

Bay Haven Charter Academy, Inc.
Board of Directors Meeting Minutes
Thursday, November 5, 2015
North Bay Haven Charter Academy
Middle/High School Cafeteria
4:00pm

Attending: Dr. Jeremy Hatcher, Mrs. Scotti Haney, Mr. Scott Reeve, Mr. Waylon Thompson, Dr. Tim Kitts, Mrs. Sandy Porter, Mr. Jon McFatter, Mr. David Haight, Mrs. Tiffany Ennis, Mr. Mark Graham, Mr. Tim Sloan

- I. Call to Order – 4:02 p.m.
- II. Pledge of Allegiance – Dr. Jeremy Hatcher
- III. Prayer –Mr. Waylon Thompson
- IV. Approval of Agenda – Motion – Mr. Thompson made a motion to approve the agenda with amendments. Mrs. Porter seconded the motion. No further discussion, all in favor, motion carries.
- V. Approval of Minutes 10/01/15 – Mr. Reeve made a motion to approve the minutes. Mrs. Porter seconded the motion. No further discussion, all in favor, motion carries.
- VI. Presidents Report
There has been Interest in the Board’s web page. We will have an updated “Meet the Board Members” page within a month.
Regarding Robert’s Rules of Order, there are two things about which we need to be cognizant. The Chairman does not vote unless it has the potential to change the outcome of the vote. Also, when the question is called to a vote, it requires a $\frac{3}{4}$ vote. Mr. Sloan added that historically the chair has always voted on this board.
- VII. CEO Report
 - A. Students
 1. Bay Haven student recognitions – Bay County Art Fair winners – all three students won 2nd place for the county. They were Miranda Ward (7th gr), Keira Wallace (2nd gr), Mimi Nguyen (8th gr).
Mr. Bolinger and Mr. McLaughlin announced that BHCA and NBH Elementary will be starting a Basketball league K-7.
 2. North Bay Haven Middle/High School student recognitions – Jr. Leadership Bay Representatives – Victoria Johnson, Salony Baddigam
 3. Student data – FSA Data was presented by Mr. McLaughlin, Mrs. Gainer, and Mrs. Vickers
 4. ESE – Discussion ensued regarding if a student is ESE are their being serviced at the school where they are. The answer was affirmative.
 - B. Facilities
Wayne Elmore requested the Board approve the Design criteria package, and we would start advertising next week for proposals. He is asking for a bid worksheet in the package as a point to begin negotiations.

Preproposal meeting Nov. 30th, Monday, 3:30 p.m. at NBH Middle/High Cafeteria. Jan 15th, board meeting will be set for receiving bids. It will be held 2:00 p.m. in the Media Center at BHCA.

Mr. Haight made a motion to approve the design criteria package for NBH Charter Academy Elementary School Phase 2 with the condition that we would allow corrections of scrivener's (non-substantive) errors and revisions that the attorney would choose to make and corrections as presented by Mr. Haight. Mrs. Haney seconded the motion. No further discussion, all in favor, motion carries.

C. Transportation

1. New Director – Burt Hinrichs

D. Personnel

1. IT Director position has been advertised and posted in the News Herald and regional papers. As soon as Dr. Kitts is ready with search committee interviews may begin. It was asked who was going to be on the interview committee. That has not been set yet.
 - a. There was concern expressed regarding a lot of change in IT department. It was explained that almost all have departed because of being offered much larger salaries in other locations. Some were terminated for failure to perform. The idea was expressed regarding having that as a contracted resource and not as an employee. However there are not many companies in town to do that.
 - b. The comment was made that we are very pleased with our school site IT techs. Also, unfortunately, we are not big enough to do a lot of things that we would like to do.
2. HR Report – The report in the packet has information about positions currently vacant. It was requested that the open positions be identified by school. Mrs. Mackey was requested to check and see if all teachers who have done all needed for DOE and are only waiting for the Statement of Eligibility or certificate have gone back to regular pay.
3. Job Posting Policy – It was requested that the HR Director look at the transfer policy procedure and job posting policies. Then come back at the next meeting and report if we are following that as written or if we need modifications to that.

VIII. CFO Report - Included in the Board packet. Next month there will be a resolution for the board to capture some expenses that are now being incurred for the NBH Elementary School project that will allow those to be moved into the bonds.

IX. Action Items

- A. Proposal for NBH Elementary – See “Facilities”

B. Personnel Policy – Mr. Thompson sent an email today referring to the third paragraph of the proposed policy, second sentence, which begins, “In the case of a reclassification or restructuring...” Mr. Thompson has suggested some additional language.

A motion was made by Mr. Thompson to approve the policy as advertised with the amendment to add in the third paragraph, second sentence to read as follows: “In the case of a reclassification or restructuring, that results in an increase in the total annual salary costs as reflected in the currently approved budget, the CEO shall make written recommendations to the Board of the minimum qualifications of personnel for each of the positions that are reclassified or restructured, a job description, start date and salary rate.” Mr. Graham seconded the motion.

Discussion began. Concerns, pros and cons were expressed. Dr. Kitts and the HR Director discussed how to make the policy work in the form of reporting and presented the board with a handout to show this. This was received favorably as a template to use for presentation each month. At the last board meeting, it was mentioned that Bay District Schools places this information under a consent agenda and it was recommended that this be done the same way under the CEO Report.

The vote on the motion set forth by Mr. Thompson was taken. Mrs. Haney voted “No”. All others board members were in favor. The motion carries for policy approval with the amendment in language stated in the motion.

Some discussion was had concerning the last sentence in the policy containing the words, “vacated, eliminated” and the fact that any positions falling into those categories would just be informational in nature and not necessary nor needed for recommendation. The attorney recommended that “vacated” and “eliminated” should be stricken from the last sentence.

A motion was made by Mr. Thompson to reconsider the policy proposed approved earlier. Mr. Graham seconded the motion. All in favor, motion carries.

Then a motion was made by Mr. Thompson to eliminate the words “vacated” and “eliminated” from the last sentence in the policy and include the language proposed earlier. The motion was seconded by Mrs. Ennis. All in favor, motion carries.

- X. Public Comments – All are invited to the Veterans Day celebration next Tuesday in the gym at BHCA. Mrs. Vickers mentioned that we have a donation of 70 8-foot flags which will be displayed on campus.

- XI. Board Comments
Mr. McFatter recognized the BHCA football coach, Roy Davila, who does not have children playing football now. He expressed that this gentleman does an excellent job with the kids. He also acknowledged Mr. Qualls, Bay Haven’s band director and

Bay Haven's band whom he described as "just exceptional." Mr. McFatter also mentioned Lesa Anderson and the fantastic job she does with the cheerleaders.

Mr. Reeve requested that on next month's for agenda we look at the accrued leave policy that we talked about in the past. It was mentioned that when reviewed before, it was not advisable for BHCA to do that per the attorney.

XII. Announcements

- A. Gulf Coast Battle for the Paddle on November – cancelled due to low participation, but looking at a date in the spring.
- B. Dr. Kitts requested that if Board members have questions, to please communicate with him so those can be addressed in advance.
- C. Next month's meeting will be held at NBH ES.

XIII. Adjournment – 6:42 p.m.