



**Cornerstone Classical Academy
January 26, 2021, 11:00AM
Board of Directors Meeting
Meeting Minutes**

**Online: meet.google.com/nqd-ycfe-kzr
Phone: 352-720-0185 PIN: 440 687 734#**

Call to Order: Meeting Called to Order at 11:02 a.m.

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

Roll Call: A quorum was established.

Guests: Principal Melanie Williams, Mr. Chris Engl, Mr. David Hoyt

Mission Statement, read by Dir. Lutz: 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 agenda by Dir. Hoyt, seconded by Dir. Baker. Agenda is unanimously approved.

Public Comments:

- a) Ms. Kate Ansart residing at 3942 Danforth Drive West, Jacksonville, FL 32224

- b) Ms. Karen Bagaria residing at 1475 East Coast Drive, Atlantic Beach, FL 32233
- c) Ms. Tiffany Dodson residing at 13031 Bent Pine Court East, Jacksonville, FL 32246
- d) Ms. Kristen Boucher residing at 4847 Mariners Point Drive, Jacksonville, FL 32225

Meeting Minutes

- a) Motion by Dir. Hoyt to approve 11/1/2020 Workshop workshop minutes, 11/30/2020 Board Meeting minutes, 12/16/2020 Workshop minutes, 12/31/2020 Special Board Meeting minutes, 1/4/2021 Special Board Meeting minutes with the edits discussed, seconded by Dir. Wood, unanimously approved.

Reports of Officers and Standing Committees

- a) Audit and Financial Oversight Committee (Dir. Lutz, Dir. Hoyt)
 - i) Audit and Financial Oversight Committee Report by Dir. Lutz
 - ii) Motion by Dir. Hoyt to approve the November 2020 Financials, seconded by Dir. Lutz, unanimously approved.
 - iii) Motion by Dir. Hoyt to approve the December 2020 Financials, seconded by Dir. Lutz, unanimously approved.
 - iv) Motion by Dir. Hoyt to approve the 2020-2021 Budget Amendment, seconded by Dir. Lutz, unanimously approved.
- b) Development Committee (Dir. Baker, Dir. Lutz, Dir. Wood)
 - i) Motion by Dir. Baker to approve the naming opportunity and authorize the purchase of a commemorative plaque not to exceed \$400, seconded by Dir. Wood, unanimously approved with Dir. Lutz abstaining.
 - ii) Motion by Dir. Baker to approve the Development Plan, seconded by Dir. Wood, unanimously approved.
- c) Governance Committee (Dir. Hoyt)
 - i) Governance Committee Report by Dir. Hoyt
- d) Risk Management Oversight Committee (Dir. Baker)
 - i) No report

Treasurer's Report

Monthly Treasurer's Report by Treasurer

Principal's Report

Monthly Principal Report by Principal Williams (provided electronically)

Unfinished Business

NONE

New Business

- a) Board Member Nomination - Motion by Dir. Baker to nominate Mr. Chris Engl as a Director on the Board, seconded by Dir. Lutz. No objections raised by the Board. Unanimously approved. (Prior to the vote, Ms. Ansart was ruled out of order by Dir. Hoyt and asked to suspend her interruption.)
- b) Board Member Officer Nomination - Motion by Dir. Hoyt to nominate Mr. Chris Engl as Treasurer of the Board, seconded by Dir. Lutz, unanimously approved.
- c) Board Member Committee Membership - Motion by Dir. Hoyt to make the following committee assignments: Dirs Engl and Lutz to the Audit and Financial Oversight Committee, Dirs. Baker and Wood to the Development Committee, Dirs. Hoyt and Baker to the Governance Committee, and Dirs. Wood and Engl to the Risk Management Oversight Committee, seconded by Dir. Wood, unanimously approved.
- d) Academic Dashboard - Motion by Dir. Hoyt to direct Principal Williams to create an academic dashboard to track and monitor the academic performance of the school's students, seconded by Dir. Wood, unanimously approved.
- e) 2021-2022 Budget and Organizational Chart Request - Motion by Dir. Hoyt to direct Principal Williams to prepare and submit to the Board the 2021-2022 budget and organization chart to include new positions needed, seconded by Dir. Engl, unanimously approved.
- f) Serious Incident Notification Policy - Motion by Dir. Wood to approve the Serious Incident Notification Policy with edits discussed, seconded by Dir. Baker, unanimously approved.

- g) Exit Interview Waiver - Motion by Dir. Hoyt to waive, for the remainder of the year, the Exit Interview Policy provision requiring exit interviews be conducted within 10 days of separation, seconded by Dir. Wood, unanimously approved.
- h) Coaching and Mentoring Contract - Motion by Dir. Baker to approve the contract between CCA and Ms. Kristen Rodriguez for coaching and mentoring services for Principal Williams, seconded by Dir. Lutz, unanimously approved with Dir. Engl abstaining.
- i) Safety Patrol Trip - Motion by Dir. Hoyt to authorize Principal Williams to endorse the Safety Patrol Trip as discussed, seconded by Dir. Baker, unanimously approved.
- j) Smart Choice Upgrade - Motion to by Dir. Hoyt to table, unanimously approved.

Board Meeting adjourned at 12:28 p.m.

Minutes approved by the Board of Directors on February 23, 2021.

A handwritten signature in black ink, appearing to read "D Wood". The signature is written in a cursive, flowing style with a large initial "D" and a long, sweeping underline.

By: Mr. David Wood, CCA Board Secretary