

## MEETING MINUTES

Name of Foundation: St. Johns Classical Academy

Board Meeting: June 5, 2017

*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 5, 2017

Start: 4:00 pm

End: 6:04 pm

Next Meeting: June 19, 2017

Next Time: 5:00 pm

Prepared by: D. Johnson

Meeting Location:

2233 Park Avenue, Suite 303

Orange Park, FL

Attended by:

Board Members:

Diane Hutchings

Amy Miller

Daniel Johnson

Absent:

None

### I. CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:00 pm with a Call to Order by Diane Hutchings.

II. ROLL CALL was taken and quorum established.

### III. TIME CERTAIN ITEMS

None

IV. APPROVAL OF MINUTES – Motion was made by Amy Miller and seconded by Daniel Johnson to approve the May 8, 2017 Meeting Minutes. Motion was approved (3-0).

### V. REPORTS

a. ENROLLMENT REPORT - Michelle Knapp presented the report.

b. FINANCIAL REPORT – Michelle Knapp presented the report.

c. STAFFING UPDATE – Michelle Knapp presented the update.

### VI. CONSENT AGENDA - NONE

VII. PUBLIC COMMENT – NONE

VIII. BOARD DISCUSSION AND ACTION ITEMS

A. OLD BUSINESS

a. School site selection update – Amy Miller. **Motion was made by Daniel Johnson and seconded by Amy Miller to accept the interim agreement with Summit Construction Management Group. Motion was approved (3-0).**

b. Lease agreement updates – discussion.

c. Enrollment Policy – discussion.

d. Benefits Package – Medical, benefits, retirement update – discussion.

B. NEW

1. Contracts

1. Food Services – discussion.

2. Photography – discussion.

3. Uniforms – discussion.

4. Speech – discussion. **Motion was made by Amy Miller and seconded by Daniel Johnson to engage with Speech Rehabilitation Services. Motion was approved (3-0).**

5. Gifted – discussion.

2. FINANCIAL PLANNING

1. HILLSDALE SUMMER TRAVEL FOR PRINCIPAL/AP – DISCUSSION.

2. SUMMER CONFERENCE - DISCUSSION.

3. LINE OF CREDIT- DISCUSSION.

4. BILL OF MATERIALS- DISCUSSION.

5. SUBSTITUTES- DISCUSSION.

6. STUDENT FINANCIAL AID – UNIFORMS AND LUNCHES- DISCUSSION.

7. FHSAA- DISCUSSION.

8. ADMINISTRATION EVALUATION PROCESS – SEE WEBSITE LINK SENT BY MICHELLE. - DISCUSSION.

9. FAMILY HANDBOOK - DISCUSSION.

10. EMPLOYEE HANDBOOK- DISCUSSION.

IX. DIRECTOR COMMENTS

A. Office Staff Appreciation – discussion.

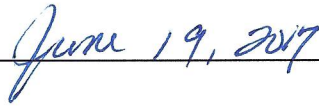
B. Furniture pick up on Friday, June 9 and moving forward – discussion.

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT – 6:04 pm

  
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Diane Hutchings, President

Date:   
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