

Board Meeting Minutes

Name of Foundation: St. Johns Classical Academy, Inc.
Board Meeting Date: March 27, 2025
Board Meeting Location: St. Johns Classical Academy
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 27, 2025
Start: 6:05 PM
End: 7:26 PM

Next Meeting: April 22, 2025

Next Time: 4:00 PM

Next Meeting Location: St. Johns Classical Academy
Orange Park Campus Gymnasium
1324 Kingsley Avenue, Orange Park, FL 32073

Prepared by: Michelle Rencarge

Attended by: Geraldine Hartin, Mandy Hidalgo, Carlyle Martin, and Keith Smith

Absent: Jim Horne

SJCA Representative: Carole McCullough, Head of School Fleming Island Campus
Anthony Bradley, Headmaster Orange Park Campus

Parent Liaisons: Kendra Chaney, Fleming Island Campus (via phone)

Parent Liaison Absent: Alisha Theisen, Orange Park Campus

I. CALL TO ORDER, ROLL CALL

- A. Call to Order. Pursuant to public notice, the meeting commenced at 6:05 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 – Anthony Bradley

II. TIME CERTAIN ITEMS / PRESENTATIONS - NONE

- III. PUBLIC COMMENTS – Mrs. Grace Jones, parent at Orange Park Campus, inquired about communication processes for events that are available for both campuses and how it can be improved going forward.

- IV. APPROVAL OF THE MINUTES – The motion to approve the board meeting minutes of February 27, 2025, was made by Carlyle Martin; and seconded by Mandy Hidalgo. The motion passed 4-0.

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

- A. Orange Park Campus Upper School PE Uniform Change from grey to gold to provide distinction between Grammar School and Upper School.

- B. Fleming Island Campus Upper School PE Uniform to change from grey to white as part of a new ranking system as the scholar advances in PE with goals/curriculum a new shirt color is earned.
 - C. Fleming Island Campus Community Night on April 15, 2025, at 6:30 p.m., and a New Parent Orientation for newly accepted families on May 13, 2025, at 6:00 p.m.
 - D. Fleming Island and Orange Park Campuses Revise Dismissal Times for Graduation on May 23, 2025 to change to a Wednesday schedule and 12:30/1:00 p.m. dismissal times.
 - E. Fleming Island Campus disposal of old gym lockers from previous athletic building and eliminating monthly off-site storage fee where these lockers were stored.
- 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 (February - March 2025)
- VII. ANCORA REPORTS
 - A. Monthly Financial Reports
 - 1. Fleming Island Campus Financial Report (February 2025)
 - 2. Fleming Island Campus Credit Card Statements (February 2025)
 - 3. Orange Park Campus Financial Report (February 2025)
 - 4. Orange Park Campus Credit Card Statements (February 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. Fleming Island Campus - Change of cleaning service vendor from Coverall to Southern Cleaning Service Inc. The motion to approve proper cancellation notice of services to the current vendor, Coverall, and approve Southern Cleaning Service Inc. as the cleaning service company at the Fleming Island Campus, for a monthly charge of \$13,390, including the new gymnasium building and classrooms, was made by Carlyle Martin; and seconded by Mandy Hidalgo. The motion passed 4-0.
 - B. Fleming Island Campus ESE Discussion – No Action Required – FYI Only.
 - C. Orange Park Campus Summer Camp Fees – No Action Required – FYI Only.
 - D. A New Business Agenda Item motion to add additional action item to agenda was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 4-0. The motion to approve adding advanced placement and dual enrollment courses starting in the 2025/2026 school year was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 4-0.

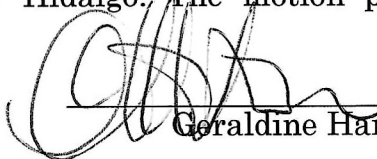
E. Fleming Island Campus gate security coverings and gates on the newly installed operators and a single pedestrian gate with exit push bar (existing walker gate location) The motion to approve Frontline Fencing to install gate security coverings and gates on the newly installed operators and a single pedestrian gate with exit push bar (existing walker gate location) in the amount of \$12,110 was made by Carlyle Martin; and seconded by Mandy Hidalgo. The motion passed 4-0.

XI. BOARD MEMBER COMMENTS

XII. UPCOMING MEETINGS

Monthly Governing Board Meeting
April 17, 2025, 6:00 p.m. – 8:00 p.m.
Location: 114 Canova Road, Fleming Island, FL 32003

XIII. ADJOURNMENT: Chairman Smith left the meeting at 7:07 p.m. Chair-Elect Hartin called for a motion to adjourn the meeting, which was made by Carlyle Martin; seconded by Mandy Hidalgo. The motion passed 3-0; the meeting adjourned at 7:26 PM.



Geraldine Hartin, Board Secretary

April 22, 2025
Date