



Meeting Minutes

Name of Foundation: St. Johns Classical Academy
Board Meeting Date: March 23, 2023
Board Meeting Location: Multi-Purpose Building

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

Date: March 23, 2023
Start: 5:06 PM
End: 7:10 PM

Next Meeting: April 27, 2023
Next Time: 6:00 PM
Next Meeting Location: Academic Building, Room 134

Prepared by: Michelle Rencarge
Meeting Location: Multi-Purpose Building
Attended by: Geraldine Hartin, Mandy Hidalgo, Jim Horne; Carlyle Martin, and Keith Smith
Mr. Smith attended via telephone.
Jim Horne left the meeting at 6:03 PM
SJCA Administrator: Daniel (Matt) Johnson, Headmaster Fleming Island Campus
SJCA Parent Liaison: Kendra Chaney

I. CALL TO ORDER, ROLL CALL.

Pursuant to public notice, the meeting commenced at 5:06 PM with a Call to Order by Carlyle Martin. Quorum was established.

II. TIME CERTAIN ITEMS/PRESENTATIONS – NONE

III. PUBLIC COMMENT. Each of the following individuals addressed the Board for their allotted three-minutes.

Parent Melissa Sawyer expressed concern regarding uniforms and lack of upper school offerings.

Parent John Morrison expressed concern in the change of teachers each year.

Parent and spouse of faculty member, Lonnie Willoughby, expressed his support of the school and parents.

Parent Liaison Kendra Chaney addressed the Board and attendees of her role and that she is there to assist any families with concerns and procedures for same.

Parent Melissa Gilmer expressed her concern of the lack of participation by St. Johns Classical Academy administration at the planning and zoning meeting for the proposed stand-alone emergency department near school property and that parents are continually parking along Claude Road for drop off and pick up of scholars.

IV. CONSENT AGENDA.

- A. Approval of Minutes – February 23, 2023. The motion to approve the minutes of February 23, 2023 was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 5-0.

V. FLEMING ISLAND CAMPUS REPORTS

- A. Ancora Reports to the Board – Fleming Island Campus Enrollment Numbers
- B. Ancora Reports to the Board – Fleming Island Discipline Report
- C. Ancora Charter Management Organization St. Johns Classical Academy, Fleming Island Campus with addendum 3.23.23 – SEE ITEM VI.B.
- D. Ancora Reports to the Board – Strategic Oversight Calendar 031023
- E. Ancora Reports to the Board – Industry Update Tracking Spreadsheet

VI. FLEMING ISLAND CAMPUS BOARD ITEMS

- A. Board Action Item – Ratification of Emergency Lunch Vendor Contract for Fleming Island Campus for the remainder of 2022/2023 school year. The motion to ratify the emergency lunch vendor contract with Event Divas, LLC for the Fleming Island Campus for the remainder of the 2022/2023 school year was made by Jim Horne; seconded by Mandy Hidalgo. The motion passed 5-0.
- B. Board Action Item – Approval of Ancora Management LLC Charter Management Organization contract with St. Johns Classical Academy, Fleming Island Campus with addendum 3.23.23. The motion to approve the amended Ancora Management, LLC Charter Management Organization contract with St. Johns Classical Academy, Fleming Island Campus with addendum 3.23.23 was made by Jim Horne; seconded by Mandy Hidalgo. The motion passed 5-0.
- C. Board Action Item – Approval of 2023/2024 budget for St. Johns Classical Academy, Fleming Island Campus. The motion to approve the 2023/2024 budget for St. Johns Classical Academy, Fleming Island Campus was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 5-0.
- D. Board Action Item – Approval of 2023/2024 fiscal year (July 1 to June 30) Lions Council nominations for the Executive Committee consisting of Nicole Chapman, President; Melissa Taylor, Finance; Jessica Skapetis, Secretary; and Lisa McEwen, Communications. The motion to approve the 2023/2024 fiscal year (July 1 to June 30) Lions Council nominations for the Executive Committee consisting of Nicole Chapman, President; Melissa Taylor, Finance; Jessica Skapetis, Secretary; and Lisa McEwen, Communications was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 5-0.

VII. ORANGE PARK CAMPUS REPORTS

- A. Ancora Reports to Board – Orange Park Campus enrollment numbers.

VIII. ORANGE PARK CAMPUS BOARD ITEMS

- A. Board Action Item – Approval of Ancora Management, LLC Charter Management Organization contract with St. Johns Classical Academy, Orange Park Campus with addendum 4.1.2023. The motion to approve Ancora

Management, LLC Charter Management Organization contract with St. Johns Classical Academy, Orange Park Campus with addendum 4.1.2023 was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

- B. Board Action Item – Approval of new Orange Park Campus Headmaster and contract. The motion to approve the recommendation and contract for Mr. Anthony S. Bradley as the new Headmaster at the Orange Park Campus, with a start date of April 10, 2023, was made by Jim Horne; seconded by Geraldine Hartin. The motion passed 5-0.
- C. Board Action Item – Approval of updated 2023/2024 five-year budget for the Orange Park Campus. The motion to approve the updated 2023/2024 five-year budget for the Orange Park Campus was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- D. Board Action Item – Approval of lease of six rent to own portable buildings at the Orange Park Campus. The motion to approve the lease of six rent to own portable buildings with LEAF Capital Funding, LLC, in the amount of \$756,711.60, to be paid over 60 months, at the Orange Park Campus was made by Mandy Hidalgo; seconded by Geraldine Hartin. The motion passed 4-0.
- E. Board Action Item – Approval of Orange Park Campus Camera System Quote. The motion to approve the Orange Park Campus Camera System quote from Making IT Happen Services, in the amount of \$55,069.51, was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- F. Board Action Item – Approval of Orange Park Campus schedule of values. The motion to approve the Orange Park Campus schedule of values not to exceed \$125,000 for well pump, playset, grading plan, and clearing was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

IX. ALL CAMPUSES BOARD ITEMS

- A. Board Action Item – Approval of Amended bylaws of St. Johns Classical Academy, Inc. revised 3.23.23. The motion to approve the amended bylaws of St. Johns Classical Academy, Inc. revised 3.23.23 was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- B. Board Action Item – Approval of Conflict of Interest Policy in accordance with 496.4055(2), F.S. The motion to approve the conflict of interest policy in accordance with 496.4055(2), F.S., was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- C. Board Action Item – Approval of Inventory and Property Records Policy. The motion to approve the inventory and property records policy was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- D. Board Action Item - Approval of Lottery Enrollment Policy. The motion to approve the lottery enrollment policy was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- E. Board Action Item – Approval of Procurement Policy. The motion to approve the procurement policy was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

- F. Board Action Item – Approval of Separation of Financial Duties. The motion to approve the separation of financial duties was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- G. Board Action Item – Approval of contract for network upgrades at Fleming Island Campus. The motion to approve Making IT Happen Services quote for network upgrades at Fleming Island Campus, in the amount of \$86,016.43, was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- H. Board Action Item – Approval of contract for installation of a new network at the Orange Park Campus. The motion to approve Making IT Happen Services quote for installation of a new network at the Orange Park Campus, in the amount of \$117,336.72, was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
- I. Board Item – Credit card line of credit with rebate option. FYI ONLY – NO ACTION REQUIRED.

X. HEADMASTER COMMENTS - NONE

XI. BOARD MEMBER COMMENTS - NONE

XII. ADJORNMENT: 7:10 PM



Carlyle Martin, Board President

4-27-23

Date