

## MEETING MINUTES

Name of Foundation: St. Johns Classical Academy

Board Meeting: June 19, 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 19, 2017

Start: 5:17 pm

End: 7:23 pm

Next Meeting: June 26, 2017

Next Time: 4:00 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/ROLL CALL

Pursuant to public notice, the meeting commenced at 5:17 pm with a Call to Order by Diane Hutchings. Quorum was established.

### II. TIME CERTAIN ITEMS

A. Meghan Hoffman, Clay Chamber of Commerce – Discussion about communication and marketing.

### III. CONSENT AGENDA

A. APPROVAL OF MINUTES

B. REPORTS

1. ENROLLMENT REPORT - Michelle Knapp presented the report.

2. FINANCIAL REPORT – Michelle Knapp presented the report.

3. STAFFING UPDATE – Michelle Knapp presented the update.

**Motion was made by Amy Miller and seconded by Daniel Johnson to approve the CONSENT AGENDA items. Motion was proved (3-0).**

### IV. PUBLIC COMMENT – NONE

### V. BOARD DISCUSSION AND ACTION ITEMS

## A. OLD BUSINESS

- a. School site selection update – Amy Miller.
- b. Lease agreement updates – discussion.
- c. Substitute Teacher Pay Rate – discussion. **Motion was made by Amy Miller and seconded by Daniel Johnson to approve the rate of \$12.50 per hour and minimum wage to attend training. Motion was approved (3-0).**
- d. Insurance – discussion. **Motion was made by Amy Miller and seconded by Daniel Johnson to pay a \$150.00 stipend (Plan B) to teachers to be used as an option to purchase additional insurance coverage. Motion was approved (3-0).**

## B. NEW

1. Contracts
  1. Waste Removal Services at HBC – discussion. **Motion was made by Daniel Johnson and seconded by Amy Miller to adopt the service agreement with Advanced Disposal. Motion was approved (3-0).**
  2. Copier Services – discussion.
  3. Asset Tracking System – discussion.
  4. Visitor Registration System – discussion.
2. APPROVAL OF BYLAW AND POLICY AMENDMENTS. **Motion was made by Amy Miller and seconded by Daniel Johnson to amend bylaws and policy amendments as requested by DOE for the Federal grant. Motion was approved (3-0).**
3. LIABILITY OF STUDENTS – DISCUSSION.
4. FINANCIAL PLANNING
  - A. TEXTBOOKS – DISCUSSION.
  - B. HBC FURNITURE NEEDS – DISCUSSION.
  - C. WIFI AT HBC – DISCUSSION.
  - D. PHONES AT HBC – DISCUSSION.
  - E. SALARY ADJUSTMENTS – DISCUSSION. **Motion was made by Amy Miller and seconded by Daniel Johnson to give an 8.3% increase in salary to the Principal position. Motion was approved (3-0).**
  - F. POD RENTAL – DISCUSSION.
5. FAMILY HANDBOOK – DISCUSSION. **Motion was made by Daniel Johnson and seconded by Amy Miller to approve and accept the family handbook. Motion was approved (3-0).**

## VI. DIRECTOR COMMENTS

- A. Status of current tasks – discussion.

**VII. BOARD MEMBER COMMENTS**

**VIII. ADJOURNMENT – 7:23 pm**

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Diane Hutchings, President

Date: \_\_\_\_\_