

JMPHS Board Meeting Notes: 8/17/17

Start time: 5:30pm

Members Present:

- Annette Johnson (Vice President)
- Justin Davis (President)
- Jimmy Durst
- Shelly Renfroe (Treasurer)
- Bo Hardee (Legal Counsel)
- Julia Waldrep

Administrators Present:

- Scot Bunch (Principal)
- James Johnson (Assistant Principal)

Call to Order - Justin Davis

Opening Encouragement - Jimmy Durst

I. Approval of Minutes

- Minutes were reflected on by Justin Davis
- Motion to approve by Justin Davis
 - Seconded by Annette
 - Unanimously approved by all members

II. Financial Update

- Reflected on by Justin Davis as emailed by Dr. Gibson
- Shelley Renfroe discussed that there was a loss situation that came but the material was covered by Dr. Gibson and that when state funding comes in from the state that the debt that was borrowed from the Foundation will be repaid.
- Justin Davis recommended a calendarized cash flow statement so as to not feel like certain expenditures were not a surprise and that the Board could see it coming.
- Shelley Renfroe reflected that Dr. Gibson create a simple workflow to allow those who are not conversant in fiscal matters could understand it better.
- Financials were closed out by Justin Davis without further comment.
- MOtion to approve by Jimmy Durst
 - Seconded by Annette Johnson

III. Teacher Time

- Patrick White informed that Graduation would be at NFCC on May 26th, 2018. James Johnson and Patrick White are working to secure the building for that time as well as practices on Thursday and Friday
 - He also noted that some parents are already complaining about a closed venue and the number of tickets as opposed to an outdoor venue with unlimited tickets for seniors.
 - He explained that the weather in that time of year is unpredictable and uncomfortable. The Graduation from last year was very professional and went over very well. He
- Patrick White explained that Baccalaureate take place the Tuesday the week before Graduation so that students will have time to completely iron out their superlatives in case they lose them in the time period from Awards Night and Baccalaureat.
 - The goal was to combine them.
 - Julia Waldrep recommended that we pin down these dates and let the District School Board know those dates so that they can have it on their calendar.
- Donna Law expressed gratitude for the JMPHS School Board spending money on giving her a second classroom to have labs in.

IV. Review of Grant Opportunities

- Justin Davis passed out a list of what grants are being pursued by the school grant writer which was being co-worked on by himself, Scot Bunch, and Dr. Amy Gibson.
 - The spreadsheet reflected what each grant was, what it would cover if awarded, what the dollar amount was, and what was required to apply for the grant.
 - It is the decision of the Board to decide which ones to apply for and put our energies toward. Dr. Gibson had made recommendations via email that she work with the staff of the school and then make general recommendations to the board.
 - He continued to reflect that the number of grants is small now so that process is not needed but if a large number of grants becomes available that this process might need to be implemented.
 - Dr. Gibson also elaborated that we should focus via email that we should focus on the most valued grant rather than the due date. Justin Davis thought this train of thought was valuable since it requires more work.
 - He suggested that have the board make a recommendation as to which they felt was more valuable use of their time.

- Dr. Gibson suggested that she write the smaller grants since the fee to pay the grant writer was a significant portion of the dollar amount awarded. This would save the school money.
- Scot Bunch reflected that James Johnson and he would be the ones that are actually collecting the materials to write into the grant and that it would not be such a burden on the teachers as a result.
- Justin Davis added that the Board may need to make a decision on which ones to pursue first before the next board meeting. They agreed that they would look at the list and make a recommendation via email or call a special meeting.
- Julia Waldrep added that the smaller ones were actually awarded to the teacher rather than to the school. With this in mind it needs to have the input of the teacher who would be overseeing the funds if they are awarded.
 - Justin Davis supplied some examples of what the staff could do for the school, the community, or receive training that they would then bring back that information to the school. Julia Waldrep offered some agricultural examples as well.
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V. Current Enrollment

- Scot Bunch explained that we currently have 193 students and that some are on the waiting list to be called in and that others were having parent conferences to explain that our environment is not the best.
 - 50 Fresh
 - 50 Soph
 - 51 Juniors
 - 42 Seniors
 - Some of these will be mid-year promotions so we will end up with some openings with Juniors and Sophomores.
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VI. Facility Update

- Scot Bunch explained that the new building will need to have a wall built around the computer section of the Engineering Lab.
 - The materials were purchased by the school and the engineering classes will construct it.
- Some classrooms need extra desks, tables, and chairs.
- The agriculture classes are requesting a greenhouse that will be paid for by a grant if it comes through.

- Scot met with a local farmer who is doing organic farming that uses automated farming using technology to give our engineering and agriculture classes a field trip to visit.
 - The farmer's wife was a West Point graduate and a head of security whom he would like to have come to be a guest speaker at the school.
 - To make this visit and others like it we would like to begin seeking a grant or donor to purchase a large van to transport students. This would benefit other classes and clubs as well.

VII. Other items

- Justin Davis asked if there are other items that needed to be discussed and Scot Bunch reflected that
- Shelley Renfroe asked how the supply list went and Scot Explained that it went poorly with no one contributing to the list.
 - They are requesting that parents and donors sponsor a Chromebook each
- Scot explained that the new printer in the new guidance office is set up and working well.
- Bo Hardee explained that a fundraiser opportunity would be to 3D print Fidget Spinners and sell them.
- Scot Bunch explained that our Engineering Club would like to purchase a laser engraver and a banner maker to sell services in the community because they would pay off the items and raise money for the school.
- Scot Bunch explained another project that the engineering department is going to be building and selling storage buildings and picnic tables to teach the students how to build them and to raise fund.

Next meeting was set on September 21st by Justin Davis and was unanimously approved.

Adjournment was called by Justin Davis and unanimously approved.

JMPHS Board Meeting Notes: 11/16/17

Start time: 5:30pm

Members Present:

- Annette Johnson (Vice President)
- Justin Davis (President)
- Jimmy Durst
- Shelley Renfroe (Treasurer)
- Bo Hardee (Legal Counsel)
- Julia Waldrep

Administrators Present:

- Scot Bunch (Principal)
- James Johnson (Assistant Principal)

Staff Present:

- Donna Law
- Lynsei Love
- Denise Mattair
- Kaitlyn Ortega
- Michael Tolar
- Jillian Treglown
- Patrick White

Call to Order - Justin Davis

VII. Approval of Minutes

- Minutes were tabled by Justin Davis due to them not being sent out in enough time to be reviewed by the School Board
- Motion to approve by Justin Davis
 - Seconded by Annette
 - Unanimously approved by all members

VIII. Financial Update

- Reflected on by Justin Davis as emailed by Dr. Gibson
- Shelley Renfroe discussed that there were a few problem that have been caused by the lack of funds that were in the budget that were not properly catalogued by former Principal, Demetrius Rice, in the last

year.

- Justin Davis reflected that we are getting close to maxing out our line of credit and that it will make the end of the calendar year tight. He counseled that there be a special session to meet with the Finance Committee to address this issue.
- Shelley Renfroe reflected that Dr. Gibson could understand it better and will be able to explain better in a special session.
- She followed up with the idea that Dr. Gibson will be sending out a letter to specific companies to be sponsors in order to help collect funds to add this but that it would probably be a bandaid for a larger wound financially.
- Julia Waldrep asked about the line item from NFCC about dual enrollment costs and how large it seems to be because she thought there was some payment towards it. Shelley Renfroe explained that the prior payment was only towards electronic books.
- Shelley Renfroe and Scot Bunch explained that budgeting for dual enrollment is a guessing game and that we should expect it to come down in the next semester.
- Financials were closed out by Justin Davis without further comment.
- Motion to approve by Annette Johnson
 - Seconded by Justin Davis

IX. Teacher Time

- Patrick White informed that his fundraiser yielded 11 computers that are being used daily by online students, classroom students, and dual enrollment students who tutor in his class. He remarked that there will be more through that site and that it will come around during March of 2018 because that is the month that larger companies donate.
- Patrick White explained Chic-fil-a will be a new item for lunch and we will be offering a breakfast meal. The company will be donating 10 gallons of sweet tea to work with the breakfast foods for fund raisers. It will be twice a week for lunches and daily for breakfast. There would be a stipulation that we sell 50 sandwiches at a time in order to get them to deliver it from Lake Park, GA. It will go through December in order to see if it can gather any traction.
- Kaitlyn Ortega explained that the Journalism classes sold class shirts and bracelets and that it has been a success. She also explained that we are expecting big things in English with gains. However, with the Reading courses we had a company called American Reading company come in to pitch new curriculum for reading because we have made the curriculum for the last two years.
- Donna Law updated the Beta Club news with doing can and coat drives. She also explained that some of

the funds that are being collected will be used to create disaster kits to help families in tough situations, decorating a christmas tree during the Madison downtown festival, and that there will be a raffle for Christmas baskets.

- Michael Tolar updated the SWAT club with news that the club presented to a lunch and learn with the Health Department as well as at the Courthouse to local officials. They are creating a video to help encourage students not to start using tobacco or to encourage them to quit. He also explained that we have updated the art in office with student art.
- Jillian Treglown spoke on having prom in Valdosta, GA at the Rainwater Conference center. It is on a different date from the MCHS prom and that the students are excited to not have to compete with each other to get dinners and spend time at both proms. It will be April, 7, 2018.

X. Current Enrollment

- Scot Bunch explained that we currently have 193 students and that some are on the waiting list to be called in and that others were having parent conferences to explain that our environment is not the best.
- Some will also be working on early graduation due to personal family needs. We have 2 that are considering working towards that. We also have had 2 students request to return from other schools to starting in January, 2018.
 - 50 Fresh
 - 50 Soph
 - 51 Juniors
 - 42 Seniors
 - Some of these will be mid-year promotions so we will end up with some openings with Juniors and Sophomores.

XI. Facility Update

- None at this time.

VII. Other items

- Bo Hardee presented the new template for the school's Charter for renewal.
 - He explained that the template was presented using the newest form from the state of Florida.
 - The term of this contract will be 15 years and will also attempt to negotiate the percentage of what the District charges the school down from 5% down to 2.5%.

- The District Attorney of Madison asked that we set a maximum allowable number of students be raised to above 200 students as is currently set.
- Justin Davis explained that the template is used as the Madison District model and that is why it includes extraneous information because it benefits other possible charter schools in the future.
 - He also recommended that the JMPHS School Board meet to look over certain parts of the document and adjust things to solidify the vision for the future (i.e. - the school's mission).
- Justin Davis proposed that this draft be what is presented to the Madison District for initial review.
- Shelley Renfroe reminded the Board about the upcoming Gala and update them about it. It will be January, 27, 2018, and the price will be \$60 a table. It will take place at Divine Events on Colin Kelley HWY at 5:30pm.
 - The same night will be a silent auction to use as an additional fundraiser. A lot of the auction will take place on the internet and will be finished at the Gala.
- Justin Davis remarked that with the end of the year coming up that local businesses will consider donating to the school since we are a non-profit and it can be tax-deductible.

Next meeting was set on December 19th, 2017, by Justin Davis and was unanimously approved.

Adjournment was called by Justin Davis and unanimously approved.

JMPHS Board Meeting Notes: 12/19/17

Start time: 5:30pm

Members Present:

- Justin Davis (President)
- Annette Johnson (Vice-president)
- Jimmy Durst
- Shelley Renfroe (Treasurer)
- Sonical Mitchell
- Julia Waldrep

Administrators Present:

- Scot Buch (Principal)
- James Johnson (Assistant Principal)

Staff Present:

- Denise Mattair
- Ricky Walker

Call to Order - Justin Davis

XII. Approval of Minutes

- The October minutes which were tabled by Justin Davis due to them not being sent out in enough time to be reviewed by the School Board were approved
 - Motioned by Jimmy Durst and seconded by Julia Waldrep
 - Unanimously approved by all members
- November Minutes - Motion to approve by Justin Davis
 - Seconded by Shelley Renfroe
 - Unanimously approved by all members

XIII. Financial Update

- Reflected on by Justin Davis as emailed by Dr. Gibson
- Shelley Renfroe discussed that she met Dr. Gibson two times this last month
- Justin Davis and Sonical Mitchell reflected that the big issue this time of year is the payment of dual enrollment expenses to NFCC. He counseled that there be a special session to meet with the Finance Committee to address this issue.
- Justin Davis and Shelley Renfroe reflected that in our current situation we are making ends meet but that

there is not enough extra to put into future purchases (i.e. - “living paycheck to paycheck”) and that we need to formulate a plan to gain reserves so that when large bills come due we do not have to ask for long term payment options.

- Sonical Mitchell inquired as to how often we have to pay NFCC for dual enrollment and Shelley Renfroe explained that it was by semester with the summer semester off.
 - Julia Waldrep asked if we could do payment plans to NFCC to keep from having huge amounts due at the end of each month.
 - Shelley Renfroe remarked that NFCC did not want to accept a payment plan but Jimmy Durst and Julia Waldrep requested that Bo Hardee have another conversation to try and make a payment plan that would keep from having to pay such large amounts at the end of each semester.
 - Jimmy Durst said that he would go to NFCC and speak to their representatives since Bo Hardee was not present at the meeting.
- Shelley Renfroe reminded the Board that we do have a negative cash flow problem that we are hoping to cope with by doing fundraising.
 - Julia Waldrep asked what specific things the monies that are being gathered through fundraising are earmarked for.
 - Justin Davis and Shelley Renfroe clarified that some of these monies are being spent in anticipation of what state funds are being paid in the future. This will give the Board the opportunity to choose what to do with the total funds raised in the future.
- Justin Davis added that in most business accounting situations the goal is to have an extra 20% of funding coming from outside sources and that should become our future goal.
- Financials were closed out by Justin Davis without further comment.
- Motion to approve by Jimmy Durst
 - Seconded by Sonical Mitchell
 - Unanimous approval

XIV. Teacher Time

- Rickey Walker informed that his Engineering & Ag program has been struggling without any funds being diverted to him for use to invest in the program. The computers are wearing out, the computer lab computers are 5 years old and getting close to being outdated. The engineering computers that were used in the classroom as student laptops have been diverted to computer carts shared with the students.
 - On a brighter note, the Engineering & Ag programs have done a wonderful woodworking project

to create a variety of holiday decorations from tables to trees to ornaments. This was a great learning experience for the students as many of them have never had the chance to use some of the tools that are located in the Engineering Building.

- Jimmy Durst asked what the idea for the greenhouse would be and Rickey Walker explained what was expected out of a starter model that would cost around \$700. He also explained that these items (such as a laser printer for engraving) could be used to make money for the program and that he has worked with our grant writer to write 3 different grants that should be coming due soon. This would also allow him to be able to do hydroponics.
- Sonical Mitchell asked how many laptops are available for engineering. Rickey Walker explained that having 10 laptops would be needed. She said that she would pitch it to people she knows to try and gain those laptops.

XV. Current Enrollment

- James Johnson explained that we currently have 188 students due to some disciplinary changes.
- We also have had 8 students request to applications to transfer in starting in January, 2018.
 - 48 Fresh
 - 50 Soph
 - 48 Juniors
 - 42 Seniors
 - Some of these will be mid-year promotions so we will end up with some openings with Juniors and Sophomores.

XVI. Technology Plan Update

- James Johnson provided an update to let the Board know that the Technology Plan as requested is moving forward but is just waiting on some quotes from other vendors to finish it.
 - It seems as if the three best options are to purchase outright piecemeal, purchase outright and school-wide, or to lease annually.
 - The finalized presentation will be sent out as soon as possible.

XVII. Facility Update

- James Johnson remarked that some lights need to be replaced and Jimmy Durst said that he would get those worked on.

Next meeting was set on January 18th, 2018, by Justin Davis and was unanimously approved.

Adjournment was called by Justin Davis and unanimously approved.

JMPHS Board Meeting Notes: 1/18/18

Start time: 5:30pm

Members Present:

- Annette Johnson (Vice President)
- Justin Davis (President)
- Shelly Renfroe (Treasurer)
- Bo Hardee (Legal Counsel)
- Julia Waldrep

Administrators Present:

- Scot Bunch (Principal)
- James Johnson (Assistant Principal)

Call to Order - Justin Davis

I. Approval of Minutes

- Minutes were reflected on by Justin Davis
- Motion to approve by Justin Davis
 - Seconded by Annette Johnson
 - Unanimously approved by all members

II. Financial Update

- Reflected on by Justin Davis as emailed by Dr. Gibson
- Shelley Renfroe discussed that there was a loss situation that came but the material was covered by Dr. Gibson and that when state funding comes in from the state that the debt that was borrowed from the Foundation will be repaid.
- Julia Waldrep mentioned that it looks problematic to continue postponing paying NFCC for dual enrollment just because they are kind enough to let us.
 - Justin Davis expressed concern saying that if we cut a check and wait too long to send it then it will give a problem when an audit happens.
 - Annette Johnson mentioned that if they do not like it then we need to make sure we work out a plan.
 - Scot Bunch elaborated on this further by explaining that we are still waiting on CAPE funds that are being held up by the state and that we can use either credit or the donated funds that have not been spent yet to keep us current on our debts.

- Justin Davis requested the school transfer the funds using the line of credit to pay the debt to NFCC and keep them in good standing with us.
- Julia Waldrep asked if we were formulating a plan to keep this from happening again.
 - Scot Bunch explained that we can keep this from happening next year by freeing up funding that we have had to spend on facilities this year.
- Financials were closed out by Justin Davis without further comment.
- Motion to approve by Justin Davis
 - Seconded by Annette Johnson

III. Gala Update

- Shelley asked if we had any updates and asked if we had a round number to give to the event planners to know how much to prepare for.
 - There have been an addition of 5 more tables approximately in order to give spaces for more people.
 - There will be an ad run in the local newspaper this Friday (January 19th) to advertise it further.
 - There are plenty of auction items for the silent auction as well.

IV. Audit Presentation

- Mark Buescher presented our annual financial statement.
 - He presented the full form audit reports as well as a shorthand form.
 - The overall report was that JMPHS has a pretty clean record with few things to report on that are negative.
 - The working relationship with Dr. Amy Gibson is good and information is exchanged in an easygoing manner.
 - An overall summary of the records are public record and can be requested for deeper detail.
- Justin Davis made a motion to formally accept the audit.
 - It was seconded by Julia Waldrep
 - It was unanimously approved by the rest of the board.

V. Teacher Time

- No teachers were present for teacher time.
- Scot Bunch did explain that Rick Walker needs \$2,200.00 to go to his TSA club. The request is that the Board approve the funding with the idea that they will sell a pig at auction at the annual Livestock

Show.

- This was unanimously approved by the Board.
- Scot Bunch also noted that due to some donors the school will be able to purchase school reading program, 42 chromebooks, the computer carts, microscopes, and a laser engraver that will help with replacing some of the funds for the engineering program.
- Scot Bunch also gave information on grants that are being written to help with more school technology.

VI. Enrollment Update

- Scot Bunch explained that we currently have 184 students.
 - 50 Freshmen
 - 50 Sophomore
 - 51 Juniors
 - 37 Seniors
 - Some of these have been mid-year promotions so we will end up with some openings with Juniors and Sophomores.

VII. Graduation Rate Update

- The District has now told us that the Suwannee Technical School diplomas from last year are not going to count towards our graduation rate. This will drop our graduation rate
- We were also told that students who withdraw to go to a homeschool program will also count against us.
- We are going to do some research with the FLDOE to make sure we are getting the proper coding even though they are going to a different program that it still counts against us.
 - Julia Waldrep said she would also help with the process to investigate.

VIII. Madison County Contract Update

- The County is good with our request for a 15 year contract but they have not said they will allow the decrease of the 5% payment to the District to 0%. They are saying they still need 5%.
- The District wants to know what our goals are for ELL students as well as what our goals are for the school in passing our EOCs and other state tests. The JMPHS School Board needs to make these adjustments and get a set standard for the school's operations.
- There were some other questions and need the JMPHS School Board to decide which Student Progression Plan as well as some other minor questions that will need the board to review based off of notes provided by the Madison District School Board staff.

IX. Testing Update

- Students will be starting tests at the end of this month and the rest will be coming over the next two months.

X. Facility Update

- Sam Stalnaker came to update our ADA compliance and we have one door jamb that needs to be raised slightly.

Next meeting was set on February 15th by Justin Davis and was unanimously approved.

Adjournment was called by Justin Davis and unanimously approved.