



Board Meeting Minutes

Name of Foundation: St. Johns Classical Academy, Inc.
Board Meeting Date: May 22, 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: May 22, 2025
Start: 4:08 PM
End: 6:25 PM

Next Meeting: June 26, 2025

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

Attended by: Geraldine Hartin (arrived at 4:43 PM), Mandy Hidalgo, Jim Horne, Carlyle Martin, and Keith Smith

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

Parent Liaison: 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 4:08 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 – Mr. Darren Sievers with School Perceptions presented 2024/2025 survey results to the Board.
- III. PUBLIC COMMENTS – Fleming Island Campus Parent Melissa Perry; Fleming Island Campus staff members Jennifer Kiep, Julie Morro, and Lisa Minic.
- IV. ADOPTION OF THE AGENDA – The motion to approve the adoption of the agenda for May 22, 2025 was made by Mandy Hidalgo; and seconded by Jim Horne. The motion passed 4-0.
- V. APPROVAL OF THE MINUTES – The motion to approve the board meeting minutes of April 22, 2025, was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 4-0.
- VI. CONSENT AGENDA: The motion to approve Consent Agenda items A, B, C, D, E, F, and G, as listed below, was made by Jim Horne; and seconded by Mandy Hidalgo. The motion passed 4-0.
 - A. Revised 2025/2026 School Calendar

- B. Audit Engagement Letters with King & Walker CPAs for Fleming Island and Orange Park Campuses
 - C. School Health Services Guidelines
 - D. Initiating an RFP for PE Uniforms / Club T-Shirts
 - E. Classical Education Teaching Certificates
 - F. Salary Schedule Matrix for Leadership Team
 - G. 2025/2026 Employee Work Schedule Calendar
- VII. PERSONNEL CONSENT AGENDA: The motion to approve the Personnel Consent Agenda as listed below was made by Mandy Hidalgo; and seconded by Jim Horne. The motion passed 4-0.
- A. Personnel Changes for FY 2024/2025 (April 2025)
- VIII. ANCORA REPORTS
- A. Monthly Financial Reports
 - 1. Fleming Island Campus Financial Report (April 2025)
 - 2. Fleming Island Campus Credit Card Statements (April 2025)
 - 3. Orange Park Campus Financial Report (April 2025)
 - 4. Orange Park Campus Credit Card Statements (April 2025)
 - B. Strategic Oversight Calendar
 - C. Ancora Updates
 - D. Notice of Procedure: Annual Meeting of the SJCA Governing Board June 2025
- IX. HEAD OF SCHOOLS REPORTS
- A. Fleming Island Campus; Mrs. Carole McCullough
 - 1. Referral / Discipline Summary Report
 - 2. Enrollment / Withdrawal Reports
 - 3. The Lions Council presented to the board their proposal to purchase for the school a new electronic sign to be placed near the carline entrance to be used, for example notifications, alerts, schedules, and other uses. This will be a turnkey project at no expense to the school except for the monitoring fee that will start after the first year. The new sign will work in conjunction with the existing electronic sign at Canova Road and County Road 220. The motion to approve accepting the gift of a new electronic sign at the carline entrance was made by Mandy Hidalgo; seconded by Carlyle Martin. The motion passed 4-0.
 - B. Orange Park Campus; Mr. Anthony Bradley
 - 1. Referral / Discipline Summary Report
 - 2. Enrollment / Withdrawal Reports
- X. UNFINISHED BUSINESS – NONE
- XI. NEW BUSINESS (Chairman)
- A. Fleming Island Campus - Fine Arts Renovation Proposals. After discussion, the board requested presentations by the three vendors to hear their scope of work before a decision is made. The meeting is scheduled for 4:00 PM, Tuesday, June 3, 2025, at the Fleming Island Campus or via electronic meeting.
 - B. Orange Park Campus – Maintenance and Improvement Projects. After discussion, the motion to approve the lowest bidders (GMT Builders for the Vestibule Installation in the amount of \$9,852; Essential Electric, LLC for the Bathroom Conversion to Locker Rooms in the amount of \$10,750; and Trinity AVL for the Gym Audio/Visual Installation in the amount of \$16,436.65) as

presented by staff was made by Jim Horne; seconded by Mandy Hidalgo. The motion passed 5-0.

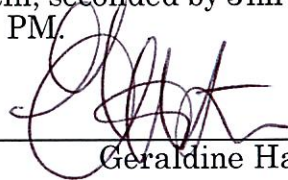
- C. 2025/2026 Fleming Island Campus proposed budget. The motion to approve the 2025/2026 Fleming Island Campus proposed budget was made by Jim Horne; seconded by Geraldine Hartin. The motion passed 5-0.
- D. 2025/2026 Orange Park Campus proposed budget. The motion to approve the 2025/2026 Orange Park Campus proposed budget was made by Jim Horne; seconded by Geraldine Hartin. The motion passed 5-0.
- E. HVAC Maintenance Agreements for Fleming Island and Orange Park Campuses. The motion to approve a one-year HVAC maintenance contract with AirMax Heating & Cooling, Inc. (\$7,400 for Fleming Island (does not include the new gymnasium building as it is under the manufacturer's warranty and \$4,950 for Orange Park Campus) as presented by staff was made by Jim Horne; seconded by Geraldine Hartin. The motion passed 5-0.
- F. Fleming Island Campus – kitchen air conditioning unit replacement. The motion to approve the ratification of a new 5-ton Trane Heat Pump System unit installed by AirMax Heating & Cooling, Inc. at the Fleming Island Campus kitchen in the amount of \$11,157 was made by Jim Horne; seconded by Geraldine Hartin. The motion passed 5-0.

XII. BOARD MEMBER COMMENTS

XIII. UPCOMING MEETINGS

Monthly Governing Board Meeting
June 26, 2025, 6:00 p.m. – 8:00 p.m.
Location: 114 Canova Road, Fleming Island, FL 32003

- XIV. ADJOURNMENT: Chairman Smith called for a motion to adjourn the meeting, which was made by Geraldine Hartin; seconded by Jim Horne. The motion passed 5-0; the meeting adjourned at 6:25 PM.



Geraldine Hartin, Board Secretary

June 26, 2025
Date