

AMENDED Meeting Minutes

Name of Foundation: St. Johns Classical Academy, Inc.
Board Meeting Date: March 28, 2024
Board Meeting Location: SJCA Fleming Island Campus Cafeteria
114 Canova Road, Fleming Island, FL 32003



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: March 28, 2024
Start: 6:02 PM
End: 7:09 PM

Next Meeting: April 25, 2024
Next Time: 6:00 PM

Next Meeting Location: St. Johns Classical Academy
Fleming Island Campus Cafeteria
114 Canova Road, Fleming Island, FL 32003

Prepared by: Michelle Rencarge, Ancora Management
Meeting Location: St. Johns Classical Academy
Fleming Island Campus Cafeteria

Attended by: Geraldine Hartin, Mandy Hidalgo, Carlyle Martin (left meeting at 6:48 PM), and Keith Smith

SJCA Representatives: Daniel (Matt) Johnson, Headmaster Fleming Island Campus, Anthony (Tony) Bradley, Headmaster Orange Park Campus,

Absent: Jim Horne and Parent Liaison, Kendra Chaney

I. CALL TO ORDER, ROLL CALL

Pursuant to public notice, the meeting commenced at 6:02 PM with a Call to Order by Carlyle Martin. Quorum was established.

II. TIME CERTAIN ITEMS/PRESENTATIONS – NONE

III. PUBLIC COMMENTS – Kim Sirdevan, Executive Director, Youth Crisis Center

IV. APPROVAL OF MEETING MINUTES

A. Approval of the March 7, 2024 special board meeting minutes. The motion to approve the special board meeting minutes of March 7, 2024, was made by Mandy Hidalgo; and seconded by Keith Smith. The motion passed 4-0.

V. CONSENT AGENDA: The motion to approve Consent Agenda Items A, B, C, and D, as listed below, was made by Mandy Hidalgo; and seconded by Keith Smith. The motion passed 4-0.

A. Amendment: Scholar and Family Handbook regarding excessive absences to include new verbiage “at the Head of School’s discretion” on Page 25 to now read *Scholars may turn in an illness letter from a parent three times prior to requiring a doctor’s note, at the Head of School’s discretion.*

- B. Summer Facilities Rental Monies at the Orange Park Campus. Reallocation of summer facilities rental monies from general funds to internal accounts for 1. North Florida Hoop Group, where the Friday-Sunday weekly rental fee of \$900 per weekend be split between the Orange Park Campus and Fleming Island Campus 50/50; \$450 to the Orange Park Campus internal account and \$450 to the Fleming Island internal account for Basketball and 2. YMCA Summer Camp from June 3, 2024 – July 26, 2024, at a daily fee of \$100, be distributed to the Orange Park Campus internal account.
- C. Agreement for Use of Facilities at the Orange Park Campus with North Florida Hoop Group for weekly basketball tournaments held each Friday, Saturday, and Sunday, effective April 1, 2024 through July 31, 2024.
- D. Agreement for Use of Facilities with Youth Crisis Center starting on/around April 15, 2024. In lieu of facility fees, Youth Crisis Center will provide licensed mental health counseling free of charge to both Orange Park and Fleming Island Campuses with licensed mental health counselors weekly and as needed for any crisis situations that may arise.

VI. ANCORA MANAGEMENT REPORTS

- A. Monthly Financial Reports
 - 1. Fleming Island Campus Financial Report (February 2024)
 - 2. Orange Park Campus Financial Report (February 2024)
- B. Strategic Oversight Calendar
- C. Ancora Management Updates

VII. HEAD OF SCHOOLS REPORTS

- A. Fleming Island Campus – Headmaster Johnson
 - 1. Referral/Discipline Summary Report
 - 2. Enrollment Report
- B. Orange Park Campus – Headmaster Bradley
 - 1. Referral/Discipline Summary Report
 - 2. Enrollment Report

VIII. UNFINISHED BUSINESS (Chairman)

- A. Procurement Policy Statement Charter Schools – Tabled for future meeting.

IX. NEW BUSINESS (Chairman)

- A. Appointment of Parent Liaison, Alisha Theisen, for the Orange Park Campus to start on May 1, 2024 for the 2024/2025 school year. No action required – for informational purposes only.
- B. Grade expansion for the Orange Park Campus – Tabled for future meeting.
- C. Additional ESE Teacher at the Orange Park Campus for 2024/2025 school year. The motion to approve the additional ESE Teacher at the Orange Park Campus for the 2024/2025 school year and to be included in the 2024/2025 proposed budget was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.
- D. 2023/2024 mid-year budget true up at the Fleming Island Campus. The motion to approve the 2023/2024 mid-year budget true up at the Fleming Island Campus as presented was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.

- E. 2023/2024 mid-year budget true up at the Orange Park Campus. The motion to approve the 2023/2024 mid-year budget true up at the Orange Park Campus as presented was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.
- F. 2024/2025 budget proposal for the Fleming Island Campus. The motion to approve the proposed 2024/2025 budget at the Fleming Island Campus as presented was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.
- G. 2024/2025 budget proposal V2.0 for the Orange Park Campus. The motion to approve the proposed 2024/2025 budget V2.0 at the Orange Park Campus as presented, including the additional ESE teacher, was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.
- H. Third-Party survey vendors to conduct various surveys at St. Johns Classical Academy campuses. Three vendors were presented to the Board for consideration: current provider, Survey Monkey, School Perceptions, and Survey Planet. After discussion, the motion to approve School Perceptions, in the annual amount of ~~\$3,850~~ \$9,150 (Staff Survey \$2,650, Parent Survey \$2,650 and Student Survey \$3,850) as the third-party vendor to conduct surveys at St. Johns Classical Academy campuses, was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.
- I. Social Media Use Guidelines. The motion to approve the Social Media Use Guidelines to incorporate additional language (mirrored by Clay County District Schools guidelines) was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 3-0.
- J. Repair proposals for exterior ladder for roof access at the Orange Park Campus. Two vendors were presented to the Board for consideration: National Roofing Partner and Perry Roofing Contractors. After discussion, the motion to approve Perry Roofing Contractors, in an amount not to exceed \$7,680, to install an exterior ladder for roof access at the Orange Park Campus was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0.
- K. Miscellaneous discussion items – Tabled for future meeting.
 - 1. Annual fundraising
 - 2. Summer Camps
 - 3. Future building plans for the Orange Park Campus
 - 4. Debt service as a percentage of cash flow

X. BOARD MEMBER COMMENTS

- XI. ADJOURNMENT: The motion to adjourn was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 3-0. Meeting adjourned at 7:09 PM



Geraldine Hartin, Board Secretary

June 27, 2024 ~~April 25, 2024~~

Date