

Bay Haven Charter Academy, Inc.
Board of Directors Minutes
Thursday, January 21, 2016
North Bay Haven Charter Academy
Middle/High School Cafeteria
4:00 pm

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

- I. Call to Order – 4:02 p.m.
- II. Pledge of Allegiance – Dr. Jeremy Hatcher
- III. Prayer – Mr. Larry Bolinger
- IV. Approval of Agenda – Mrs. Porter made a motion to approve the agenda. Mr. Reeve seconded the motion. No further discussion, all in favor, motion carries.
- V. Approval of Minutes 12/03/15, 12/16/15 and 1/15/16
Mr. Reeve made a motion to approve the minutes for 12/03/15. Mr. Graham seconded the motion. No further discussion, all in favor, motion carries.
Mrs. Porter made a motion to approve the minutes for 12/16/15. Mr. Graham seconded the motion. No further discussion, all in favor, motion carries.
Mr. McFatter mad a motion to approve the 1/15/16 minutes. Mr. Graham seconded the motion. No further discussion, all in favor, motion carries.
- VI. Presidents Report – Dr. Hatcher mentioned that he was pleased to see the email regarding the accomplishment of one of our teachers and hopes to see more.
- VII. CEO Report
 - A. Personnel
 1. Report on AdvancED survey – Mrs. Mackey reported that the survey will be have some customizable options soon so that it can be more flexible. As she receives information, she will be reporting that to the Board.
- VIII. CFO Report
 - A. Richard McKinney, from Carr, Riggs and Ingram, presented information from the recent audit report completed for BHCA, Inc. He commented that BHCA, Inc. has a strong balance sheet. He mentioned a couple of findings that have recurred. One is a very common finding that is not an issue. The second finding was an improper segregation of duties when it comes to accounting software related to IT. The Finance office confirms this has been corrected and all accounts that were active and should not have been were inactivated. After a short question and answer session, the CFO concluded his report.
- IX. Items for Discussion
 - A. Recently approved personnel policy – at what point does advertisement of positions take place
There was a discussion about the process and what role HR plays in that process.
Dr. Kitts spoke briefly about recruiting trips to the universities and the possibility using Skype to allow teacher teams to interview potential candidates.

As far as new positions, it is mentioned that a position should not be advertised prior to approval.

- B. Possible subcommittee formation for reviewing high school dance dress code
The Board does not want to pursue this and the Board decided to table it.
There was some discussion concerning the middle school dance dress code that has been advertised. Mr. McFatter requested that all do some more research prior to the next board meeting in February.
 - C. Possible expansion of SRO coverage until 6:00 p.m. at North Bay Haven Elementary and Bay Haven – Dr. Kitts contacted Major Ford at the Sheriff’s Department. It is reported that it would cost \$30 per hour at a 3 hour minimum. Dr. Kitts and Mr. Ramsey estimate it would cost under \$10K for the rest of the year for the NBH ES campus. They determined that with all of the people on the BHCA campus during the summer, the extra coverage was not really seen as necessary and it did not seem prudent for this expenditure. Recommendation is go forward with the extra coverage at NBH Elementary. It is requested to move this item to an action item. Dr. Kitts also mentioned that Mr. Gant is working on creating a safety committee that will include the SROs from each campus and that this committee will facilitate training with staff on proper procedures and communication.
 - D. Lottery preference for military – A discussion followed with Dr. Kitts encouraging the Board members to think about this, bring ideas and the leadership will analyze positives and negatives.
 - E. Lottery preference for 9th grade for long term enrollees – The discussion focused on the desire to expand the number of NBH and BH 8th graders that would have the opportunity to get into the high school. Ideas are being considered; however, an additional preference would necessitate opening the contract. .
 - F. Reorganization – Mr. Mark Graham
Mr. Graham brought before the Board an idea of realigning the organization pulling the CFO’s office and HR office out from under the CEO on the organization chart and making them directly responsible to the Board. Mr. Graham encouraged all Board members to discuss this with Dr. Kitts, the CFO, HR, and administrators. Discussion concerning this idea ensued. The principals of each campus spoke their concerns to the Board.
Dr. Hatcher encouraged the Board members to research organizations, converse with Dr. Kitts, Mr. Ramsey, and others, coming back with clear, concise questions.
- X. Action Items
- A. Board Approval for Job Posting Policy – Mr. Haight made a motion to table this until the next meeting. Mrs. Haney seconded the motion. No further discussion, all in favor, motion carries.
 - B. Approval of advertisement of change to current policy of paying \$90 a day for unused leave for teachers to paying full daily rate – There is a short discussion. Mr. Thompson made a motion to advertise the change in current policy of paying \$90 a day for unused leave for teachers to paying the full daily rate. Mrs. Ennis seconded the motion. Mr. Haight asked if this was in the budget and

Mr. Ramsey answered that it was not. No further discussion. All were in favor with exception of Mr. Haight who voted no. Motion carries.

- C. Approval of Amendments to charters – date change to 2029 – Mr. Graham made a motion to approve the amendments to the charters to change the contract end date to 2029. Mr. Thompson seconded the motion. All were in favor, no further discussion, motion carries.
- D. Change of definition of quorum for this Board from three (3) members to five (5) members – Mr. Thompson made a motion to advertise the amendment to the bylaws to change the definition of the quorum from 3 to 5 and an affirmative vote for stated circumstances from 3 to 5. Mr. McFatter seconded the motion. All in favor, no further discussion, motion carries.
- E. Approval of extra SRO coverage at the North Bay Haven Elementary campus – Mr. Graham made a motion to authorize Dr. Kitts to enter into agreement with the Bay County Sheriff's Department for additional SRO coverage beginning as soon as possible and finishing at the end of the school year, June 2nd, not to exceed \$10K. Mr. McFatter seconded the motion. All in favor, no further discussion, motion carries.

XI. Public Comments

Lisa Thompson, a parent, commented on the dance dress code, the lottery preference for 9th grade and the fact that parents are noticing the discord between leadership.

Shannon Adams needs the photos and bios for the Board members for the website.

XII. Board Comments

Mr. Reeve had a question regarding the personnel report and the ancillary services report. Both were answered.

Mrs. Porter would like to see an "Unfinished Business" item on the agenda.

Mr. Thompson would like to discuss at the next meeting what it means to be within the budget.

Mr. Haight thanked Mrs. Thompson for her comments and encouraged others to come.

Dr. Hatcher stated that if we had a subject such as the dance dress or something similar, to please do a subcommittee to address that.

XIII. Announcements

- A. Workshop – Information regarding ESE approach – will be February 11th with a presentation by the three assistant principals.
- B. Next Board meeting will be held on Thursday, February 4th at 4:00 p.m. at the Bay Haven Media Center. The design-build firms will be doing a presentation on the 4th with selection at the meeting on 11th at 3 p.m. at BHCA.
- C. Winter Social –January 30th at Runaway Island
- D. Board elections coming up: Mrs. Haney, Mr. Reeve, Mrs. Porter and Mr. Graham are up for reelection.
- E. Introduction of Jason Rottero, our new CIO

XIV. Adjournment – 7:58 p.m.