



**CHARTER SCHOOLS GOVERNING BOARD**  
**St. Johns Community Campus**  
**Therapeutic Learning Center**  
Charter Schools of the St. Johns County School District

**Minutes**

**REGULAR PUBLIC MEETING**

**October 24, 2024**

**Attending:** Presiding Aaron Johnson, Mike Davis, Andy Norman, Jennifer Akin, and Ann-Marie Butler.

**Also attending:** Executive Director Kathy Jackson, CFO Justin Breidenstein, SJCC Director Lynne Funcheon, TLC Director Lauren Brannan, and Development Director Neal Benson.

A quorum was announced and the meeting was called to order at 12:00 pm by Presiding Member Aaron Johnson.

The minutes of the Special Meeting held on October 3, 2024, having been provided in advance, we approved following a motion by Ann-Marie Butler and a second by Mike Davis.

CFO Justin Breidenstein presented details of the financial statements of the St. Johns Community Campus. The financials were approved with a motion from Mike Davis, and a second from Jennifer Akin. Justin also presented the details of the financial statements of the Therapeutic Learning Center which were approved following a motion by Ann-Marie Butler and a second from Jennifer Akin. Note: Both sets of financials were provided to the board members for their review in advance of the meeting. Copies of these financial statements are retained in the office of the CFO Justin Breidenstein, and may be made available by written request. CFO Justin Breidenstein informed the members that he would send monthly financial reports every month.

Kathy Jackson introduced a discussion regarding the online training required for service as a member of the Charter Schools Governing Board. Kathy noted that she had not received any of the official certificates awarded for completion of the required training by members. She noted that the material she made available to the members at this meeting would be helpful in understanding the components and process of the online training, and strongly encouraged the members to achieve completion as soon as possible.

Prior to the Governing Board Action segment of the agenda, presiding member Aaron Johnson called for any public comment, and hearing none directed members to the next matters of business on the agenda.

A draft of the proposed bylaws for the governing board, having been provided in advance, was presented for consideration. Significant discussion centered on the official name and accompanying autonomy of the governing board. The issues were: Is this a "committee" of The Arc of the St. Johns? Is this an actual board acting for the charter schools and independent of The Arc of the St. Johns board?

As the draft of the bylaws was provided under the auspices of The Arnold Law Firm, Kathy Jackson suggested she contact the firm's representative and arrange for a person to attend a special meeting of the Governing Board to clarify the prevailing issues of the bylaws, and other matters regarding the structure and operation of the board. Aaron asked Kathy to coordinate with Neal to notify the members and publish the date of the next meeting which will include the representative of The Arnold Law Firm. The date of November 13, 2024 was the general consensus of the member of the board.

With the issue of the bylaws duly tabled, the board by affirmation delayed action on the election of officers and adoption of the required Conflict of Interest Policy.

The 2023-2024 individual audits of the charter schools were presented by Todd Neville, CPA, of the Neville/Wainio CPA firm. The audits offered no significant concerns. The St. Johns Community Campus audit was accepted after a motion by Mike Davis and a second by Jennifer Aikin. The Therapeutic Learning Center audit was accepted after a motion by Andy Norman and a second by Mike Davis. Copies of the audits are available by written request to CFO Justin Breidenstein at The Arc of the St. Johns.

The business of the Governing Board being completed, Mike Davis moved for adjournment, and following a second from Ann-Marie Butler, the meeting was adjourned at 1:15 PM.

Respectfully submitted, Neal Benson for Andy Norman, Board Secretary-Designate