Meeting Minutes

Name of Foundation:	St. Johns Classical Academy, Inc.
Board Meeting Date:	May 23, 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: May 23, 2024
Start: 6:00 PM
End: 7:34 PM

Next Meeting: June 27, 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
Meeting Location:	St. Johns Classical Academy Fleming Island Campus Cafeteria
Attended by:	Geraldine Hartin, Mandy Hidalgo, Jim Horne, Carlyle Martin, and Keith Smith
SJCA Representatives:	Angie Casteel, Upper School Principal, Fleming Island Campus Anthony (Tony) Bradley, Headmaster Orange Park Campus
Absent:	Daniel (Matt) Johnson, Headmaster Fleming Island Campus Kendra Chaney, Parent Liaison, Fleming Island Campus

I. CALL TO ORDER, ROLL CALL
Pursuant to public notice, the meeting commenced at 6:00 PM with a Call to Order by Carlyle Martin. Quorum was established.

II. TIME CERTAIN ITEMS/PRESENTATIONS:
A. Headmaster Bradley introduced to the Board, Mrs. Alicia Theisen, Orange Park Campus Parent Liaison for the 2024/2025 school year.

III. PUBLIC COMMENTS – NONE

IV. APPROVAL OF MEETING MINUTES
A. Approval of the April 25, 2024 board meeting minutes. The motion to approve the board meeting minutes of April 25, 2024, was made by Geraldine Hartin; and seconded by Jim Horne. The motion passed 5-0.

V. CONSENT AGENDA: The motion to approve Consent Agenda Items A, B, and C, as listed below, was made by Jim Horne; and seconded by Geraldine Hartin. The motion passed 5-0.

A. Full-time hourly pool substitute position at the Orange Park Campus to be used as needed for substituting and administrative work during the school year.
B. Job title change at the Fleming Island Campus changing the Fine Arts Department Chair to Fine Arts Director, including a $2,500 stipend spread over their annual contract, so as to remain consistent with the other directors (Athletic Director and Director of Bands).
C. Annual Audit Engagement Letters with King & Walker, Certified Public Accounts for the 2023/2024 school year at the Fleming Island Campus, the Orange Park Campus, and for both campuses as a combined audit.

VI. ANCORA REPORTS
A. Monthly Financial Reports
1. Fleming Island Campus Financial Report
2. Orange Park Campus Financial Report
B. Strategic Oversight Calendar
C. Ancora Updates

VII. HEAD OF SCHOOLS REPORTS
A. Fleming Island Campus; Mrs. Angie Casteel
1. Referral / Discipline Summary Report
2. Enrollment Report

B. Orange Park Campus; Mr. Anthony Bradley
1. Referral / Discipline Summary Report
2. Enrollment Report

VIII. UNFINISHED BUSINESS (Chairman)
A. Approval to execute contract changing the waste hauler at the Fleming Island Campus from Waste Management to Trust Environmental Services. The motion to approve the Trust Environmental Consulting Agreement and GFL Service Agreement contract with Trust Environmental Services at the Fleming Island Campus was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 5-0.
B. 2024/2025 School Resource Officer Options. After board discussion, the motion to approve extending the existing service agreement with the Clay County Sheriff's Office for off-duty officers during the 2024/2025 school year at both the Fleming Island Campus and Orange Park Campus (as needed) was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 5-0.

IX. NEW BUSINESS (Chairman)
A. Fleming Island Campus Kitchen Renovation Improvements. The motion to approve Fleming Island Campus Kitchen Renovation Improvements, not to exceed $100,000, during the summer of 2024 and to be ready for the start of the 2024/2025 school year to be completed by Dana B. Kenyon Company was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 5-0.
B. Dana B. Kenyon Request for Change Order: Addition of site work in Area A (Fleming Island Campus) – Tabled for future meeting.

C. Proposal for off-site clearing and demolition work (Fleming Island Campus) – Tabled for future meeting.

D. Equipment purchase request for Orange Park Campus. The motion to approve purchasing 10 laptops, 26 TV swivels, and security cameras for the parking lot not to exceed $12,440 from the current IT vendor, *MakingIT Happen Services,* was made by Jim Horne; and seconded by Keith Smith. The motion passed 5-0.

E. Renewal of Food Service Contract for Fleming Island Campus and Orange Park Campus with the current vendor, *Charter Food Services, LLC,* for the 2024/2025 school year – Tabled for future meeting.

X. BOARD MEMBER COMMENTS

XI. UPCOMING MEETINGS
Monthly Governing Board Meeting
June 27, 2024, 6:00 p.m. – 8:00 p.m.
Location: 114 Canova Road, Fleming Island, FL 32003

XII. ADJOURNMENT: The meeting adjourned at 7:34 PM.

Geraldine Hartin, Board Secretary

June 27, 2024
Date