



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

Minutes for REGULAR Meeting of the Joint Board of Directors

February 9th, 2023 at 11:30 A.M.

Location: JXCE 5900 Fort Caroline Drive, Jacksonville, FL 32277 and Teams link option

**MINUTES**

	Name	Office	Present In-person	Present Conference	Absent	Arrived Late	Departed Early
1	Mr. Len Allen	Chair, JXCE		✓			
2	Ms. Shantel Davis	Director	✓				
3	Dr. Allison Defoor	JXC Vice Chair, JXCE Treasurer/Secretary	✓				
4	Ms. Rebecca Dugger	Director	✓				
5	Mr. Daryl Gottlieb	Director	✓				
6	Ms. Colleen Haley	JXC Secretary			✓		
7	Mr. John D. Rood	JXC Chair	✓				
8	Mr. Cleve Warren	JXC Treasurer			✓		

School Personnel in Attendance:	OptimaEd Personnel in Attendance:	Guests in Attendance:
Dr. David Withun, JXC Head of School	Mrs. Erika Donalds, CEO	
Ms. Alexander Spry, JXCE Head of School	Mr. David Coons, CFO	
Mr. Vicente, JXC School Operations Manager	Mr. Chuck Marshall, Director of Enrollment	
Mrs. Vicente, JXCE School Operations Manager	Ms. Janine Swearingin, Director of Academics	
Mrs. Lindsay Hoyt, Director of Enrollment and Outreach	Mrs. Susan Turner, Dir. Governance & Compliance	

1. Meeting Called to Order 11:36 a.m.
2. Agenda Adoption – addition of Item 13.i.iv. “2800 Parent Complaints Related to House Bill 1557” as included in the agenda packet.
3. Approval of Meeting Minutes: 11/14/2022, 12/22/2022, 1/20/2023, 1/27/23 – Mr. John D. Rood *Motion made by Dr. DeFoor to approve the 11/14/2022, 12/22/2022, 1/20/2023, and 1/27/2023 meeting minutes, seconded by Ms. Dugger, vote: unanimous. Motion carries.*
4. Public Comment - None
5. Review of authorizer unique correspondence (written notice from School District) – None
6. Board Chair Report
  - a. Mr. John D. Rood – JXC Mr. Rood shared that there is some great enrollment news in the following reports, new K-4 program for next year, and new resource center progress. He is excited to see great academic progress with students thriving and growing.

- b. Mr. Len Allen – JXCE – Recently visited the school and Ms. Spry is doing a fantastic job at JXCE.

7. Director of Enrollment and Outreach Report – Mrs. Lindsay Hoyt

Mrs. Hoyt shared a re-enrollment update for JXC 92% returning and JXCE 86% returning, an open enrollment update, current marketing efforts, a new Pre-school Director hired, and current club participation.

8. Head of School’s Report

- a. JXC – Dr. Withun presented first semester highlights including school poems, scholar ambassadors, house system, Girls Volleyball West Division Champions, assemblies, events, and field trips. Dr. Withun also shared the FAST, iready, and CLT testing results, observations performed, scholar discipline and rewards, faculty turnover, and upcoming events.
- b. JXCE – Mrs. Spry reported on first semester highlights including scholar ambassadors, assemblies, events, field trips, parent conferences, and the Hillsdale College visit to the JXCE campus. Ms. Spry also shared FAST and iready testing results, student supports offered, scholar discipline and interventions, faculty turnover, staff survey data and staff support efforts, parent survey data, and upcoming events.

9. School Operation Manager’s Report

- a. JXC – Mr. Vicente reported on enrollment, club participation, Operations staffing update, and athletics.
- b. JXCE – Mrs. Vicente provided an update on facilities including contracts and inspections, Operations staffing, Base program, and clubs update.

10. OptimaEd Report – Mrs. Donalds reviewed highlights of the report shared with the Board including the new agenda format and items included at the recommendation of a Hillsdale affiliated Board consultant, the new PTO policy, in-house Human Resources, IT, and academic updates. Ms. Swearingin reported on a new Leadership Academy for staff started with Dr. Withun.

11. Optima Management Services (OMS) Indemnification and Insurance – covered under OptimaEd Report

12. Financial Report July-December 2022 JXC and JXCE – (vote to accept)

***Board requested to schedule a workshop to review financials.***

- a. Balance Sheet
- b. Budget vs. Actual
- c. Profit and Loss Statement
- d. Cash Flow Statement

- e. Bank Statements

### 13. New Business

- a. 2022-2023 JXC February Survey 3 Out of Field Teacher List - (vote)
- b. 2022-2023 JXCE February Survey 3 Out of Field Teacher List - (vote)  
***Motion made by Dr. Defoor to approve the 2022-2023 JXC and JXCE February Survey 3 Out of Field Teacher List as presented, seconded by Ms. Davis, vote: unanimous. Motion carries.***
- c. J Wards Settlement JXC - (vote)  
***Motion made by Ms. Davis, seconded by Mr. Gottlieb to approve a universal settlement equal to 50% of the total claim not to exceed \$5,000. Vote: Dr. Defoor – nay, Mr. Rood – aye, Ms. Dugger – aye, Mr. Allen – aye, Mr. Gottlieb – aye, Ms. Davis - aye. Motion carries 5:1.***
- d. 2022-2023 JXC Budget Amendment 1 - (vote)
- e. 2022-2023 JXCE Budget Amendment 1- (vote)  
***Motion made by Mr. Gottlieb to approve the 2022-2023 JXC and JXCE Budget Amendment 1 as presented and this will be further discussed during the upcoming workshop to be scheduled, seconded by Dr. Defoor, vote: unanimous. Motion carries.***
- f. 2023-2024 JXC Academic Calendar - (vote) ***Tabled; to be discussed at the future workshop.***
- g. 2023-2024 JXCE Academic Calendar - (vote) ***Tabled; to be discussed at the future workshop.***
- h. Conflict of Interest Statement annual signature – ***Statements for both JXC and JXCE will be sent to the Board members for annual e-signature.***
- i. Policy Updates JXC and JXCE – (vote)  
***Motion made by Dr. DeFoor to approve 2300, 2700, and 6900 Policy updates and new Policy 2800, seconded by Ms. Dugger, vote: unanimous. Motion carries.*** Mr. Rood asked if we could provide a parent summary perhaps in the parent handbook for the General Student Code of Conduct. Optima will review the policy and summary with the Heads of Schools and bring back a recommendation to the Board.
  - i. 2300 Behavioral Policies
  - ii. 2700 General Student Policies
  - iii. 6900 JXC General Staff Policies
  - iv. 2800 Parent Complaints Related to House Bill 1557

**14. Board Comments - None**

**15. Adjournment – Mr. Rood adjourned the meeting at 12:46 p.m.**

*Next Board Meeting: SPECIAL Meeting on Tuesday, April 20<sup>th</sup> at 11:30 a.m. Virtual Meeting*