

Board Meeting Minutes

Name of Foundation: St. Johns Classical Academy, Inc.
Board Meeting Date: July 24, 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: July 24, 2025

Start: 6:10 PM

End: 7:07 PM

Next Meeting: August 28, 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, Mandy Hidalgo, Carlyle Martin, and Keith Smith

Absent: Jim Horne
Carole McCullough, Head of School Fleming Island Campus

SJCA Representative: Anthony Bradley, Headmaster Orange Park Campus

Parent Liaison: Kendra Chaney & Melissa Taylor, Fleming Island Campus

Parent Liaison Absent: Alicia Theisen, Orange Park Campus

- I. CALL TO ORDER, ROLL CALL
 - A. Call to Order. Pursuant to public notice, the meeting commenced at 6:10 PM with a Call to Order by Chairman Keith Smith. Quorum was established.
 - B. Attendance – Keith Smith
 - C. Pledge of Allegiance – Anthony Bradley
 - D. Invocation / Prayer – Anthony Bradley
 - E. Reading of the Mission Statement – Anthony Bradley
- II. TIME CERTAIN ITEMS / PRESENTATIONS – NONE
- III. PUBLIC COMMENTS – Chairman Smith recognized and thanked the current Fleming Island Campus Parent Liaison, Kendra Chaney, for her time and dedication to the school. Chairman Smith also welcomed the new parent liaison for the 2025/2026 school year, Melissa Taylor.
- IV. ADOPTION OF THE AGENDA – The motion to approve the adoption of the agenda for July 24, 2025 was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 4-0.
- V. APPROVAL OF THE MINUTES – The motion to approve the board meeting minutes of June 24, 2025, was made by Geraldine Hartin; 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, G, and H, as listed below, was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 4-0.

- A. Fleming Island & Orange Park Campuses – Universal clinic forms to be used at all locations.
 - B. 2025/2026 Fleming Island Campus Parent Liaison, Melissa Taylor
 - C. 2025/2026 Revised School Calendar
 - D. 2025/2026 Ratification of Mosaic / MySchoolApps Contract with Heartland School Solutions; part of the MySchoolBucks platform
 - E. 2025/2026 Ratification of SchoolMint (lottery platform) Contract (November 1, 2025 – October 31, 2026)
 - F. Fleming Island & Orange Park Campuses Ratification of new copier contract with Canon Financial Services, Inc., monthly payment of \$1,496.66, 63 month term, effective August 2025, including 16 Epson Workforce copiers (7 Fleming Island, 9 Orange Park)
 - G. 2025/2026 Orange Park Campus Mental Health Plan
 - H. 2025/2026 Fleming Island Campus Mental Health Plan
- VII. PERSONNEL CONSENT AGENDA – July 2025 new hires & termed employees. The motion to approve the personnel consent agenda for July 2025 new hires and termed employees was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 4-0.
- VIII. ANCORA REPORTS – FYI ONLY; NO ACTION TAKEN
- A. Monthly Financial Reports
 - 1. Fleming Island Campus Financial Report (June 2025)
 - 2. Fleming Island Campus Credit Card Statements (June 2025)
 - 3. Orange Park Campus Financial Report (June 2025)
 - 4. Orange Park Campus Credit Card Statements (June 2025)
 - B. Strategic Oversight Calendar
 - C. Ancora Updates
- IX. HEAD OF SCHOOLS REPORTS– FYI ONLY; NO ACTION TAKEN
- A. Fleming Island Campus
 - 1. Enrollment Report
 - B. Orange Park Campus; Mr. Anthony Bradley
 - 1. Enrollment Report
- X. UNFINISHED BUSINESS - NONE
- XI. NEW BUSINESS (Chairman)
- A. Milk Cooler Replacement for Fleming Island and Orange Park Campuses. After discussion, the motion to approve the purchase of two milk coolers (one at each campus) model Avantco MC58-HC, with five-year (parts only) compressor warranty, two years parts warranty, two years labor warranty, for \$1,907.05 each, was made by Geraldine Hartin; and seconded by Mandy Hidalgo. The motion passed 4-0.
 - B. Fleming Island Campus Acoustic Panels for Band Room. The motion to table until the August 2025 meeting was made by Carlyle Martin; and seconded by Geraldine Hartin. The motion passed 4-0.
 - C. Fleming Island Campus Roof Top Unit Condenser Coil Replacements on four Trane 30-ton roof top units (academic building). After discussion, the motion to approve THIGPEN Heating and Cooling to replace the condensers for the four Trane 30-ton roof top units, in the amount of \$43,831.30, was made by Geraldine Hartin; and seconded by Caryle Martin. The motion passed 4-0.
 - D. Fleming Island Campus – Lawn Maintenance. After discussion, the motion to approve TLC Total Lawn Care for lawn maintenance in the monthly amount

of \$2,492.34, was made by Gerladine Hartin; and seconded by Carlye Martin. The motion passed 4-0.

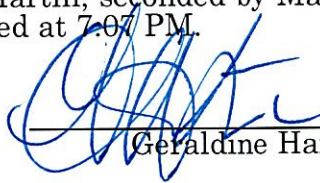
- E. Parent Uniform Concern. Fleming Island Campus has received parent concern regarding the approved length of the upper school skirts. After discussion, the motion to approve the length of the skirt to be no more than two inches (2") above the top of the kneecap as measured when the scholar is standing, and language added to the Family and Scholar Handbook, was made by Carlye Martin; and seconded by Geraldine Hartin. The motion passed 4-0.

XII. BOARD MEMBER COMMENTS - NONE

XIII. UPCOMING MEETINGS

Monthly Governing Board Meeting
August 28, 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 7:07 PM.



Geraldine Hartin, Board Secretary

August 28, 2025

Date