



Cornerstone Classical Academy
February 23, 2021, 4:00 p.m.
Board of Directors Meeting
Minutes
meet.google.com/tjc-ymej-aiu
321-529-9159 PIN: 465 082 019#

Call to Order: Meeting called to order at 4:02 p.m.

	Present	Absent	Late
Mrs. Lindsay Hoyt, President	X		
Mr. David Wood, Secretary	X		
Mr. Chris Engl, Treasurer	X		
Mrs. Crystal Baker	X		
Mrs. Sally Lutz	X		

Roll Call: A quorum was established

Reading the Mission Statement, Director Engl: The mission of Cornerstone Classical Academy is to sharpen the minds and cultivate the hearts of students through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character, civic virtue, and knowledge of truth.

Agenda: Motion to approve the agenda by Dir. Lutz, seconded by Dir. Engl. Unanimously approved.

Public Comments:

Ms. Lindsey Robertson – 605 Candlebark Drive, Jacksonville, FL 32225

Minutes: Motion to approve Jan. 26, 2021 board meeting minutes by Dir. Baker, seconded by Dir. Engl. Unanimously approved.

Reports of Officers and Standing Committees

- a) January 2021 Monthly Financials – Motion to approve the January 2021 monthly financials by Dir. Engl, seconded by Dir. Lutz. Unanimously approved.
- b) Internal Audit Resolution – Motion to approve the internal audit resolution (We will not do an internal audit; we will rely on the independent auditors’ report on internal controls and address and correct any of their findings going forward) by Dir. Engl, seconded by Dir. Lutz. Unanimously approved.
- c) Principal Stipend – Motion to table the principal stipend discussion by Dir. Wood, seconded by Dir. Lutz. Unanimously approved.
- d) Use of Funds: Charitable – Motion that the administration is prohibited from utilizing school funds for charitable purposes unless specifically preapproved by the Board, regardless of amount by Dir. Lutz, seconded by Dir. Wood. Unanimously approved.
- e) Audit RFP Process – Motion to approve the Audit RFP process with edits discussed by Dir. Engl, seconded by Dir. Baker. Unanimously approved.

- f) Teacher Salary Increase Allocation Implementation – Motion to approve the Teacher Salary Increase Allocation Implementation plan by Dir. Engl, seconded by Dir. Baker. Unanimously approve.
- g) Committee Member Process – Motion to approve the Committee Member Process by Dir. Baker, seconded by Dir. Wood. Unanimously approved.
- h) Committee Member Instructions and Application – Motion to approve the Committee Member Instructions and Application by Dir. Baker, seconded by Dir. Lutz.

Treasurer's Report

Principal's Report

Unfinished Business


- a) Smart Choice Upgraded System – Motion to postpone discussion until the summer of 2021 by Dir. Wood, seconded by Dir. Lutz. Unanimously approved.
- b) Executive Director – Motion to hire an executive director as the chief executive officer of Cornerstone by Dir. Engl, seconded by Dir. Lutz. Unanimously approved.

New Business

- a) Social Media Accounts – Motion to recognize that social media accounts with the school's name in the title can pose a liability to the school and must be managed in part or in whole by a school employee by Dir. Wood, seconded by Dir. Baker. Unanimously approved.
- b) Operations Reports: Repair/Replacement, Maintenance & Capital Improvement Plan – Motion to request an update from staff on the Dec. 18 email on Repair/Replacement, Maintenance & Capital Improvement Plan by Dir. Engl, seconded by Dir. Wood. Unanimously approved.
- c) Public Records and Public Meeting Policy Edit – Motion to approve edits to the Public Records and Public Meeting Policy by Dir. Lutz, seconded by Dir. Wood. Unanimously approved.
- d) Facilities – Custodial Services discussion
- e) Facilities – Bathroom discussion
- f) American Steel Gutter Repair discussion
- g) Academic Assessment Proposal – Motion to approve the Academic Assessment proposal by Dir. Engl, seconded by Dir. Lutz. Unanimously approved.
- h) Music Lessons – Motion to table discussion by Dir. Hoyt, seconded by Dir. Wood. Unanimously approved.
- i) COVID Policy – Motion to approve the updated COVID policy with edits discussed by Dir. Baker, seconded by Dir. Wood. Unanimously approved.
- j) Parent Liaison – Motion to approve the parent liaison by Dir. Baker, seconded by Dir. Wood. Unanimously approved.

Meeting adjourned at 6:17 p.m.

Minutes approved by the Board of Directors on April 27, 2021.



By: Mr. David Wood, CCA Board Secretary