



Meeting Minutes

Name of Foundation: St. Johns Classical Academy
Board Meeting Date: June 22, 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: June 22, 2023

Start: 6:13 PM

End: 8:14 PM

Next Meeting: July 20, 2023

Next Time: 6:00 PM

Next Meeting Location: Multi-Purpose Building

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

I. CALL TO ORDER, ROLL CALL.

Pursuant to public notice, the meeting commenced at 6:13 PM with a Call to Order by Carlyle Martin. Quorum was established.

II. TIME CERTAIN ITEMS/PRESENTATIONS – NONE

III. PUBLIC COMMENT – Todd & Jessica Bork

A. After public comment from the parents, the board conducted a hearing, in accordance with the Family and Scholar Handbook, regarding the parents concern and after further discussion the motion to approve a one-point grade change was made by Jim Horne; seconded by Geraldine Hartin. The motion passed 4-0.

IV. CONSENT AGENDA. The motion to approve the consent agenda as listed below was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 4-0.

- A. 2023.05.25 Board Meeting Minutes
- B. SJCA Family and Scholar Handbook_rev06142023
- C. Information Technology Coordinator Job Description Revised

V. FLEMING ISLAND CAMPUS REPORTS

A. Ancora Reports to the Board – Fleming Island Campus Enrollment Numbers dated June 13, 2023

- B. Ancora Reports to the Board – Fleming Island Discipline Report dated May 26, 2023
- C. Ancora Reports to the Board – Strategic Oversight Calendar June – September 2023.
- D. Ancora Reports to the Board – Financial Package May 2023
- E. Ancora Reports to the Board – Industry Update Tracking Spreadsheet dated May 10, 2023
- F. Ancora Reports to the Board – Approval of annual audit with King & Walker CPA for fiscal year 2022/2023 for Fleming Island Campus. The motion to approve King & Walker CPA to conduct audit for fiscal year 2022/2023 for Fleming Island Campus was made by Geraldine Hartin; and seconded by Jim Horne. The motion passed 4-0.

VI. FLEMING ISLAND CAMPUS BOARD ITEMS

- A. Fleming Island Campus Board Item – Architectural bids for new gymnasium at Fleming Island Campus. Architectural bids from Mussman Architects, Bhide & Hall, P.A. and Thor Heinrichs Architect, Inc. were received for the Fleming Island Campus’ new gymnasium. After discussion, the motion to accept the bid from Thor Heinrichs Architects, Inc. in the amount of \$145,000, was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 4-0.

VII. ORANGE PARK CAMPUS REPORTS

- A. Ancora Reports to Board – Orange Park Campus Enrollment Numbers, dated June 13, 2023
- B. Ancora Reports to Board – Orange Park Campus Development Status
- C. Ancora Reports to the Board – Financial Package May 2023

VIII. ORANGE PARK CAMPUS BOARD ITEMS

- A. Board Action Item – Approval of Cintas Fire Protection Agreement. The motion to approve a contract between St. Johns Classical Academy Orange Park and Cintas Fire Protection was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 4-0.
- B. Board Action Item – Approval of Lawn Maintenance bids. NO ACTION TAKEN – TABLED UNTIL FUTURE DATE.
- C. Board Action Item – Approval of revised copier and printer quote at the Orange Park Campus. After discussion, the motion to approve the revised contract with Toshiba for a 36-month lease for two large copiers, one for each teacher’s lounge (estimated 40,000 monthly monochrome impressions @ \$0.0060 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), and papercut software, for an estimated cost of \$14,740 was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 4-0.
- D. Board Action Item – Ratification of DynaFire monitoring contract for the cafeteria and gym/portables at the Orange Park Campus in the annual amount of \$1,560.00. The motion to approve the ratification of the DynaFire monitoring contract for the cafeteria and gym/portables at the Orange Park

Campus in the annual amount of \$1,560.00, was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 4-0.

IX. ALL CAMPUSES BOARD ITEMS

- A. All Campuses Board Item – Surplus Contract between Florida State College of Jacksonville and St. Johns Classical Academy. The motion to approve the surplus contract between Florida State College of Jacksonville and St. Johns Classical Academy was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 4-0.
- B. All Campuses Board Item – Five-year software contract between MySchoolBucks and St. Johns Classical Academy for school payments by parents for lunches, field trips, etc., and replacing the existing software program EasySuite. The motion to approve the five-year software contract between MySchoolBucks and St. Johns Classical Academy for school payments by parents for lunches, field trips, etc., including a one-time training cost of \$1,499.00, software implementation cost of \$4,898.00. and an annual cost of \$2,499.00, and replacing the existing software program EasySuite, was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 4-0.

X. BOARD MEMBER COMMENTS

- A. Board Member Comments – Predator Awareness. Board Member Hidalgo expressed concern regarding the need for public predator awareness around campus.

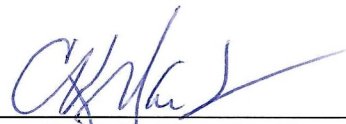
XI. HEADMASTER COMMENTS – NONE

XII. ANCORA MANAGEMENT COMMENTS

A. REORGANIZATION OF SJCA BOARD FOR THE FISCAL YEAR 2023/2024 (JULY 1, 2023 TO JUNE 30, 2024).

- A. Board Chairman. Jim Horne made the motion for Carlyle Martin to remain as Board Chairman for the Fiscal Year 2023/2024; and the motion was seconded by Mandy Hidalgo. The motion passed 3-0. Carlyle Martin abstained.
- B. Board Treasurer. Carlyle Martin made the motion for Mandy Hidalgo to become Board Treasurer for the Fiscal Year 2023/2024; and the motion was seconded by Jim Horne. The motion passed 3-0. Mandy Hidalgo abstained.
- C. Board Secretary. Carlyle Martin made the motion for Geraldine Hartin to remain as Board Secretary for the Fiscal Year 2023/2024; and the motion was seconded by Jim Horne. The motion passed 3-0. Geraldine Hartin abstained.

XIII. ADJORNMENT: 8:14 PM



Carlyle Martin, Board Chairman

July 20, 2023

Date