual School is committed to encouraging partnerships that will enhance the education of its students.

Florida Statutes 229.58, requires that all school Districts establish School Advisory Councils to increase communication between schools and their communities and, to enable parents and students to assume "a more responsible and active role" in education programs.

The St. Johns County School District policy #2.04 has authorized the establishment of individual school improvement teams in District schools to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan.

II. Role and Functions:

The primary responsibility of the Saint Johns Virtual School (SJVS) School Advisory Council (SAC) is to assist in the preparation and evaluation of the School Improvement Plan and, simultaneously, to develop among the total School community the consensus necessary to implement the Plan successfully.

1. To take primary responsibility for developing the vision and goals, both short and long term, for Saint Johns Virtual School
2. To oversee the development of a needs assessment and its implementation and collation
3. To address the required State Goals and the St John's County School District's Strategic Plan based on the results of the needs assessment
4. To oversee the development of the operational processes needed to reach the highest priority goals and standards
5. To oversee the development of an action plan for each operational goal

6. To oversee the development of evaluation procedures to measure progress toward meeting goals, including indicators of individual student performance
7. To seek input from all other groups, committees, and individuals as needed
8. To draft the initial and subsequent School Improvement Plan utilizing results from steps 1-7 with a timeline for change
9. To assist in preparing the School's annual budget
10. To perform other activities as required by DOE and the St. Johns County School Board
11. The SAC will not involve itself directly with the day to day decisions and operational policies, unless requested, of the School, but will ensure that all activities are consistent with established goals and are designed to move the School and students toward those goals.
12. The fiscal year for the SAC will be July 1st to June 30th.

III. Membership:

1. The membership of the council shall reflect the diversity of the total school community, including racial, ethnic and socioeconomic status. Membership shall consist of 25-35 members with 51% of members not employed by St. Johns County School District. It is further recommended that equal representation be sought from the feeder pattern. The Council may change its composition and size at any time by a majority vote of the membership provided the composition retains the required representation and balance. Each constituent group will be represented in the following way:

SCHOOL STAFF

- Principal
- Non-teaching staff member (1)
- Teaching Representatives

PARENT MEMBERS - Representation by at least (5) and no more than (20) parents.

COMMUNITY Representatives - One or two (1-2) community representative(s) shall be appointed by the council in order to maintain an odd number of council members.

2. Membership in the school council shall be determined in the following ways:

Parents/guardians shall consist of parents and guardians of students at the school.

The community representative(s) shall be appointed by the council.

The school principal shall be a designated member.

Teacher representative(s) shall be members of the teaching staff

The non-teaching staff member shall be members of the non-teaching staff.

3. Members of SAC may not serve in more than one category at a time.

4. With the exception of the Principal, members of SAC will serve a two-year term.
5. Members may seek additional terms to allow for council continuity if necessary.
6. It is the responsibility of each group to name a replacement member to fill a vacancy in a timely manner.
7. A list of persons interested in serving on SAC will be maintained in the Principal's office.
8. In the event that the SAC does not have representative membership the principal, after consulting with the chair, will appoint members.

IV. Officers:

1. The officers of the Council will be a Chairperson and may include a Secretary and Treasurer. The role of Secretary and Treasurer may be assumed by the or the principal.
2. The Chair will be appointed by the principal.
3. The Secretary and Treasurer will be elected annually at the first meeting of the new fiscal year or it may be determined that the roles of Secretary and/or Treasurer may be served by the SAC Chair.
4. The term of office for the Chair will be one year with a maximum of two consecutive terms in each office
5. Role and responsibilities of all members of the School Advisory Council shall:
 - maintain a school-wide perspective on issues
 - participate in council meetings
 - participate in information and training programs
 - act as a link between the school council and the community
 - encourage the participation of parents and community members
 - attend council meetings on a regular basis
 - establish and review annually the council's goals, priorities, and procedures
 - hold a minimum of eight meetings per year (all meetings shall be public)
 - communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council, and to report on the activities of the council to the school community
 - assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by Florida Statutes
6. Role and responsibilities of the Chairperson:
 - organizes and conducts School Advisory Council meetings;
 - make his/her telephone number available to the school office staff school community

- establish and communicate in consultation with the principal, a meeting schedule for the year
- call school council meetings
- prepare the agenda for meetings in consultation with the principal and other council members
- circulate the agenda to council members at least seven days in advance of the meeting
- chair the meetings and be responsible for the time management of the agenda
- ensure that the minutes of the meetings are recorded and distributed according to the council procedures, information and training programs
- communicate with the principal on a regular basis
- strive for diversity in sub and ad-hoc committees
- facilitate collaborative decision-making
- ensure that there is regular communication with the school community
- presentation of the school improvement plan to the school board with the principal

7. Role and responsibilities of the Secretary, whether the seat be filled by the Chair or a separate individual, are to maintain complete records of all meetings in a timely manner, ensure minutes are distributed to all council members and the District Office of Accountability

8. Role and responsibilities of the Treasurer, whether the seat be filled by the Chair or a separate individual, are to keep records of spending proposals, SAC expenditures, and monies received and make them available at each meeting.

9. Role and responsibilities of the Principal:

- facilitate the establishment of the school council and assist in its operation
- attend all school council meetings
- ensure that copies of the minutes of school council meetings are kept at the school
- support and promote the council's activities
- act as a resource on laws, regulations, Board policies and collective agreements
- obtain and provide information required by the council to enable it to make informed decisions
- maintain regular communication with the chair of the school council
- ensure that information and correspondence and other material intended for the school council is forwarded to the school council chair in a timely fashion
- assist the school council in communication with the school community and seek input from the school council in areas for which it has assigned advisory responsibility
- encourage the participation of parents, students as appropriate, and other people within the school community

- ensure that all printed materials from the school council distributed through the school are consistent with the District School Board policy
- support an effective liaison among the school, the various organizations within it and any other parent group that exists in the school and the school council
- presentation of the school improvement plan to the School Board with the SAC chair

V. Council Meetings:

1. Meetings will usually be held once a month during the school year. Meetings shall be open to all parents/guardians, students and teachers of Saint Johns Virtual School as well as to members of the school community who wish to attend. All SAC activities, including subcommittee meetings, are subject to the Government in the Sunshine Law. section 286.001, Florida Statutes.
2. The date, time and place of meetings will be distributed by the principal before the first meeting of the Council year and the calendar of meetings submitted to the district Office of Accountability.
3. The agenda for each meeting shall be distributed to members of the Council and advertised to the school community at least five (5) days prior to each meeting. No major changes are to be made to the agenda once it has been made public by distribution. Concerns not on the agenda may be heard by the council during public comments. If concerns need discussion and action by the council they may be placed on the agenda for future meetings to allow all interested (affected) parties to be notified so that they may be present for discussion.
4. Minutes of all meetings will be distributed to members of the Council before the next meeting. A copy of approved minutes will be sent to the District Office of Accountability.
5. While voting is the responsibility of the elected members, all members of the school community at large may voice their own ideas and opinions at any meeting. For issues of major concern, the Chair should be approached and asked for these concerns to be added to the agenda, prior to the distribution of the agenda. The time allocated for these issues will be at the discretion of the Chair.
6. Members must respect the personal and professional rights of other members.
7. Meetings will be no more than one hour, unless the Council agrees to extend the time
8. Meeting minutes will include the name of the school, date of the meeting, and a list of members in attendance.

VI. Procedures at Council Meetings:

1. In the event of an absence of the Chairperson, the Principal will chair the meeting. The council will appoint an acting Secretary, or individual acting as the Secretary, for the meeting if the Secretary is absent.
2. A quorum to conduct a business meeting requires 60% attendance of council members, with 51% of membership not employed by St. Johns County School District. Of those present, a simple majority rules.
3. In the absence of a quorum, no motions may be considered or approved. If a majority wishes the meeting to proceed in the absence of a quorum, the council will continue the meeting for the purpose of discussion of issues.
4. Protocol for Decision Making
 - Consensus - The school council is advisory in nature, and every attempt should be made to reach consensus. Consensus is a form of group decision making based on the willingness to consent and support. Consensus is reached when all or most members of the council are willing to accept and support an idea or concept as the best choice.
 - Motions - Any member of the council may move a motion at any meeting. Each member of the council will have one vote on every motion. A member of the council may abstain from voting on any motion. A motion is approved if a majority of the council members present at the meeting vote in favor of it.
5. Each school council meeting agenda should contain a Public Question Period. People attending the meeting, who are not school council members, can make a recommendation to the Chairperson that a particular item be placed on the subsequent agenda.

VII. Appropriation of Funds:

1. The School Advisory Council will approve all school improvement fund expenditures either through a budget process or individual expenditures as provided by regulation of the St. Johns County School Board and Florida Law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan, without principal override.
2. School Recognition Funds - The staff and school advisory council at each recognized school jointly decide how to use the financial award. The awards must be used for non-recurring faculty and staff bonuses, for non-recurring expenditures for educational equipment and materials, for temporary personnel to assist in maintaining or improving student performance, or for any combination of these.
3. Sub committees may be formed for the purpose of making recommendations for the utilization of funds to the full council.

VIII. Committees:

1. There will be an Executive Committee of the Chairperson and the Principal. The Committee may meet to deal with emergencies and/or make recommendations to the full Council.
2. The Council may establish ad hoc and subcommittees as needed.
3. Membership in any of the committees is not limited to members of the Council.

IX. Parliamentary Authority:

Robert's Rules Of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

X. Communication:

1. It is intended that an explanation of the Council and a summary update of its activities and goals will be delivered to the parents following each SAC meeting
2. The official report to the community and the state will be the School Report Card described in the Accountability Law to be issued annually.

XI. Timelines:

This Council will adhere to the timelines set by statute, DOE rule, and the St. Johns County School Board.

XII. Amendments:

Amendments to the By-Laws require a 75% representation of approved and elected members and a 75% majority vote in favor of the amendment