

MEETING MINUTES

Name of Foundation: St. Johns Classical Academy
Board Meeting: April 3, 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: April 3, 2017
Start: 4:00 pm
End: 6:00 pm
Next Meeting: April 24, 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

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. APPROVAL OF MINUTES – Motion was made by Amy Miller and seconded by Diane Hutchings to approve the March 13, 2017 Meeting Minutes. Motion was approved (3-0).

IV. REPORTS

- a. **ENROLLMENT REPORT** - Michelle Knapp presented the report.
- b. **FINANCIAL REPORT** – Michelle Knapp presented the report.

V. CONSENT AGENDA

VI. PUBLIC COMMENT – NONE

VII. BOARD DISCUSSION AND ACTION ITEMS

A. OLD BUSINESS

- a. School site selection – discussion.
- b. Medical coverage and benefits update – discussion.

B. NEW

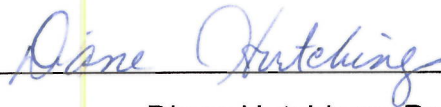
- 1. Staffing Updates – discussion.
- 2. Marketing for April 18 Meeting – discussion.
- 3. School Hours – discussion.
- 4. Open Enrollment Update – discussion.
- 5. Branding – discussion.
- 6. Credit Card Usage Procedures – discussion.
- 7. Employee Tracking System – discussion.

VIII. DIRECTOR COMMENTS

- a. Communication Concerns – discussion.
- b. Upcoming Events – discussion.

IX. BOARD MEMBER COMMENTS

X. ADJOURNMENT – 6:15 pm



Diane Hutchings, President

Date: 4-24-17