



## Meeting Minutes

Name of Foundation: St. Johns Classical Academy, Inc.  
Board Meeting Date: November 30, 2023  
Board Meeting Location: Academic Building, Room 134  
114 Canova Road, Fleming Island

*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: November 30, 2023  
Start: 6:00 PM  
End: 8:21 PM

Next Meeting: January 25, 2024  
Next Time: 6:00 PM  
Next Meeting Location: Academic Building, Room 134

Prepared by: Michelle Rencarge  
Meeting Location: Academic Building, Room 134  
Attended by: Geraldine Hartin (via telephone), Mandy Hidalgo, Jim Horne (via telephone), Carlyle Martin, and Keith Smith  
Absent: Parent Liaison, Kendra Chaney  
SJCA Administrator: Daniel (Matt) Johnson, Headmaster Fleming Island Campus  
Anthony (Tony) Bradley, Headmaster Orange Park Campus

- I. CALL TO ORDER, ROLL CALL.  
Pursuant to public notice, the meeting commenced at 6:00 PM with a Call to Order by Carlyle Martin. Quorum was established.
- II. TIME CERTAIN ITEMS/PRESENTATIONS: NONE
- III. PUBLIC COMMENTS – Risa Byrd, with Little Sprouts Learning Center in Putnam County presented to the Board her withdrawal letter dated November 30, 2023, regarding the Memorandum of Understanding between Little Sprouts Learning Center and St. Johns Classical Academy, including the use of St. Johns Classical Academy trademark branding effective immediately.
- IV. CONSENT AGENDA. The motion to approve the consent agenda as listed below was made by Keith Smith; and seconded by Geraldine Hartin. The motion passed 5-0.
  - A. 2023.10.26 Board Meeting Minutes
  - B. Florida Statute & State Board of Education Required Policies & Template Adoptions for the following:
    1. Specific Material Objection Template (materials used in the classroom),
    2. Credit Recovery Courses,
    3. Teacher Appreciation Program, and
    4. Unresolved Student Welfare Complaints.
  - C. Adjunct Teaching Certificates. In accordance with Florida Statute 1012.57 that was amended in May 2023 to allow charter school governing boards to issue adjunct teaching certificates, subject to specific requirements and who

fulfills the requirements of s. 1012.56(2)(a)-(f) and (11), including having expertise in the subject area to be taught.

- D. Appointment of Dina Sakowski as the Public Records Custodian for St. Johns Classical Academy.

V. STRATEGIC OVERSIGHT CALENDAR

- A. Strategic Oversight Calendar (No Action Required – FYI Only)

VI. FLEMING ISLAND CAMPUS:

- A. Reports (No Action Required – FYI Only):

1. Fleming Island Campus Enrollment as of November 17, 2023.
2. Fleming Island Campus Referral / Discipline Summary Report October 17, 2023 through November 20, 2023.
3. Fleming Island Campus Financial Package October 2023.

- B. Board Action Items:

1. Follow-Up Fleming Island Campus Board Item – Request for approval of additional staffing changes for the 2023/2024 School Year. After Board discussion, the motion to approve the request for additional staffing changes for the 2023/2024 School Year for an Executive Assistant/Bookkeeper, Academic Advisor (Licensed Mental Health Counselor), Part-Time Custodial Staff Member, additional hour for resource teaching aid in upper school physical education, increasing hourly pay for long-term substitutes from \$18.75 to \$20.00 per hour to match Clay County District Schools rate of pay, and increasing the hourly rate for upper school physical education resource aid from \$15.00 per hour to \$20.00 per hour due to level of responsibility, was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 5-0.

- C. Campus Updates (No Action Required – FYI Only).

- D. Headmaster Comments (No Action Required – FYI Only).

VII. ORANGE PARK CAMPUS REPORTS:

- A. Reports (No Action Required – FYI Only):

1. Orange Park Campus Enrollment as of November 17, 2023.
2. Orange Park Campus Referral / Discipline Report from October 17, 2023 through November 20, 2023.
3. Orange Park Campus Financial Package October 2023.

- B. Board Action Items:

1. Response to Clay County District Schools request for update to Orange Park Campus Application. After Board discussion, the motion to approve the response as presented to the Board regarding the requested changes from Clay County District Schools for the Orange Park Campus application was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 5-0.

- C. Campus Updates (No Action Required – FYI Only).

- D. Headmaster Comments / Reports (No Action Required – FYI Only).

VIII. PUTNAM CAMPUS:

- A. Board Action Items:

1. Raymond James Underwriting or Placement Agent Agreement – ITEM PULLED
2. Palatka School Plan – ITEM PULLED



IX. NEW BUSINESS / ALL CAMPUSES BOARD ITEMS:


- A. New Scholar Admissions. NO ACTION – DISCUSSION ONLY.
- B. Long Range Planning with Hillsdale College. After Board discussion, the motion to approve the offer by Hillsdale College to meet to discuss and prepare a 10-year strategic plan at no cost for St. Johns Classical Academy was made by Geraldine Hartin; and seconded by Keith Smith. The motion passed 5-0.
- C. Hillsdale Campus Visits. NO ACTION – DISCUSSION ONLY.
- D. Amend By-Laws to include a Vice-Chairman to serve on the Governing Board. After Board discussion, the motion to amend the by-laws to include a Vice-Chairman who will be elected during the annual June meeting, along with the other Board positions, including the motion to elect Keith Smith as the new Vice-Chairman, effective December 1, 2023, was made by Carlyle Martin; and seconded by Mandy Hidalgo. The motion passed 4-0; Board Member Keith Smith abstaining.
- E. Authorizing resolution for participation in the Local Government Surplus Funds Trust Fund (Florida PRIME), governed by Chapters 215 and 218, Florida Statutes, and Chapter 19-7 of the Florida Administrative Code. The motion to approve the authorizing resolution for participation in the Local Government Surplus Funds Trust Fund (Florida PRIME), governed by Chapters 215 and 218, Florida Statutes, and Chapter 19-7 of the Florida Administrative Code, which is managed by the Florida State Board of Administration, where the Headmaster is an authorized representative to invest available internal funds from St. Johns Classical Academy into Florida PRIME was made by Mandy Hidalgo; and seconded by Geraldine Hartin. The motion passed 5-0.

X. UNFINISHED BUSINESS - NONE

XI. BOARD MEMBER COMMENTS:

- A. Ancora Management meeting with St. Johns River State College President, Joe Pickens, to introduce the college to the rise in classical education and the benefit of providing a pathway for their students with a major in education to be introduced to classical education as a career choice. Opportunities for St. Johns Classical Academy include funding the following activities: 1.) develop a recruiting brochure, 2.) prepare an information packet as described 3.) sponsor a cohort gathering to introduce St. Johns Classical Academy and our mission in education, and 4.) develop a plan to sponsor scholarship(s). After Board discussion, the motion for funding the following activities: 1.) developing a recruiting brochure, 2.) preparing an information packet as described 3.) sponsoring a cohort gathering to introduce St. Johns Classical Academy and our mission in education, and 4.) developing a plan to sponsor scholarship(s) with St. Johns River State College for those students pursuing a major in education was made by Jim Horne; seconded by Keith Smith. The motion passed 5-0.

XII. ADJORNMENT: 8:21 PM

  
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Carlyle Martin, Board Chairman

12/08/2023  
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Date