



Jacksonville Classical Academy, Inc. (JXC) Jacksonville Classical Academy East (JXCE)

Agenda for Annual Meeting of the Joint Board of Directors

Location: 2043 Forest St, Jacksonville, FL 32204

August 18, 2022, 11:00 A.M.

MINUTES

Members in Attendance

- Mr. John D. Rood, JXC Chairman
- Mr. Len Allen, JXCE Chairman
- Dr. Allison DeFoor, JXC Vice Chair, JXCE Treasurer/Secretary
- Ms. Colleen Haley, JXC Secretary
- Ms. Shantel Davis
- Ms. Rebecca Dugger (via phone)
- Mr. Daryl Gottlieb

School Personnel in Attendance

- Mrs. Donalds, Executive Director
- Dr. David Withun, JXC Head of School
- Ms. Spry, JXCE Head of School

Members Absent

- Mr. Cleve Warren, JXC Treasurer

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1. Meeting Called to Order at 11:34 a.m.
 2. Attendance Roll Call recorded by Mrs. Kuhl
 3. Election of Board Members and Officers
 - a. Accept the recommendation of the JXC Governance Committee to add Mr. Len Allen to the Jacksonville Classical Academy Governing Board - (vote)
Motion made by Ms. Haley, seconded by Ms. Davis to add Mr. Len Allen to the Jacksonville Classical Academy Governing Board, vote: unanimous.
 - b. Accept the recommendation of the JXC Governance Committee for a three-year term renewal for Ms. Shantel Davis – **Vote: unanimous**
 - c. Accept the recommendation of the JXC Governance Committee for a three-year term renewal for Mr. Gottlieb – **Vote: unanimous**
 - d. The proposed slate of officers for Jacksonville Classical Academy Governing Board: Mr. John D. Rood, Chairman; Dr. Allison DeFoor, Vice Chairman; Mr. Cleve Warren, Treasurer; and Ms. Colleen Haley, Secretary – (vote)
Motion made by Ms. Davis, seconded by Mr. Gottlieb to approve the slate of officers as presented, vote: unanimous
 - e. The proposed slate of officers for Jacksonville Classical Academy East Governing Board: Mr. Len Allen, Chairman; Mr. John D. Rood, Vice Chairman; Mr. Cleve Warren, Treasurer/Secretary – (vote)
Motion made by Ms. Haley, seconded by Ms. Davis to approve the slate of officers as presented, vote: unanimous

4. Approval of Minutes - (vote) – ***Motion to approve meeting minutes made by Mr. Gottlieb, seconded by Ms. Davis, vote: unanimous***
 - a. JXC: 6/23/2022, 7/21/22
 - b. JXCE: 6/23/22, 7/21/22
5. Community Comments – None
6. Chairman’s Report –
 - a. Mr. Rood commended Dr. Withun and the entire JXC team. Mr. Rood shared updates on tours given, gymnasium construction, architectural expenses and funding sources, the new Education Center, and field trip funding. Mr. Rood commended Ms. Spry for the culture created at JXCE. The next joint JXC/JXCE Board meeting will be held at the JXCE campus. Mr. Rood thanked Mr. Rick Davis for overseeing JXCE construction. Mr. Rood welcomed Ms. Rebecca Dugger to the Board.
 - b. Mr. Allen echoed Mr. Rood’s thanks to Mr. Davis and Ms. Spry for their accomplishments on JXCE construction and school culture.
7. Executive Director’s Report – Mrs. Donalds and Dr. Withun spoke about the JXC 2021-2022 School Grade of “C”. Mrs. Donalds reported on the current enrollment at JXC and JXCE, staffing updates and bringing the HR function in-house, supply ordering and new inventory systems, student records compliance, contract deliverables, new market tax credit financing compliance completed, and JXC and JXCE audits which are pending.
8. Financial Report – Mrs. Turner reviewed the JXC financial statements shared with the Board, including balance sheets, funding, grant status, board donations, debt service, and cash status. Mrs. Turner reviewed the start-up finances for JXCE; Budget vs. actual will be presented at the next meeting.
9. Other Matters
 - a. Construction Report – Mr. Davis thanked Mr. Allen and Mr. Rood for their support in the construction efforts. Mr. Davis reported on the construction JXCE process and shared photos.
 - b. Facilities Update – Ms. Shantel Davis shared a report of her visit to the facility and future plans for updates and enhancements.
 - c. Parent Representative, JXCE - (vote)
Motion to appoint Ms. Shantel Davis as JXCE Parent Representative made by Ms. Haley, seconded by Mr. Gottlieb, vote: unanimous.
 - d. Resolution for Signing Authority, JXC, JXCE - (vote)
Motion made by Ms. Haley to approve signing authority for David Coons, Optima CFO on financial accounts and contracts which are for amounts not exceeding the total budgeted amount, with terms not to exceed 12 months; and are in accordance with the School’s policies, seconded by Mr. Gottlieb, vote: unanimous.

- e. JXC Head of School Review – (vote) The Board discussed the review and salary.
Motion to accept the evaluation for Dr. Withun and to give a one-time bonus of \$10,000, funded by donation, made by Ms. Haley, seconded by Mr. Allen, vote: unanimous.
- f. Optima Evaluation – The board discussed their evaluation of The Optima Foundation, including areas of strength, e.g. academic program, and areas for improvement, e.g. building and grounds management.
- g. 2022-2023 JXC/JXCE Joint Board Meeting Schedule – (vote)
The schedule is to be revised to include a “location” column and note the year. Quarterly meetings will be held at alternating locations starting with the November 14th meeting to be held at JXCE.
Motion made by Ms. Davis to approve the schedule with revisions, seconded by Mr. Allen, vote: unanimous.
- h. Establishment of JXCE Audit Committee – (vote)
Motion to establish a JXCE Audit Committee and appoint Mr. John Rood and Mr. Cleve Warren made by Ms. Haley, seconded by Ms. Davis, vote: unanimous.
- i. Temporary Teacher Certification Extension Requests – (vote)
Motion made by Ms. Haley to approve the temporary certification requests presented, seconded by Ms. Davis, vote: unanimous.
 - i. Ms. Darlene Butler
 - ii. Ms. Kizzie Griffin
 - iii. Ms. Emma Jones

10. Policy Updates – Mrs. Turner

Motion to approve the policy and documents as presented made by Ms. Haley, seconded by Mr. Allen, vote: unanimous.

- a. 6700 – Travel and Entertainment Expenses – (vote)
- b. 2022-2023 Crisis Response Plan – (vote)
- c. 2022-2023 Active Assailant Response Plan – (vote)

11. Board Discussion

- a. Ms. Haley requested the final Board packet be sent out two days in advance and no earlier versions be sent.

12. Adjournment – 1:24 p.m.

Next Special Board Meeting – October 6, 2022, 11:30-12:00

***Reviewed and approved by Chair John D. Rood on _____
(date)***