

Meeting Minutes

Name of Foundation: St. Johns Classical Academy
Board Meeting Date: May 25, 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: May 25, 2023
Start: 6:04 PM
End: 7:30 PM

Next Meeting: June 22, 2023
Next Time: 6:00 PM
Next Meeting Location: Multi-Purpose Building

Prepared by: Michelle Rencarge
Meeting Location: Multi-Purpose Building
Attended by: Geraldine Hartin; Carlyle Martin, and Keith Smith
Absent: Mandy Hidalgo, Jim Horne, and SJCA Parent Liaison, Kendra Chaney
SJCA Administrator: Daniel (Matt) Johnson, Headmaster Fleming Island Campus
Anthony (Tony) Bradley, Headmaster Orange Park Campus

- I. CALL TO ORDER, ROLL CALL.
Pursuant to public notice, the meeting commenced at 6:04 PM with a Call to Order by Carlyle Martin. Quorum was established.
- II. TIME CERTAIN ITEMS/PRESENTATIONS – NONE
- III. PUBLIC COMMENT – Todd & Jessica Bork
- IV. CONSENT AGENDA. The motion to approve the consent agenda of meeting minutes on April 27, 2023 was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 3-0.
- V. FLEMING ISLAND CAMPUS REPORTS
 - A. Ancora Reports to the Board – Fleming Island Campus Enrollment Numbers dated May 17, 2023
 - B. Ancora Reports to the Board – Fleming Island Discipline Report dated May 17, 2023
 - C. Ancora Reports to the Board – Strategic Oversight Calendar June – August 2023.
 - D. Ancora Reports to the Board – Industry Update Tracking Spreadsheet dated May 10, 2023
 - E. Ancora Reports to the Board – Financial Package April 2023
- VI. FLEMING ISLAND CAMPUS BOARD ITEMS – NONE

VII. ORANGE PARK CAMPUS REPORTS

- A. Ancora Reports to Board – Orange Park Campus Enrollment Numbers, dated May 18, 2023
- B. Ancora Reports to Board – Orange Park Campus Development Status
- C. Ancora Reports to the Board – Financial Package April 2023

VIII. ORANGE PARK CAMPUS BOARD ITEMS

- A. Board Action Item – Approval of contract for School Resource Officer at the Orange Park Campus with the Orange Park Police Department and Clay County Sheriff's Office Uniformed Off-Duty Officer. The motion to approve a contract for a School Resource Officer with the Orange Park Police Department and Clay County Sheriff's Office Uniformed Off-Duty Officer was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 3-0.
- B. Board Action Item – Approval of access control system installation at the Orange Park Campus. DynaFire and TelecommPro provided bids for the access control system at the Orange Park Campus. After discussion, the motion to approve DynaFire for the installation of the access control system at the Orange Park Campus in the amount of \$12,535 was made by Keith Smith; and seconded by Geraldine Hartin. The motion passed 3-0.

Board Action Item – Approval of burglar system installation at the Orange Park Campus. DynaFire and TelecommPro provided bids for the burglar system installation at the Orange Park Campus. After discussion, the motion to approve TelecommPro for the installation of the burglar system installation at the Orange Park Campus in the amount of \$4,600 was made by Keith Smith; and seconded by Geraldine Hartin. The motion passed 3-0.

Board Action Item – Approval of monthly burglar system monitoring at the Orange Park Campus. DynaFire and TelecommPro provided bids for the monthly burglar system monitoring at the Orange Park Campus. After discussion, the motion to approve TelecommPro for the monthly burglar system monitoring at the Orange Park Campus in the monthly amount of \$35.00 (month-to-month) was made by Keith Smith; and seconded by Geraldine Hartin. The motion passed 3-0.

- C. Board Action Item – Approval of new copiers and printers at the Orange Park Campus. Ricoh, Toshiba, and Sissine's provided bids for the copiers and printers at the Orange Park Campus. After discussion, the motion to approve a 36-month lease with Ricoh for two large copiers, one for each teacher's lounge (estimated 40,000 monthly monochrome impressions @ \$0.0071 per impression), one mid-size color copier for the office suite (estimated 1,000 monthly color and monochrome impressions), including staples for the mid-size and large copiers, and three individual desktop printers for the Headmaster, Dean, and ESE (estimated 2,000 monthly monochrome impressions) for an estimated cost of \$16,600 was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 3-0.

- D. Board Action Item – Approval of license agreement between St. Johns Classical Academy, Orange Park Campus, and Hillsdale College, through its K-12 Education Office for the use of Hillsdale’s name, licensed works, licensed mark, and licensed mark logo. A motion to approve the license agreement between St. Johns Classical Academy, Orange Park Campus, and Hillsdale College, through its K-12 Education Office for use of Hillsdale’s name, licensed works, licensed mark, and licensed mark logo was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 3-0.
- E. Board Action Item – Approval of requesting up to \$700,000 for CSP purchases at the Orange Park Campus to be reimbursed in October 2023. NO ACTION – ITEM PULLED.
- F. Board Action Item – Award of contract to Charter Food Services, LLC. NO ACTION REQUIRED – FYI ONLY
- G. Board Action Item – Approval of amendment to the food service contract between Charter Food Services, LLC and St. Johns Classical Academy, Orange Park Campus allowing for the additional site of St. Johns Classical Academy, Fleming Island Campus added to the service contract. The motion to approve the amendment to the food service contract between Charter Food Services, LLC and St. Johns Classical Academy, Orange Park Campus allowing for the additional site of St. Johns Classical Academy, Fleming Island Campus added to the service contract was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 3-0.
- H. Board Action Item – Acceptance of contract between St. Johns Classical Academy, Orange Park Campus and Charter Food Services, LLC for participation on the National School Lunch Program. NO ACTION REQUIRED – FYI ONLY.

IX. ALL CAMPUSES BOARD ITEMS

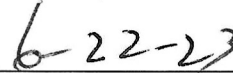
- A. Board Action Item – Approval of revised enrollment policy to be in compliance with the CSP grant to remove the waitlisted priority from previous years (Florida State Statues 1002.33 Charter Schools (10) Eligible Scholars) and extending the number of days to complete registration (once open from the school district), including uploading required documents, from five (5) business days to ten (10) business days. The motion to approve the revised enrollment policy to be in compliance with the CSP grant to remove the waitlisted priority from previous years (Florida State Statues 1002.33 Charter Schools (10) Eligible Scholars) and extending the number of days to complete registration (once open from the school district), including uploading required documents, from five (5) business days to ten (10) business days was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 3-0.
- B. Board Action Item – Approval to request proposals from vendors for school PE uniforms and spirit shirts, not including school uniforms. The motion to approve the request of proposals from vendors for school PE uniforms and spirit shirts, not including school uniforms; was made by Keith Smith; and seconded by Geraldine Hartin. The motion passed 3-0.
- C. Board Action Item – Approval of trademark license agreement between St. Johns Classical Academy, Inc. and Little Sprouts Learning Center, LLC through June 30, 2024, unless terminated earlier, or extended by written

mutual agreement by both parties, to use St. Johns Classical Academy name, licensed works, licensed mark, and licensed mark logo. The motion to approve of trademark license agreement between St. Johns Classical Academy, Inc. and Little Sprouts Learning Center, LLC through June 30, 2024, unless terminated earlier, or extended by written mutual agreement by both parties, to use St. Johns Classical Academy name, licensed works, licensed mark, and licensed mark logo was made by Keith Smith; and seconded by Geraldine Hartin. The motion passed 3-0.

- X. BOARD MEMBER COMMENTS – NONE
- XI. HEADMASTER COMMENTS – NONE
- XII. ANCORA MANAGEMENT COMMENTS – NONE
- XIII. ADJORNMENT: 7:30 PM



Carlyle Martin, Board President



Date