



Meeting Minutes

Name of Foundation: St. Johns Classical Academy

Board Meeting: May 21, 2020

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: May 21, 2020

Start: 6:05pm

End: 7:22pm

Next Meeting: May 28, 2020

Next Time: 6:00pm

Prepared by Lori Meredith

Meeting Location: St. Johns Classical Academy

114 Canova Road

Fleming Island, FL 32003

Attended by Diane Hutchings, Alexandra Compere, Jim Horne, Amy Miller

SJCA Administrator: Lori Meredith, Interim Principal

Absent: None

I. CALL TO ORDER, ROLL CALL.

Pursuant to public notice, the meeting commenced at 6:05pm with a Call to Order by Diane Hutchings. Quorum was established.

II. TIME CERTAIN ITEMS/PRESENTATIONS. There were none.

III. CONSENT AGENDA - NO DISCUSSION UNLESS AN ITEM IS PULLED BY A BOARD MEMBER ACTION. If these items are not provided to the board members 5 days prior to the meeting they will automatically be pulled for review at the meeting.

A. HUMAN RESOURCES CONSENT AGENDA

1. 2020-2021 SJCA Organizational Chart, including job descriptions of all positions.

Amy Miller made a motion to adopt the 2020-2021 Organizational Chart and corresponding job descriptions. Motion was seconded by Jim Horne. Approved 4-0.

2. Payroll increase proposal for Teachers. The recommendation of the incoming headmaster that we consider awarding increases based solely on the "years of service" table rather than the performance increase previously considered. One

component of the performance increase formula cannot be calculated because of the current COV-ID 19 situation and cancellation of all testing for the school year. Based on the years of service table and included in the proposed budget for 20-21.

Motion to approve increase was made by Jim Horne and seconded by Alexandra Compere. Approved 4-0.

3. Review and approve remaining 3 sections of the Salary Policy for the 2020-2021 School Year. 1. Administrative, 3. Support Staff, 4. Substitutes.

Motion to approve sections 1, 3 and 4 of the Salary Policy was made by Amy Miller and seconded by Jim Horne. Approved 4 -0.

IV. PUBLIC COMMENT – please complete a comment card and submit for the record; this is your opportunity to speak to the board however, there will not be a dialogue/response with/from the board or staff. None

V. APPROVAL OF MINUTES

- A. Jim Horne moved to adopt minutes for February 26, 2020 and April 16, 2020. Motion was seconded by Alexandra Compere and approved unanimously 4-0.

VI. FINANCE COMMITTEE REPORT

- A. The report as of April 30, 2020 was presented to the Governing Board by Board Treasurer Amy Miller.
- B. 2020-2021 Annual Budget Proposal - Budget Proposal presented to the Governing Board by Board Treasurer Amy Miller.

Jim Horne made a motion to approve the 2020-2021 Annual Budget. Motion was seconded by Alexandra Compere and adopted unanimously 4-0.

VII. STRATEGIC OVERSIGHT CALENDAR for May 2020 - Presented to the Governing Board by Interim Principal Lori Meredith.

VIII. BOARD DISCUSSION AND ACTION ITEMS

A. CONTINUING BUSINESS

1. Payroll protection program - Forgivable loan application was submitted and approved quickly through the CARES Act COV-ID 19 Legislation. Amount approved: \$547,200.

Motion was made by Jim Horne to accept the loan as approved. The motion was seconded by Amy Miller and adopted unanimously 4-0.

B. NEW BUSINESS:

1. PARENT LIAISON FOR 20-21 SCHOOL YEAR

Lisa Hong was recommended as the parent liaison for the coming school year.

A motion was made by Alexandra Compere and seconded by Jim Horne. Approved 4-0.

2. FUNDRAISING EVENTS

Recommendation was made to plan 2 big fundraising events for the coming school year: Golf Tournament and a Formal Dinner.

Amy Miller made a motion to approve fundraising events for the 20-21 school year. The motion was seconded by Alexandra Compere and was adopted 4-0.

3. HILLSDALE TRAVEL REQUEST

A motion was made by Jim Horne to approve travel expenses for 3 staff members to attend Hillsdale training for the summer 2020. The motion was seconded by Alexandra Compere and approved 4 -0.

4. FAMILY/SCHOLAR HANDBOOK 20-21 SCHOOL YEAR

The 2020-2021 Scholar and Family Handbook was reviewed by the Governing Board. A motion was made by Amy Miller to adopt Handbook and seconded by Jim Horne. Approved 4-0.

5. LAWN SERVICE PROPOSAL

Proposals for SJCA's lawn service needs were reviewed by the Governing Board. The recommendation to stay with our current vendor, Tree Amigos was made by Alexandra Compere and seconded by Jim Horne. Annual Service Agreement was adopted 4-0.

6. HILLTOP SECURITIES PROPOSAL

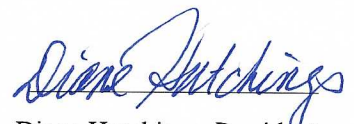
Consideration to engage Hilltop Securities to provide financial advisory services in connection with the expansion of its existing campus and the potential refinancing of its existing debt.

A motion was made by Jim Horne to engage Hilltop Securities and seconded by Alexandra Compere. Approved 4-0.

IX. DIRECTOR COMMENTS - Enrollment update presented by interim Principal, Lori Meredith 2020-2021 – 736 students enrolled, 633 returning, and 472 on our wait list.

X. BOARD MEMBER COMMENTS: Board President, Diane Hutchings announced the need for a special board meeting on May 28, 2020 at 6pm.

XI. ADJOURNMENT: 7:22pm


Diane Hutchings, President

Date: 6/18/20