**Board Meeting Minutes**

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| Name of Foundation: | St. Johns Classical Academy, Inc. |
| Board Meeting Date: | June 24, 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: June 24, 2025
Start: 4:10 PM
End: 5:43 PM

Next Meeting: July 24, 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: | Geraldine Hartin (arrived at 4:48 PM), Mandy Hidalgo, Carlyle Martin, and Keith Smith |
| Absent: | Jim Horne<br>Anthony Bradley, Headmaster Orange Park Campus |
| SJCA Representative: | Carole McCullough, Head of School Fleming Island Campus<br>Kayla Flannagan, Dean of Students, Orange Park Campus |
| Parent Liaison: | Kendra Chaney, Fleming Island Campus |
| 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 4:10 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 – Keith Smith
   E. Reading of the Mission Statement – Carole McCullough

II. TIME CERTAIN ITEMS / PRESENTATIONS – NONE

III. PUBLIC COMMENTS – NONE

IV. ADOPTION OF THE AGENDA – The motion to approve the adoption of the agenda for June 24, 2025 was made by Mandy Hidalgo; and seconded by Carlyle Martin. The motion passed 3-0.

V. APPROVAL OF THE MINUTES – The motion to approve the board meeting minutes of May 22, 2025, was made by Caryle Martin; and seconded by Mandy Hidalgo. The motion passed 3-0.

VI. CONSENT AGENDA: The motion to approve Consent Agenda items A, B, C, D, E, F, and G, as listed below, was made by Caryle Martin; and seconded by Mandy Hidalgo. The motion passed 3-0.

   A. 2025/20226 Comprehensive Evidence Based Reading Plan (Fleming Island)

B. 2025/20226 Comprehensive Evidence Based Reading Plan (Orange Park)
C. Nepotism & Employee Relations Policy – Hiring
D. 2025/2026 Food Service Management Company Renewal
E. Classical Education Teaching Certificate Approvals
F. NSLP Procurement Policy (Revision)
G. 2025/2026 IXL Contract

VII. PERSONNEL CONSENT AGENDA – NONE

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

IX. HEAD OF SCHOOLS REPORTS
A. Fleming Island Campus; Mrs. Carole McCullough
1. Referral / Discipline Summary Report
2. Enrollment / Withdrawal Reports
B. Orange Park Campus; Mrs. Kayla Flannagan
1. Referral / Discipline Summary Report
2. Enrollment / Withdrawal Reports

X. UNFINISHED BUSINESS
A. Fine Arts Renovation (Fleming Island Campus) – Tabled for future meeting.

XI. NEW BUSINESS (Chairman)
A. Printer/Copier Replacements (Fleming Island & Orange Park Campuses). The motion to approve the printer/copier replacements (with contracts being presented to the board at a future date with pricing and terms for ratification and/or approval) at both the Fleming Island and Orange Park Campuses was made by Mandy Hidalgo; seconded by Geraldine Hartin. The motion passed 4-0.
B. Ratification of school insurance renewal for 2025/2026 school year with Philadelphia. The motion to approve the ratification of the 2025/2026 school insurance renewal with Philadelphia was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 4-0.
C. Orange Park Campus Athletics. After discussion, the motion to approve exploring options of separating athletics only to distinguish between the campuses with final board approval before action taken was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
D. 2025/2026 Fleming Island Campus Yearbook Contract. After discussion, the motion to approve Varsity Yearbook as the yearbook vendor for the 2025/2026 school year was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
E. Ratification of modification of the Cintas – Fire and Safety Agreement to include the gymnasium at the Fleming Island Campus. The motion to approve the ratification of the Cintas – Fire and Safety Agreement to include the gymnasium at the Fleming Island Campus was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.
F. Fleming Island Campus – Roof and Gutter Repair. The motion to procced with the roof and gutter repair at the Fleming Island Campus Academic Building

with Barber Klein Roofing in the amount of $3,380 was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

G. Fleming Island Campus Door Replacements on the east side of the Academic Building and Student Services Building (aka Little House). The motion to approve the replacement of doors on the east side of the Academic Building and Student Services Building in the amount of $35,157.18, by Cajun Installation & Distributing, Inc., was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

H. Orange Park Campus -New Occupational Therapist for the 2025/2026 school year, Nurture and Thrive, OT, LLC. The motion to approve a new Occupational Therapist, Nurture and Thrive, OT, LLC, at the Orange Park Campus for the 2025/2026 school year was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

I. Orange Park Campus – Fence Expansion due to the addition of new portables on campus. The motion to approve Armstrong Fence Co, in the amount of $19,500, to modify as necessary and install additional fencing to accommodate the new school portables on campus was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

J. RFP Summary for PE Uniforms and Club T-Shirts for St. Johns Classical Academy Campuses. After discussion, the motion to approve Stryker Custom Designs as the approved PE Uniform and Club T-Shirts vendor as presented in their proposal was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

K. Orange Park Campus – removal of existing flooring and installation of new luxury vinyl plank flooring in the existing portables (kindergarten). The motion to approve Patrick Miles to remove existing flooring and install new luxury vinyl plank flooring in the existing portable (kindergarten) buildings in the amount of $10,368 (does not include the purchase of the luxury vinyl plank flooring) was made by Mandy Hidalgo; seconded by Geraldine Hartin. The motion passed 4-0.

L. Governing Board Annual Disclosures – No Action Required.

M. SJCA Governing Board of Directors Annual Meeting The motion to retain Keith Smith as Board Chairman; Geraldine Hartin as Vice Chairman/Chair Elect and Board Secretary; Mandy Hidalgo as Board Treasurer; Carlyle Martin as Board Member, and Jim Horne as Board Member for the 2025/2026 fiscal year (July 1, 2025 – June 30, 2026) was made by Geraldine Hartin; seconded by Mandy Hidalgo. The motion passed 4-0.

XII. BOARD MEMBER COMMENTS - NONE

XIII. UPCOMING MEETINGS
Monthly Governing Board Meeting
July 24, 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 Mandy Hidalgo. The motion passed 4-0; the meeting adjourned at 5:43 PM.

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Geraldine Hartin, Board Secretary

July 24, 2025.
Date