**Board Meeting Minutes**

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| Name of Foundation: | St. Johns Classical Academy, Inc. |
| Board Meeting Date: | February 27, 2025 |
| Board Meeting Location: | St. Johns Classical Academy<br>Fleming Island Campus Cafeteria<br>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: February 27, 2025
Start: 6:09 PM
End: 7:13 PM

Next Meeting: March 27, 2025
Next Time: 6:00 PM

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| Next Meeting Location: | St. Johns Classical Academy<br>Fleming Island Campus Cafeteria<br>114 Canova Road, Fleming Island, FL 32003 |
| Prepared by: | Michelle Rencarge |
| Attended by: | Mandy Hidalgo, Jim Horne, Carlyle Martin, and Keith Smith |
| Absent: | Geraldine Hartin |
| SJCA Representative: | Carole McCullough, Head of School Fleming Island Campus<br>Anthony Bradley, Headmaster Orange Park Campus |
| Parent Liaisons: | Kendra Chaney, Fleming Island Campus (via phone); and<br>Alisha Theisen, Orange Park Campus |

I. CALL TO ORDER, ROLL CALL
   A. Call to Order. Pursuant to public notice, the meeting commenced at 6:09 PM with a Call to Order by Chairman Keith Smith. Quorum was established.
   B. Attendance – Keith Smith
   C. Pledge of Allegiance – Keith Smith
   D. Invocation / Prayer – Anthony Bradley
   E. Reading of the Mission Statement – Carole McCullough

II. TIME CERTAIN ITEMS / PRESENTATIONS - NONE

III. PUBLIC COMMENTS – NONE

IV. APPROVAL OF THE MINUTES – The motion to approve the board meeting minutes of January 23, 2025, was made by Jim Horne; and seconded by Carlyle Martin. The motion passed 4-0.

V. CONSENT AGENDA: The motion to approve Consent Agenda items A, B, D, F, and G, as listed below, was made by Mandy Hidalgo; and seconded by Jim Horne. The motion passed 4-0.

   Consent Agenda items C and E, as listed below, were pulled for individual discussion and voting.

   The motion to approve Consent Agenda item C, as listed below, was made by Carlyle Martin; and seconded by Mandy Hidalgo. The motion passed 4-0.

The motion to approve Consent Agenda item E, as listed below, includes if a scholar is absent on this day; this will be an excused absence, was made by Carlyle Martin; and seconded by Jim Horne. The motion passed 4-0.

A. Fleming Island and Orange Park Campuses Annual Enrollment Capacity 2025-2026.
B. YMCA Contracts for Before / After-School Program for Fleming Island and Orange Park Campuses remain in effect until either party terminates with proper notification.
C. April 2025 Board of Directors Meeting Date Change from April 24, 2025 to April 17, 2025.
D. Restricted Classical Education Teaching Certification Applications (21 applications) for issuance by the Florida Department of Education (February 2025).
E. Revised 2024-2025 School Calendar - Fair Day, April 11, 2025 will be an instructional school day to remain consistent with the Clay County District School's Calendar.
F. Revision to SJCA Grooming (Hair) Policy for male scholars to be revised and included in Family and Scholar Handbook.
G. 2023/2024 SY - IRS Form 990 (07/01/2023 – 06/30/2024 tax year).

VI. PERSONNEL CONSENT AGENDA: The motion to approve the Personnel Consent Agenda as listed below was made by Mandy Hidalgo; and seconded by Carlyle Martin. The motion passed 4-0.

A. Personnel Changes for FY 2024/2025 (January 2025)

VII. ANCORA REPORTS
A. Monthly Financial Reports
1. Fleming Island Campus Financial Report (January 2025)
2. Fleming Island Campus Credit Card Statements (January 2025)
3. Orange Park Campus Financial Report (January 2025)
4. Orange Park Campus Credit Card Statements (January 2025)
B. Strategic Oversight Calendar
C. Ancora Updates

VIII. HEAD OF SCHOOLS REPORTS
A. Fleming Island Campus; Mrs. Carole McCullough
1. Referral / Discipline Summary Report
2. Enrollment Report

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

IX. UNFINISHED BUSINESS – NONE

X. NEW BUSINESS (Chairman)
A. New ESE Compliance Coordinator position, including job description starting in the 2025/2026 School Year. The motion to approve a new position and job description for an ESE Compliance Coordinator that would be shared 50/50 between the Fleming Island and Orange Park Campuses, pending 2025/2026 annual budget approval, was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 4-0.
B. Vesting schedule for the Principal Retirement 403(b) Employer Contribution Plan. After discussion, the motion to approve amending the existing vesting

plan schedule with Principal Financial Group, including a one-time plan amendment fee of $350, removing the vesting period requirements for all employees (present and future) who are eligible and contribute to the 403(b) retirement plan on or after January 1, 2025 (when employer contributions started), who also receive up to the first 3% employer match, be 100% vested day one; no vesting waiting period required, was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 4-0.

C. Orange Park Campus relocation of four air conditioning thermostats currently located in various mechanical rooms on campus. The motion to approve relocating four air conditioning thermostats from the mechanical rooms to the nearest classrooms for $1,100, was made by Jim Horne; and seconded by Carlyle Martin. The motion passed 4-0.

D. Orange Park Campus 2025/2026 staffing needs. After discussion, the motion to approve the additional requested personnel positions presented for the 2025/2026 school year at the Orange Park Campus, subject to budget approval, was made by Mandy Hidalgo; and seconded by Jim Horne. The motion passed 4-0.

XI. BOARD MEMBER COMMENTS

A. Fleming Island Campus Head of School. After discussion, the motion to approve Carole McCullough as the vetted and board approved Head of School at the Fleming Island Campus, with Chairman Smith providing proper notification to Hillsdale College of the board decision, was made by Jim Horne; and seconded by Carlyle Martin. The motion passed 4-0.

XII. UPCOMING MEETINGS

Monthly Governing Board Meeting
March 27, 2025, 6:00 p.m. – 8:00 p.m.
Location: 114 Canova Road, Fleming Island, FL 32003

XIII. ADJOURNMENT: The motion to adjourn the meeting was made by Jim Horne; seconded by Carlyle Martin. The motion passed 4-0; the meeting adjourned at 7:13 PM.

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Geraldine Hartin, Board Secretary

March 27, 2025 .
Date