

Board Meeting Minutes

Name of Foundation: St. Johns Classical Academy, Inc.
Board Meeting Date: September 25, 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: September 25, 2025
Start: 6:06 PM
End: 7:01 PM

Next Meeting: October 23, 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: Mandy Hidalgo, Carlyle Martin, and Keith Smith

Absent: Geraldine Hartin

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

Parent Liaisons: Melissa Taylor, Fleming Island Campus
Alicia Theisen, Orange Park Campus

- I. CALL TO ORDER, ROLL CALL
 - A. Call to Order. Pursuant to public notice, the meeting commenced at 6:06 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 – 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 September 25, 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 for the following was made by Mandy Hidalgo; and seconded by Carlyle Martin. The motion passed 3-0.

A. 2025.08.28 Monthly Meeting Minutes

- VI. CONSENT AGENDA: The motion to approve Consent Agenda items A, B, D, E, F, G, H, I, J, K, L, M, and N as listed below, was made by Carlyle Martin; and seconded by Mandy Hidalgo. The motion passed 3-0.

Item C – Lions Council Memorandum of Understanding pulled and tabled for future meeting.

- A. 2025/2026 Instructional and Administrative Evaluation System with the Florida Consortium of Public Charter Schools State Approved Evaluation system for Classroom Teachers and other Instructional Personnel, and the Evaluation System for School-Based Administrators (Observe4Success).
- B. Renewal of Observe4Success Contract for a three-year term contract ending November 2028, grand total of \$15,254.00 split 60/40 between Fleming Island Campus (\$9,152.40) and Orange Park Campus (\$6,101.60).
- D. Key Policy updated from board approval on April 27, 2023; 2025/2026 Individual School Emergency Plan for faculty and staff; 2025/2026 Drill procedures for faculty and staff (Fleming Island Campus)
- E. 2025/2026 Teacher Procedural Manual (Fleming Island Campus)
- F. 2025/2026 School Culture Plan (Fleming Island Campus)
- G. Certificate of Corporate Resolution Renewal of Letter of Credit with Clay Electric Cooperative in the amount of \$7,200 (Fleming Island Campus)
- H. 2025/2026 School Year Instructional Staff Salary Schedule
- I. 2024/2025 Retro Payment Salary Increase Allocation
- J. 2025/2026 Plan Salary Increase Allocation
- K. 2025 Legislative Policies
 - 1. Scholar Welfare Policy, HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, reflects the rights of parents and the obligations of the school relating to scholar welfare.
 - 2. School Based Threat Management Team Policy, Section 1006.07(7), F.S. – to minimize the risk of violence at the school.
 - 3. Wireless Communication and Other Electronic Devices Policy, HB 1105 (2025) and §1006.07(2)(n) – establishes rules for scholar use of wireless communication devices to promote a safe and distraction-free learning environment.
 - 4. Staff Arrest Reporting Policy, §1012.22 F.S., Chapter 435 F.S., Rule 6A-10.081 F.A.C. and other applicable laws and administrative rules regarding procedure for staff who have been arrested.
- L. 2025/2026 Family & Scholar Handbook
- M. 2025/2026 Out of Field Teachers (Fleming Island & Orange Park Campuses)
- N. 2025/2026 Individual School Emergency Plan for faculty and staff (Orange Park Campus)

VII. PERSONNEL CONSENT AGENDA – July – September 2025

VIII. ANCORA REPORTS – FYI ONLY; NO ACTION TAKEN

A. Monthly Financial Reports

1. Fleming Island Campus Financial Report (August 2025)
2. Fleming Island Campus Credit Card Statements (August 2025)
3. Orange Park Campus Financial Report (August 2025)
4. Orange Park Campus Credit Card Statements (August 2025)

B. Strategic Oversight Calendar

C. Ancora Updates

IX. HEAD OF SCHOOLS REPORTS – FYI ONLY; NO ACTION TAKEN

A. Fleming Island Campus: Mrs. Carole McCullough

1. Referral / Discipline Report
2. Enrollment Report

B. Orange Park Campus: Mr. Anthony Bradley

1. Referral / Discipline Report
2. Enrollment Report

X. UNFINISHED BUSINESS: – NONE

XI. NEW BUSINESS (Chairman)

A. SJCA Internal Accounts Manual. The motion to approve the SJCA Internal Accounts Manual as presented was made by Carlyle Martin; seconded by Mandy Hidalgo. The motion passed 3-0.

B. Consideration of new Governing Board of Directors Member. The motion to approve Mrs. Lori Horne as the newest governing board member, replacing Jim Horne, whose term ended September 2025, was made by Mandy Hidalgo; seconded by Carlyle Martin. The motion passed 3-0.

C. Fleming Island Campus – New Chemistry Lab tables/stools – tabled for future discussion.

XII. BOARD MEMBER COMMENTS:

XIII. UPCOMING MEETINGS

Monthly Governing Board Meeting

October 23, 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 Carlyle Martin; seconded by Mandy Hidalgo. The motion passed 3-0; the meeting adjourned at 7:01 PM.



Geraldine Hartin, Board Secretary

October 23, 2025

Date