



230 North Tubb Street
P.O. Box 98
Oakland, Florida 34760

**Oakland Avenue Charter School Advisory Committee
February 14, 2023 - 4:00 p.m.
Oakland Meeting Hall, 221 North Arrington Street**

1. **CALL TO ORDER:**
 - a. Pledge of Allegiance and Invocation
 - b. Roll Call
2. **APPROVAL OF MINUTES:**
Minutes – November 8, 2022
3. **NEW BUSINESS:**
Membership Update/Bylaws Discussion
4. **PRINCIPAL UPDATE:**
5. **PTO REPORT:**
6. **AUDIENCE QUESTIONS/COMMENTS:**
7. **SAC MEMBER QUESTIONS/COMMENTS:**
8. **ADJOURNMENT:**

Important Dates:

April 11, 2023 – SAC Regular Meeting
May 12, 2023 – OACS Gala
September 12, 2023 – SAC Regular Meeting
November 14, 2023 – SAC Regular Meeting

Persons with disabilities needing special accommodations should submit a written request to Town Clerk, Post Office Box 98, Oakland, Florida 34760; phone 407-656-1117, x 2110, at least 24 hours before the meeting time. ***(\$286.26)***



**MINUTES
OAKLAND AVENUE CHARTER SCHOOL ADVISORY COMMITTEE
NOVEMBER 8, 2022 @ 4:00 P.M.**

CALL TO ORDER

Committee Member Fontenot called the November 8, 2022, Oakland Avenue Charter School Advisory Committee (SAC) meeting to order at 4:00 p.m. at the Town of Oakland Meeting Hall.

Pledge of Allegiance and Invocation

The Pledge of Allegiance was recited, and Committee Member Fontenot gave the invocation.

ROLL CALL

PRESENT: Scott Fontenot
 Kathy Memolo
 Charles Roper, Vice Chair (arrived at 4:12 p.m.)

ABSENT: Carol-Ann Dooley
 Chip Furches
 Jennifer Hunt
 Michael Satterfield, Chair

STAFF PRESENT: Pamela Dwyer, Principal
 Elise Hui, Town Clerk
 Jack Butler, Assistant Town Manager
 Steve Koontz, Town Manager

APPROVAL OF MINUTES:

Minutes – September 27, 2022

MOTION was made by Committee Member Fontenot, seconded by Committee Member Memolo, to approve the minutes as presented.

AYE: Fontenot, Memolo
NAY: None

NEW BUSINESS:

Teacher/Staff of the Year Recognition

On October 25th, OACS recognized the Teacher of the Year and Support Staff of the Year. Jennifer Saul was recognized as Teacher of the Year and Elizabeth Sumerix as Support Staff of the Year.

Enrollment Updates

OACS is currently at full enrollment with good waiting lists. The current enrollment summary and waiting lists numbers are as follows:

Grade Level	VPK	KG	1 st	2 nd	3 rd	4 th	5 th
Current Enrollment = 597	60	87	88	89	92	89	92
Current Waitlist	22	139	50	35	15	18	8

OACS Audit

Town Manager Koontz provided information on the OACS Audit that took place recently. Please see attached financial statements and auditor’s reports for the fiscal year ending June 30, 2022, for additional details. Town Manager Koontz stated that the audit will be going to the Town Commission tonight for acceptance.

SAC discussion was as follows:

- Committee Member Fontenot asked if all the findings were accounting issues?
 - Town Manager Koontz said yes, pretty much. The overall health of the school is really good.

PRINCIPAL UPDATE:

Principal Dwyer provided the following updates:

- OACS has hired a new finance person to fill in for Theresa. Theresa is stepping down to part-time and will manage grants once the new person is trained. OACS is also approved to have an HR Specialist on campus to manager HR functions for school staff.
- OACS is still muddling through the new testing. They currently don’t even know how much time the students will have for the testing.
- All vacant positions at the school are filled currently. The new art teacher started yesterday, the math teacher will start next week, and the STEM teacher will also start soon.
 - Committee Member Fontenot asked if 5 is a normal turnover number?

- Principal Dwyer stated not during her tenure however she has heard that is fairly normal. It is a tough time to be an educator.
 - Committee Member Fontenot said that it is good to get the positions filled.
 - We are waiting to hear what OCPS is planning to do with the upcoming storm and will most likely follow suit. Principal Dwyer said that because OACS has longer days than OCPS, it was easier to make up time missed for Hurricane Ian and they will just have to wait and see if time will need to be made up from Tropical Storm Nicole.

PTO REPORT:

Committee Member Memolo said that as always, she is amazed with how everyone comes together for the school's fundraisers. From the MegaBlast fundraiser, \$44,000 was raised as the school's portion which is amazing. Due to Tropical Storm Nicole, the MegaBlast event is now being rescheduled for Thursday, November 17th.

AUDIENCE QUESTIONS/COMMENTS:

No comments.

SAC MEMBER QUESTIONS/COMMENTS:

No questions or comments.

ADJOURNMENT:

Our next meeting will be on February 14th, 2023.

There being no further business, Committee Member Fontenot adjourned the meeting at 4:31 p.m.

SCHOOL ADVISORY COMMITTEE:

Michael Satterfield, Chair

ATTEST:

Elise Hui, Town Clerk



OAKLAND AVENUE CHARTER SCHOOL ADVISORY COMMITTEE (SAC) BYLAWS

ARTICLE I – Purpose

The purpose of the Oakland Avenue Charter School Advisory Committee (hereafter referred to as SAC) is:

1. To serve as the liaison between the School and the Parents of the Students to the Oakland Town Commission and to serve as a forum for parents, community, and business people who wish to discuss, make requests, and/or make recommendations on education, operational, and facility issues relative to the school.
2. To serve as an Advisory Committee to the Oakland Town Commission.
3. To review, evaluate, and advise the Principal and School Staff on educational, operational, and facility performance, programs, and concerns related to the school.
4. To develop and implement a School Improvement Plan in accordance with the guidance of the Orange County School District.

ARTICLE II – Membership

1. Classification of Members

The Committee shall consist of seven (7) members:

- a. Three (3) business or retired community representatives
- b. Three (3) parent representatives
- c. One (1) Town Commissioner/Founding Board Member

2. Eligibility of Members

All parents with Children attending the School are eligible to serve in a Parent position. Only Business or Retired members who live, work, or have business interest in West Orange County, who do not have Children in the School, are eligible to serve in the Business or Retired position.

In order to be considered a member in good standing and eligible to serve, or continue to serve on the Committee, a representative must:

- a. Fill one of the classification requirements in Section 1 above.
- b. Request an application to fill a vacancy from the Oakland Town Clerk or on line at www.oaktownusa.com. Submit the application to the Oakland Town Clerk.

- c. Attend scheduled meetings. Unexcused absences from three (3) meetings in any 365 day period may result in a termination of membership. The Committee Chairman shall bring to the attention of the Town Commission any Committee member's excessive absences for their consideration and disposition by the Commission.

3. Term of Committee Membership

The initial board terms will begin on June 1, 2003, they shall serve staggered one (1), two (2) or three (3) year terms. After the initial terms, each term will be for three (3) years. Members appointed to fill a vacancy shall serve to the end of the remaining term.

4. Method of Appointment

Candidates for the School Advisory Committee shall submit an application to the Oakland Town Clerk. Appointments will be made in June beginning June 2004. The Oakland Town Commissioners will interview all applicants, and they will make all appointments to the Committee.

ARTICLE III – Officers

1. Officers

The Officers of the Oakland Avenue Charter School Advisory Committee shall be a Chairman, and a Vice Chairman. The Chairman shall be the Commissioner appointed to the Committee by the Town Commission, and the Vice Chairman shall be elected by the membership in July or after the new members are seated.

The Town Clerk shall be the Clerk for the Committee.

2. Duties

The Chairman shall preside at all meetings of the School Advisory Committee, and shall be an ex-officio member of all sub-committees and ad hoc committees. The Chairman shall be the liaison to the Oakland Town Commission.

The Vice Chairman shall act in the absence of the Chairman.

ARTICLE IV – Meetings

1. General/Specific

Committee meetings are held at a regularly scheduled time and place each month, unless the Chairman decides additional meetings may be

necessary. The Chairman may call special meetings when deemed necessary.

2. Agenda

The Chairman shall insure, through the Town Clerk, all members of the Committee are notified of all Committee meetings and shall be responsible for the development of an agenda for all Committee meetings that shall be distributed to all Committee members before the meeting.

3. Minutes

Minutes shall be kept of all Committee meetings and shall be submitted to at the next meeting for approval by the Committee.

4. Sunshine Law

Notice of all Committee meetings and all Committee business will be done pursuant to Florida Statute 195.901 (Florida's Sunshine Law).

ARTICLE V – Recommendations/Decision Making

1. Eligibility

Each Committee member shall be present to vote in person

2. Voting

Except where otherwise specified, a quorum of the Committee must be present for all voting decisions.

3. Quorum

A quorum shall consist of four (4) members. In the absence of a quorum, the Committee members in attendance may continue the meeting, receiving and disseminating information, and providing a public forum, however; no votes shall be taken.

4. Absentee and Proxy Voting

Absentee and proxy voting shall not be permitted.

ARTICLE VI – Amendments

Proposed amendments to the By-Laws shall be submitted in writing to the Chairman for review and shall then be brought before the Committee at the next scheduled

meeting where they will be presented for discussion and inclusion into the minutes of that meeting. If advance notice of the proposed By-Law change has been given to the Committee, the amendment may be voted on at the same meeting when it is presented. If no notice has been given, the proposed amendment shall be voted on at the next scheduled meeting. A majority plus one (1) vote is required recommend amendment changes to the Town Commission. The Town Commission shall have final authority to approve or deny an amendment to the By-Laws.