

## Meeting Minutes

Organization: St. Johns Classical Academy  
Board Meeting Date: January 25, 2024  
Board Meeting Location: Academic Building, Room 134



*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: January 25, 2024

Start: 6:05 pm

End: 7:44 pm

Next Meeting: February 22, 2024

Next Time: 6:00 pm

Next Meeting Location: Academic Building, Room 134

Regular Monthly Meeting

Pursuant to public notice, the meeting commenced at 6:05 pm with a Call to Order by Board Chair Carlyle Martin. A quorum was established.

Prepared by: Diane Hutchings, Ancora Management  
Meeting Location: St. Johns Classical Academy  
Attended by: Keith Smith, Mandy Hidalgo, Geraldine Hartin,  
Jim Horne, and Carlyle Martin  
SJCA Administrator: Daniel (Matt) Johnson, Head of School Fleming  
Anthony Bradley, Head of School, Orange Park  
Absent: none

### I. CALL TO ORDER

Reading of the Mission Statement

Pursuant to public notice, the meeting commenced at 6:05 pm with a Call to Order by Board Chair Carlyle Martin. Quorum was established.

### II. TIME CERTAIN ITEMS/PRESENTATIONS – NONE

### III. PUBLIC COMMENT – NONE

### IV. APPROVAL OF MINUTES

A. December 08, 2023. The motion to approve the minutes of December 08, 2023, was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 5-0.

### V. CONSENT AGENDA – The motion to approve the Consent Agenda by Jim Horne and seconded by Keith Smith. The Consent Agenda passed 5-0

- A. Adoption of the Governing Board Oath of Office
- B. SJCA Public Records Policy
- C. MySchoolBucks Fee Change from PP to DA
- D. Florida School Recognition Program 2023/2024
- E. Ratification of the CCSO Off Duty Officer Pay Raise
- F. Bank Signature Cards Updated

VI. ANCORA REPORTS TO THE BOARD Amy Miller and Diane Hutchings

- A. REVIEWED Strategic Oversight Calendar
- B. Reviewed Monthly Financial Reports
  - a. Fleming Island Financial Report (November 2023)
  - b. Fleming Island Financial Report (December 2023)
  - c. Orange Park Campus Financial Report (November 2023)
  - d. Orange Park Campus Financial Report (December 2023)
- C. Ancora Update on Services
  - a. Update presented by Ancora. The topic of the February workshop selected is “Meeting Procedure and Policy”. Mr. Johnson provided a document for the board that he recommended.

VII. UNFINISHED BUSINESS – NONE

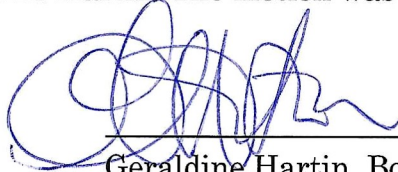
VIII. NEW BUSINESS

- A. Authorization to hire an architect for the Orange Park Campus Expansion with a not to exceed amount of \$300,000. Motion was made by Jim Horne, seconded by Keith Smith. The motion passed 5-0.
- B. Funding of five (5) additional teaching positions for the Orange Park Campus in the 2024-25 school year. Motion by Jim Horne, seconded by Keith Smith. The motion passed 5-0
- C. Funding of five (5) additional teaching positions for the Fleming Campus in the 2024-25 school year. Motion by Jim Horne, seconded by Mandy Hidalgo. The motion passed 5-0.

- D. Fleming Island Campus requested to change the titles for the two Academy Deans:
- Dean of Academics changed to Principal of Lower School
  - Dean of Students changed to Principal of Upper School
- Motion by Jim Horne, seconded by Keith Smith. The motion passed 5-0.
- E. Amendment to the bylaws – Article V, Sec. 8, to change one of the five board members to a Vice Chair position. Motion made by Jim Horne, seconded by Keith Smith. The motion passed 5-0.
- F. The Board action to execute the revised Estimate Sheet from Dana B, Kenyon for the construction of the gym/classroom facility on the Fleming Island campus. Keith Smith made the motion to adopt the cost up to \$8,000,000. Seconded by Jim Horne. The motion passed 5-0.

IX. BOARD MEMBER COMMENTS

- X. ADJOURNMENT: Motion to adjourn was made by Mr. Smith and seconded by Geraldine Hartin. The motion was approved 5-0, 7:44.



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Geraldine Hartin, Board Secretary

2/22/2024

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Date