

MEETING MINUTES

Name of Foundation: St. Johns Classical Academy
Board Meeting: April 24, 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: April 24, 2017
Start: 4:00 pm
End: 6:00 pm
Next Meeting: May 8, 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

Pursuant to public notice, the meeting commenced at 4:05 pm with a Call to Order by Diane Hutchings.

II. **ROLL CALL** was taken and quorum established.

III. TIME CERTAIN ITEMS

a. INSURANCE BIDS

- i. **TIM OLSON, THE BAILEY GROUP** – Presentation by Tim Olson. **Motion was made by Daniel Johnson and seconded by Amy Miller to approve The Bailey Group to be the provider for medical insurance for SJCA employees and to approve the choice of United Healthcaré along with dental, vision, and life insurance. Motion was approved (3-0).**
- ii. **WAYNE MEARES, AFLAC** – Presentation by Wayne Meares. **Motion was made by Diane Hutchingson and seconded by Amy Miller to make AFLAC the preferred vendor AFLAC available to employees through Wayne Meares. Motion was approved (3-0).**

iii. LOUIS DIAZ INSURANCE AND CONSULTING – Presentation by Louis Diaz.

IV. **APPROVAL OF MINUTES – Motion was made by Daniel Johnson and seconded by Amy Miller to approve the April 3, 2017 Meeting Minutes. Motion was approved (3-0).**

V. **REPORTS**

- a. **ENROLLMENT REPORT** - Michelle Knapp presented the report.
- b. **FINANCIAL REPORT** – Michelle Knapp presented the report.
- c. **STAFFING UPDATE** – Michelle Knapp presented the update.

VI. **CONSENT AGENDA - NONE**

VII. **PUBLIC COMMENT – NONE**

VIII. **BOARD DISCUSSION AND ACTION ITEMS**

A. **OLD BUSINESS**

- a. School site selection update – discussion.
- c. Lease agreement – discussion.
- b. Benefits Package – Medical, benefits, retirement update – discussion. **Motion was made by Daniel Johnson and seconded by Diane Hutchings to provide a Simple IRA Plan for employees that will offer a 3% match. Motion was approved (3-0).**

B. **NEW**

- 1. GEPA Plan – discussion.
- 2. Adoption of Board Policy – discussion.
- 3. Branding guidelines – discussion.
- 4. Uniforms – discussion.

IX. **DIRECTOR COMMENTS**

Upcoming Events – discussion.

X. **BOARD MEMBER COMMENTS**

XI. **ADJOURNMENT – 7:01 pm**



Diane Hutchings, President

Date: _____

5/8/2017