



2025-2026

<i>Name</i>	<i>Title</i>	<i>Email / Phone</i>	<i>Phone Number</i>	<i>General Responsibilities</i>
Amburgey, Steven	Director of Operations	steven.amburgey@stjca.org	(904) 637-4863	Synergy - State Assessment - School Grades - Scholar Proficiency Tracking - Management of Electronic Platforms - Bright Futures - Scholar Course History
Hopkins, Terri	Computer Apps & State Reporting Specialist	terri.hopkins@stjca.org	(904) 637-1475	Synergy (scholar registration & student data) - SchoolMint (lottery & registration) - Scholar Records & Transcripts - State FTE Funding
Hutchings, Diane	Managing Partner	diane.hutchings@stjca.org	(904) 710-1469	Managing Partner
Johnston, Maxine	Registration & Enrollment Coordinator	maxine.johnston@stjca.org	(904) 637-4849	Synergy (scholar registration & student data) - SchoolMint (lottery & registration) - Scholar Records & Transcripts - State FTE Funding - Scholar Attendance
Kiczek, Georgia	Staff Accountant	georgia.kiczek@stjca.org	(904) 637-4865	Accounting (A/R, A/P) - Grant Management - Inventory
Legutko, Susan	Director of Development & Compliance	susan.legutko@stjca.org	(904) 588-2042	Finance (Budgets, NSLP, etc) - Compliance - Partner with CharterSage CPA Firm
Miller, Amy	Managing Partner	amy.miller@stjca.org	(904) 591-3333	Managing Partner
Rencarge, Michelle	Director of Human Resources	michelle.rencarge@stjca.org	(904) 637-4833	Benefits - Payroll - Employee Contracts - EAP Program - Employee Portal - Principal Retirement - Onboarding/Offboarding - Timeco - Bldg Access Control - PTO - Email/Password Resets - Workers Comp - Employee Concerns/Complaints - Uniforms - Board Minutes
Sakowski, Dina	School Support Coordinator / Office Manager	dina.sakowski@stjca.org	(904) 637-1416	Governing Board Meetings & Board Management - Public Records Requests - MySchoolBucks - MySchoolApps - Mosaic - Scholar Exit Surveys - Bond, Charter & CCDS Compliance - Ancora Business Office
Williams, Susan	Accounting Manager	susan.williams@stjca.org	(904) 637-1660	Accounting (A/R, A/P, General Ledger) - Inventory - Monthly Financial Reports - Finance Policies/Procedures - Partner with CharterSage CPA Firm, as needed