

## 0Meeting Minutes

Name of Foundation: St. Johns Classical Academy  
Board Meeting Date: April 28, 2022



*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: April 28, 2022  
Start: 4:08 pm  
End: 6:32 pm  
Next Meeting: May 26, 2022  
Next Time: 6:00 pm

Prepared by: Michelle Rencarge  
Meeting Location: St. Johns Classical Academy  
Attended by: Diane Hutchings, Amy Miller, Jim Horne, Carlyle Martin, Geraldine Hartin (Mrs. Hartin joined the meeting late).  
SJCA Administrator: Daniel (Matt) Johnson, Headmaster  
Absent: None

- I. CALL TO ORDER, ROLL CALL.  
Pursuant to public notice, the meeting commenced at 4:08 pm with a Call to Order by Diane Hutchings. Quorum was established.
- II. TIME CERTAIN ITEMS/PRESENTATIONS:
  - A. Dana B. Kenyon Company (DBK) Presentation – Chris Chapman from DBK, presented a rough master plan for the Fleming Island campus to include a design/build proposal for a gymnasium.
- III. PUBLIC COMMENT – NONE
- IV. CONSENT AGENDA –
  - A. 2022-23 Budget Approval. The motion to approve the 2022-23 Budget was made by Amy Miller; and seconded by Jim Horne. The motion passed 5-0.
- V. REPORTS TO THE BOARD (Headmaster Johnson)
  - A. Enrollment Data – March 2022 - REVIEWED
  - B. Three Month Trailing Report – January – March 2022 - REVIEWED
- VI. APPROVAL OF MINUTES
  - A. March 22, 2022. The motion to approve the minutes of March 22, 2022, was made by Amy Miller and seconded by Geraldine Hartin. The motion passed 5-0.
  - B. April 23, 2022. The motion to approve the minutes of April 23, 2022, was made by Amy Miller and seconded by Geraldine Hartin. The motion passed 5-0.
- VII. FINANCE REPORT (A. Miller)
  - A. Review of Monthly Financials – March 2022 – REVIEWED
- VIII. STRATEGIC OVERSIGHT CALENDAR (Headmaster Johnson) - REVIEWED

## IX. BOARD DISCUSSION AND ACTION ITEMS

- A. Website Upgrade and Maintenance Fees. The motion to approve JFCO Marketing to upgrade the current stjca.org website in the amount of \$2,000, video/photography fee in the amount of \$500, and monthly maintenance fee in the amount \$100, was made by Carlyle Martin; and seconded by Jim Horne. The motion passed 5-0.
- B. Podcast Service Fees. The motion to approve Bree Satcher for monthly podcast service fees in the amount of \$50, was made by Jim Horne; and seconded by Carlyle Martin. The motion passed 5-0.
- C. Master Plan, Dana B. Kenyon Company – Design-Build Proposal for gymnasium. The motion to approve the proposed Phase 1 plan, which includes the initial conceptual site layout, site investigation, survey and exploration with civil engineer, and deleting the parking area from the proposed site plan, in the amount of \$19,622, was made by Carlyle Martin; and seconded by Jim Horne. The motion passed 5-0.
- D. Hillsdale’s Approval regarding Replication for second campus. The motion to approve Hilldale’s approval regarding the replication for second campus was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 5-0.
- E. Annual Board Evaluation of Headmaster due by June 1, 2022. NO ACTION – FYI ONLY.
- F. Clearing property at 146 Canova Road. TABELED FOR FUTURE DISCUSSION.
- G. Permitting and installation of culvert in the ditch on Canova Road. TABELED FOR FUTURE DISCUSSION.
- H. Update on properties. NO ACTION – FYI ONLY.
- I. Possible Lake Asbury campus – Duplicate item - see item O below
- J. Landscaping around the new school sign. The motion to approve new landscaping around the new school sign, not to exceed \$2,000, was made by Jim Horne; and seconded by Carlyle Martin. The motion passed 5-0.
- K. Garcias Landscape, LLC Proposal to include athletic field, 146 Canova Road, and pond. The motion to approve additional services around the athletic field, 146 Canova Road, and pond for the remainder of the existing contract with Garcias Landscape, LLC, was made by Carlyle Martin; and seconded by Jim Horne. The motion passed 5-0.
- L. Discuss the purchase of land on Brannan Field Road. NO ACTION – FYI ONLY.
- M. Purchase of second swing set for school. NO ACTION - TABELED FOR FUTURE DISCUSSION.
- N. Parent Liaison term limit and nomination. The motion to approve parent liaison term limit to two years and nominate a new parent liaison, Kendra Chaney, for the term of July 1, 2022 through June 30, 2024, was made by Amy Miller; and seconded by Geraldine Hartin. The motion passed 5-0.
- O. Authorization to negotiate with Summit Construction for contract to build school to open in August 2023. The motion to approve authorization to negotiate with Summit Construction for contract to build second campus in August 2023, was made by Jim Horne; and seconded by Amy Miller. The motion passed 5-0.

X. HEADMASTER COMMENTS:  
A. Hillsdale School Leader Interview Process – NO ACTION – FYI ONLY.

XI. BOARD MEMBER COMMENTS: NONE

XII. ADJOURNMENT: 6:32 PM

  
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Board President Carlyle Martin

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5-26-22  
Date

