



Jacksonville Classical Academy, Inc. (JXC – Riverside Campus)
Jacksonville Classical Academy East, Inc. (JXCE – Ft. Caroline Campus)

Minutes for Joint Board of Directors Regular Meeting

Location: Jacksonville Classical Academy Resource Center, 2043 Forest Street, Jacksonville, FL 32204

September 15, 2025 11:30 AM

Preliminary – not approved by the Board

<u>Members in Attendance</u>	<u>School Personnel in Attendance</u>	<u>Members Absent</u>
➤ Mr. John D. Rood, Board Chairman ➤ Dr. Allison DeFoor ➤ Ms. Rebecca Stubbs (via phone) ➤ Ms. Shantel Davis (via phone) ➤ Mr. Daryl Gottlieb, Secretary/Treasurer (via phone) (Departed Meeting at 12 PM)	➤ Ms. Sydnee Larsen, JXC Parent Liaison ➤ Ms. Kate Richarson, JXCE Parent Liaison ➤ Mr. Nick Barker, Principal (Riverside Campus) ➤ Ms. Claudia Shisler, Principal (Fort Caroline Campus) (via phone) ➤ Ms. Courtney Hughes, Director of Student Life ➤ Ms. Kelly Goddin, SFS Representative (via phone)	

A regular meeting of the Joint Board of Directors of Jacksonville Classical Academy, Inc. ("JXC") and Jacksonville Classical Academy East, Inc. ("JXCE") was held pursuant to public notice on September 15, 2025 at 11:30 a.m. at 2043 Forest Street, Jacksonville, Florida and by Zoom.

Establishment of a Quorum.

All of the members of the Board attending the meeting in person or by Zoom. The meeting was arranged so that all participants could hear and be heard at all times. The meeting was called to order at 11:32 a.m.

Adoption of Agenda.

Motion to approve the adoption of the agenda made by Dr. DeFoor, seconded by Mr. Gottlieb. Motion approved unanimously by the Board.

Approval of Minutes.

Motion to approve the June 5, 2025 Joint Regular Board Meeting minutes made by Dr. DeFoor, seconded by Mr. Gottlieb. Motion approved unanimously by the Board.

Presiding Officer.

Mr. Rood served as Chairman.

Public Comments. None

Election of New Vice Chair.

Chairman Rood informed the Board that Mr. Allen resigned from the Boards of JXC and JXCE on August 14, 2025. As a result, we need to elect a new Vice Chair. After the discussion, **Mr. Gottlieb nominated Ms. Davis for Vice Chair of the joint JXC/JXCE Boards. Dr. DeFoor seconded the nomination, and she was unanimously elected as Vice Chair by the Board.**

Chairman Update.

Mr. Rood thanked the Board for their support and discussed the 2024-2025 school grades for Riverside (A grade) and Ft. Caroline (C grade). He also mentioned that later this year, the Board will have the opportunity to appoint two additional members, and members should submit their nominations to Dr. DeFoor, the Chair of the Nominating Committee. Mr. Rood addressed the resignation of Lindsay Hoyt and publicly thanked her for all she did for JXC/JXCE. He encouraged Board members to reach out to Ms. Hoyt and personally thank her for her commitment to both campuses. Additionally, Mr. Rood asked Mr. Davis to report on the gym construction project. Mr. Davis noted that the project continues under budget and is on schedule for a November completion. Mr. Rood expressed his appreciation to all staff for their commitment to excellence!

School Leader Update.

Mrs. Shisler, Principal of JXCE, discussed a strong start to the school year. She highlighted the excellent teaching team at Ft. Caroline and the community that has developed at the school. She is especially encouraged by the outstanding initial testing of the current 3rd grade class, which is the first group to start at JXCE when it opened.

Mr. Barker, Principal at JXC, highlighted JXC Riverside's outstanding Lead Teachers who assist with communication and support for the teaching team. He also mentioned the Assistant Principals Joe Stabile and Debra Rigby, who work closely with all teachers to ensure good communication. He then recognized Courtney Hughes, the Director of Student Life for her leadership in athletics, the after-care program, clubs, field trips, and marketing. He also discussed how the athletic programs support the school's goals. He reported on the commitment to excellence evident throughout the school. He was optimistic about continued academic growth.

Nominating Committee. No Report

Finance Committee.

Annual Financial Review JXC/JXCE – VOTE

The Finance Committee requested that the JXC/JXCE Board accept the Finance Committee's recommendation and approve the year end financial statements for 2024 and 2025. **Motion to approve the year end financial statements for JXC/JXCE made by Mr. Gottlieb, seconded by Ms. Davis. Motion approved unanimously by the Board.**

Approval of Draft Audit JXC/JXCE – VOTE

The Finance Committee recommended that the JXC/JXCE Board approve the draft audit for both entities, assuming any changes are not material. A final copy of the audit, along with explanations for any changes, will be provided to the Board. The committee also requests authorization to sign the management letter to the Auditor. **Dr. DeFoor made a motion to approve the draft audits for JXC/JXCE as submitted, provided any changes to the final audit are not material, and the final audit, with explanations of any changes, will be provided to the Board. Additionally, the Board authorizes Mr. Gottlieb and Mr. Rood to sign the management representation letter to the Auditor. The motion was seconded by Ms. Davis. Motion approved unanimously by the Board.**

Financial Services Report.

Ms. Goddin noted she and her team were working well with the JXC/JXCE team. She mentioned she would bring a budget amendment to the Board after final enrollment revenue was determined.

Unfinished Business. None

New Business.

- a. Capacity Approval SY25-26 JXC/JXCE – VOTE.
- b. Preliminary Projected Enrollment Approval SY26-27 for JXC/JXCE – VOTE.
- c. Survey 2 Out of Field List Approve for JXC/JXCE – VOTE.
- d. Teacher Salary Increase Allocation Plan Approve for JXC/JXCE – VOTE.

Motion to approve items 13a through 13d made by Dr. Defoor, seconded by Ms. Davis. Motion approved unanimously by the Board.

- e. Proposed Consulting Agreement with True North Academy – VOTE.

Chairman Rood explained the proposed agreement with True North, one of the top schools in Florida. The scope of the proposed agreement would support the Board and school leadership in areas of governance, policies, operations, upper school programs, graduation requirements, and any other areas requested by the board chair of the Board. The cost of the services will not exceed \$100,000 for the current year. After Board discussion, the following motion was made.

A motion to approve the proposed consulting agreement with True North Academy, at a cost not to exceed \$100,000, was made by Dr. DeFoor, and seconded by Ms. Davis. Motion approved unanimously by the Board.

- f. Review Insurance.

The Board reviewed coverage levels, deductibles, liability coverage, and board insurance for the SY25-26. Mr. Rood noted that this was consistent with previous coverage, except that coverage was added for football. A copy of the insurance summary was provided in the board material.

- g. Approval of New Parent Liaison Caitlyn Nemeth for JXC – VOTE.

Motion to approve the new Parent Liaison for JXC, Caitlyn Nemeth, made by Dr. DeFoor, seconded by Ms. Davis. Motion approved unanimously by the Board.

- h. Relative Employment Disclosure – VOTE.

Mr. Rood reported the background relating to the employment of a relative at the school, which occurred beginning of this school year. He also stated the current anti-nepotism policy. After sharing the facts and comments by Mr. Barker, Mr. Rood turned the discussion over to Vice Chair Davis to determine if this hiring violated the anti-nepotism policy. After discussion by the Board, the following motion was made.

Dr. DeFoor made a motion to approve the hiring of Chairman Rood's nephew. Ms. Stubbs seconded the motion. Motion approved unanimously by the Board. Mr. Rood abstained from the Board discussion and this vote.

- i. Conflict of Interest and Anti-Nepotism Policy – VOTE

Chairman Rood told the Board that all policies will be reviewed and approved over the subsequent four board meetings. This is the first policy to be reviewed. The school's attorney approved it, and a comparative document was included in the board package. **After discussion, the following motion was made by Ms.**

Davis. Motion to approve the Conflict of Interest and Anti-Nepotism Policy seconded by Ms. Stubbs. Motion approved unanimously by the Board.

The meeting was adjourned at 12:26 p.m.

Next Regular Joint Board Meeting will be held November 20, 2025 at 11:30 a.m.