

**Ocean Palms Elementary  
School Advisory Council Meeting  
Kitchen Resource Room  
January 29, 2026**

**Meeting Convened:** 3:15

**SAC Members:**

SAC Member	Present	Absent
Mollie Altick		x
Lisa Blaich	x	
Sierra Boyce	x	
Robyn Carr		x
Jennifer Dean		x
Lisa Farese		x
Jenny Fitch	x	
Jill Frein	x	
Stacey Mayer	x	
Faie Pellegrino	x	
Cara Roach		x
Becki Rossetti	x	
Jennifer Werba	x	
Jennifer Smith	x	
Jennifer Socwell	x	
Quorum met with at least 51% (8) of total members present: Yes		

**Guests Present:** K. Barrera, K. Bays

**Excused:** M. Altick, J. Dean, L. Farese

**Call to order:**

**Review Minutes from November 20, 2025:**

Motion to approve the minutes was made by S. Boyce; J. Smith seconded the motion.

*Motion Passed*

**Approve Agenda for the January 29, 2026 Meeting:**

Motion to approve the agenda was made by S. Boyce; S. Mayer seconded the motion.

*Motion Passed*

**Current Financial Report – J. Frein**

There is a balance of \$1,746.55. There were no new funds requests.

### **Sunshine Law Update/Bylaw Review- F. Pellegrino**

Please refer to Florida Statutes 1001.372 and 1001.452.

- A physical quorum of members, greater than 50% of the members, must be present to vote or move forward with any action items, including approving meeting minutes. This information must be added to our bylaws, provided by St. Johns County School District Attorney.
- Virtual participants/SAC members may take part in discussions but are not permitted to vote on action items or make motions. Members must be present to vote and to be considered part of the process.
- SAC Chairs must ensure that noticing is following Sunshine Law. 7 days for date of meeting, 3 days for agenda to be published. All agendas are posted on our school website
- After meeting the physical quorum requirement, all schools will need to ratify year-to-date actions.
- SAC meetings during school hours must have a way for zero contact with students.

### **Bylaw Review**

The following bylaw was provided by St. Johns County School District Attorney:

- Quorum. Pursuant to Florida Statute 1001.452(1)(d)1., a majority of the members must be present in person at a meeting in order to constitute a quorum for the transaction of business. Members may participate in a meeting by electronic means but such a member shall not count towards a quorum nor shall such a member be entitled to vote unless they are unable to attend in person due to medical exigency.

Motion to approve the new “Quorum” bylaw as written above made by J. Fitch; B. Rossetti seconded the motion.

*Motion Passed*

Motion to ratify and approve all actions taken at prior Ocean Palms Elementary School Advisory Committee meetings during the 2025-2026 school year made by S. Boyce; J. Socwell seconded the motion.

*Motion Passed*

### **SAC Survey – J. Frein**

- The OPE SAC is responsible for 2 Surveys: Staff and Parents/Guardians
- We have district required questions and SAC is able to write our own additional questions.
- Our response rate expectations set by district is: 20% for parents; 60% for faculty and staff
- The district window for the survey is February 2<sup>nd</sup>-March 27<sup>th</sup>. As a school we voted last year to reduce the survey window.

Motion to reduce the survey window to Monday, February 9<sup>th</sup>- Wednesday February 25<sup>th</sup> was made by J. Werba; S. Boyce seconded the motion.

*Motion Passed*

The Survey platform has changed, and responses will now be collected through Microsoft Forms. Survey questions were discussed.

Motion to add question, “What does Ocean Palms do well?” with answer choices being an open-ended format to the Parent Survey was made by J. Werba; seconded by S. Boyce.

*Motion Passed*

Motion to add question, “My child enjoys coming to school” with answer choices being a Likert scale format to the Parent Survey was made by J. Werba; seconded by S. Boyce

Motion to add question, “Please select the grade level(s) applicable to your child(ren)” with answer choices being in a select all format to the Parent Survey was made by J. Werba; seconded by J. Socwell.

*Motion Passed*

Motion to add question, “Select the ways your child feels supported at school (select all)” with answer choices being in a select all format to the Parent Survey was made by J. Werba; seconded by J. Fitch.

*Motion Passed*

Motion to use the Staff Survey as written by district was made by S. Mayer; seconded by J. Smith.

*Motion Passed*

Motion to incentivize the completion of the 2025-2026 SAC Parent Survey by grade level with the highest response by percentage was made by J. Werba; J. Fitch seconded the motion. The grade level with the highest response rate will have a popsicle party.

*Motion Passed*

Motion to incentivize the completion of the 2025-2026 SAC Staff Survey with a minimum response rate of 60% was made by S. Mayer; S. Boyce seconded the motion. The staff incentive will be a chip and salsa bar.

*Motion Passed*

Thank you PTO for sponsoring the Staff Survey incentives.

### **Principal’s Update – M. Altick**

Mrs. Altick was not present due to a family emergency.

### **Public Question Period**

None.

**Adjourned** : 4:13 pm

Motion to adjourn was made by J. Socwell; seconded by J. Werba.

*Notes Scribed by: Lisa Blaich*