

MEETING MINUTES

Name of Foundation: St. Johns Classical Academy
Board Meeting: July 10, 2017

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 10, 2017
Start: 4:00 pm
End: 6:00 pm
Next Meeting: July 24, 2017
Next Time: 4:00 pm
Prepared by: D. Johnson
Meeting Location:
2233 Park Avenue, Suite 303
Orange Park, FL

Attended by:
Board Members:
Diane Hutchings
Amy Miller
Daniel Johnson

Absent:
None

I. CALL TO ORDER/ROLL CALL

Pursuant to public notice, the meeting commenced at 4:10 pm with a Call to Order by Diane Hutchings. Quorum was established.

II. TIME CERTAIN ITEMS

None

III. CONSENT AGENDA

A. APPROVAL OF MINUTES

B. REPORTS

1. ENROLLMENT REPORT - Michelle Knapp presented the report.
2. FINANCIAL REPORT – Michelle Knapp presented the report.
3. STAFFING UPDATE – Michelle Knapp presented the update.

Motion was made by Amy Miller and seconded by Daniel Johnson to approve the CONSENT AGENDA items. Motion was proved (3-0).

IV. PUBLIC COMMENT – NONE

V. BOARD DISCUSSION AND ACTION ITEMS

A. OLD BUSINESS

- a. School site selection update – Amy Miller.
- b. Lease agreement updates – discussion.

B. NEW BUSINESS

- 1. Contracts
 - 1. Gifted – discussion.
 - 2. Copier Services – discussion.
 - 3. Clock in System – discussion.
 - 4. Uniforms – discussion.
- 2. REIMBURSEMENT RESOLUTION & BB&T PRELIMINARY ANALYSIS - DISCUSSION
- 3. OVERTIME EXTENSIONS – DISCUSSION.
- 4. FIPC REPRESENTATIVE
 - A. ITEMS IN BUILDING – DISCUSSION.
- 5. FINANCIAL PLANNING
 - F. TEXTBOOKS/NEEDS FOR TRAINING – DISCUSSION.
- 6. FAMILY HANDBOOK – DISCUSSION.
- 7. EMPLOYEE HANDBOOK – DISCUSSION.

VI. DIRECTOR COMMENTS

- A. Status of current tasks – discussion.
 - 1. MOVING – FURNITURE MOVE/STORAGE ISSUES
 - 2. CSP
 - 3. PRE-PLANNING
 - 4. LEADERSHIP CAMP AND BAND CAMP
- B. PRE-PLANNING CALNDAR
 - 1. Board Breakfast
 - 2. Presentations
 - 3. Bowling (\$291)
 - 4. Guests
- C. Office staff Appreciation

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT – 6:00 pm

Diane Hutchings
Diane Hutchings, President

Date: July 14, 2011