**JMPHS BOARD MEETING MINUTES 1/08/2020**

Start Time: 5:30 pm

**Members Present**:

* Bo Hardee
* Jimmy Durst
* Julie Townsend
* Annette Johnson
* Justin Davis
* Merv Mattair
* Tracy Platt

**Administrators Present**:

* Mark Akerman - Principal

1. **Call to Order** - Bo Hardee
2. **Approval of Minutes (10-28-21 & 11-18-21)**

* Motion to approve by Townsend
* Seconded by Durst
* Unanimously approved by all members

1. **Teacher Update**
   * None present
2. **Financial Report –** Amy Gibson presented report by email and requested three changes to the business policy involving CTE bonus funds, use of cash receipts and obtaining estimates for grant purchases. Attached is the proposed changes. Approved the proposed changes. Motion by Mattair, Seconded by Durst and unanimously approved.
3. **Fund Raising –**

Mr. Akerman reported that they were beginning the raffle for this year.

1. **Vacant Board Positions**
   * The Board recognized is newest member, Ms. Tracy Platt.
2. **PTO report –** No update.
3. **Principal Report –**
4. Physical Plant and location – No updates
5. Curriculum – No updates
6. Staffing – No updates
7. Enrollment -191
8. Communication – No updates
9. Covid Update – Discussed the current Covid numbers and policies by the state and district. No vote taken.

**Adjournment** was called by Bo Hardee at 7:14 pm and unanimously approved. The next meeting will be November 17, 2021 5:30pm.

**James Madison Preparatory High School**

**Business Policy Revisions**

**January 19, 2022**

**CTE Bonus Funds Policy**

This policy will ensures compliance with FS 1011.62 for the use of Career and Technical Education add-on FTE funds for CTE certifications achieved. The funding is used to support the programs, students, and activities of the programs generating the certifications.

1. Deposit of Funds-- Funds shall be deposited into the school’s General Account and recorded in the FEFP account (3310) denoting the total for each program in separate line items. (i.e., Business Program/Microsoft Office, Engineering, Agriculture Science).
2. Allocation of Funds—Funds generated by a specific program shall be allocated to that program exclusively. Funds are to be used to cover the costs associated with the program. Examples of types of expenditures are as follows: technology equipment; t curriculum materials such as textbooks, instructional software licenses, and certification exams; consumable and durable supplies that support the program; and programs-related travel expenses such as field trips and competitions.
3. Request of Funds—Funds are requested by the teachers of record for each program. Each teacher shall follow the JMPHS purchasing policy for any allowable items including providing quotes, travel documentation, and any other documentation as required by the Finance Director. Records of purchases will be kept.

**Scholarships**

(Goes under gifts in Cash Receipts)

Funds donated to JMPHS for the purpose of establishing a scholarship shall be processed using the cash receipt process. Funds shall be deposited into the school’s Internal Funds/Club Account and recorded in specific scholarship accounts within the Internal Funds. The School Administrator and Finance Director shall work with the sponsor of the scholarship regarding the specifications for the scholarship recipient. Funds shall be distributed according to the sponsor’s wishes. Recipients who directly receive scholarship funds shall be required to sign a statement acknowledging the receipt of the funds. This statement shall also be signed by the School Administrator.

**Grant Purchases**

(Under Purchasing and Accounts Payable)

Federal or state grant purchases will follow the policies and procedures in the FDOE’s Green Book for Federal and State Programs. When required a comparative analysis will be completed prior to issuing a purchase order. JMPHS will perform cost or price analysis by obtaining and documenting at least three written bids/quotes for appropriate purchases (Internet, print-ad, email). These three estimates will be included with a memo on the purchase order explaining the choice of vendor and will be filed with records. Purchase orders will have two signatures when required. All purchases will be verified against the approved budget and amendments will be created as needed. Documentation will be provided to the Madison County School District as required for receipt of funds.