



Meeting Minutes

Name of Foundation: St. Johns Classical Academy

Board Meeting: June 18, 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: June 18, 2020

Start: 6:03pm

End: 6:52pm

Next Meeting: July 16, 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, Amy Miller

SJCA Administrator: Matt Johnson, Headmaster

Absent: Jim Horne

I. CALL TO ORDER, ROLL CALL.

Pursuant to public notice, the meeting commenced at 6:03pm 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. SJCA Employee Handbook for the 2020-2021 School Year

Amy Miller made a motion to adopt the 2020-2021 handbook with specific edits/clarification regarding text messaging of school business. Motion was seconded by Alexandra Compere. Approved 3-0.

2. Healthcare Benefits Package for the 2020-2021 School Year.

Motion to approve benefits package was made by Amy Miller and seconded by Alexandra Compere. Approved 3-0.

3. Staff Technology Agreement Forms

Motion to approve technology agreement forms was made by Alexandra Compere and seconded by Amy Miller. Approved 3-0.

- 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. Alexandra Compere moved to adopt minutes for May 21, 2020 and May 28, 2020. Motion was seconded by Amy Miller and approved unanimously 3-0.
- VI. FINANCE COMMITTEE REPORT
- A. The report as of May 30, 2020 was presented to the Governing Board by Board Treasurer Amy Miller.
- VII. STRATEGIC OVERSIGHT CALENDAR for June 2020 - Presented to the Governing Board by Matt Johnson, Headmaster.
- VIII. BOARD DISCUSSION AND ACTION ITEMS:
- A. CONTINUING BUSINESS - NONE
- B. NEW BUSINESS:
1. Resolution to amend final budget to conform to audited results for the 19-20 budget.
A motion was made by Amy Miller and seconded by Alexandra Compere. Motion was approved 3-0.
 2. Approval of service provider for inspection requirements.
A motion was made by Amy Miller to approve Cintas as the vendor providing all required inspections to begin the school year. The motion was seconded by Alexandra Compere and unanimously approved 3-0.
 3. Discussion to pay off the line of credit.
A motion was made to pay down half of the balance on the line of credit and address the issue again on the July board agenda. Motion was made by Alexandra Compere and seconded by Amy Miller. The motion was approved 3-0.
 4. Expense threshold policy for budgeting purposes.
A motion was made by Amy Miller to approve the proposed expense guidelines, adding a provision to discuss emergency situations with the board treasurer for immediate action. The motion was seconded by Alexandra Compere and approved 3-0.
 5. Church use of facilities.
A motion was made to approve the temporary use of the facilities adding to the board approved facilities usage policy an amendment required by the current COVID-19 environment. The church would be required to pay an additional fee for disinfecting and sanitizing each week. The motion was made by Amy Miller and seconded by Alexandra Compere. Motion carried 3-0.

6. Approval of Board meeting dates for 2020-2021 School Year.

A motion was made by Amy Miller to approve the proposed meeting dates and seconded by Alexandra Compere. Motion was approved 3-0.

- IX. DIRECTOR COMMENTS - Enrollment update presented by Headmaster Johnson. 2020-2021 – 732 students enrolled, 610 returning, and 473 on our wait list.
- X. BOARD MEMBER COMMENTS: NONE
- XI. ADJOURNMENT: 6:52pm


Diane Hutchings, President

Date: 7/16/20