

Bay Haven Charter Academy, Inc.
Board of Directors Meeting Thursday January 8, 2015

Meeting was called to order at 3:57 pm. The Pledge of Allegiance was led by Neel Bennett. Tim Kitts led the prayer. Scott Reeve was absent.

Approval of Agenda: Sandy Porter made a motion to approve agenda with addition of IX. Community Recognition and renumber accordingly. Tiffany Ennis seconded the motion. Motion passed unanimously.

Approval of Minutes: Neel Bennett made a motion to approve the 11/06/2014 meeting minutes with addition of listing absentee Board members. Sandy Porter seconded the motion. Motion passed unanimously. Neel Bennett made a motion to approve the 12/04/2014 meeting minutes with addition of listing absentee Board members. Sandy Porter seconded the motion. Motion passed unanimously.

President's Report: Mr. Haight stated that he received information that the athletic field property has been released from the Cease and Desist Order. Mr. Haight also stated that tomorrow is a very important day. The Ribbon Cutting will be a very big day. Dr. Kitts told Mr. Haight that all the donors will be recognized and receive 2 aerial photos.

CEO Report:

Facility Report:

Reliant South Report: Dr. Kitts reported that there were around 112 items on the punch list and those items are being finished up. Dr. Kitts is meeting with Mr. Parker and Mr. Dodd to finish up gym leak. There is also going to be a power study conducted on the gym.

Transportation Update: Dr. Kitts reported that he extended the pavement at the Mill Bayou Campus in order to have it ready for bus driver testing. The striping will take place on Saturday. Adrid Johnson will be the Transportation Safety Coordinator. The district has said they will surplus 10 busses. We will provide our own bus services as the district cost for the services are astronomical. Dr. Kitts stated that he and CFO, Dwan Ramsey are still discussing bus purchases.

Personnel:

Transportation Safety Coordinator: Dr. Kitts stated that he and Julie Maddox are working on a complete job description and a pay scale. Mr. Johnson was hired to fill this position. He will start on January 21, 2015. He will handle all the routing. He will train and certify drivers. He can act as the Safety Officer as well. He has 27 years of experience in transportation.

Sandy Porter asked that administration communicate new positions with the Board as well as new hires. Dr. Kitts stated that at the last Board meeting he mentioned that administration was looking for someone to take over transportation since it is such a big responsibility now. Scotti Haney asked if we had looked into what Santa Rosa County was doing because their transportation costs were much less than Bay County.

CEO Contract Motion modification: Ms. Swindler stated that the Board needed to authorize Board Chair to sign the CEO contract. Jeremy Hatcher made a motion to approve the CEO contract with current dates and same compensation and authorize Board Chair to sign. Tiffany Ennis seconded the motion. Motion passed unanimously.

Informational Items:

Textbook Adoption: Dr. Kitts reported that he is meeting with the leadership team to see what needs to be adopted.

Classroom Visitations and Walk Through Template: Dr. Kitts gave a brief report on classroom visitations and “walk throughs”. Administrators discussed with the Board the need for classroom visitations, procedures, and frequency of visitations. Category 1 and 2 teachers are newer teachers and have more walk throughs than veteran teachers (category 3 and 4 teachers). Category 1 and 2 teachers might have a classroom visit every 2 weeks. The classroom visits and walkthroughs are designed to be a system for administrators to be instructional leaders and assist teachers in becoming more effective.

Mosley Minnesota Storage: Dr. Kitts said he is clearing 90% of the storage units.

Master Scheduling: Meredith Higgins and Michelle Gainer are coordinating on the scheduling for next year. Dr. Kitts also stated that he plans to submit letter to the district in order to increase student enrollment by 15% if it is necessary. He has to do this by March 1st. Also, student visitation is becoming a very important resource for recruiting students. In order to have less classroom disruptions student visitations will try to be kept to Tuesdays and this is called “Tag-a-long Tuesday”. It was noted that student visitations have garnered new clientele.

Fall Survey Response: Principals met with their respective SIT team and have responded to concerns presented on the fall survey.

Summer Professional Development: There have been so many changes in state standards that summer professional development is necessary in order to address this issue. Technology mentors will attend the FETC conference in Orlando in late January.

Recruiting: Dr. Kitts stated that there will not be nearly as many new positions as there was this past year. Bay Haven, Inc. will still recruit, but it won't be as big of an exercise this year as ~~it was~~ last year.

CFO Report:

Mr. Ramsey discussed with the Board the idea of presenting a budget amendment to them. He said this would be comprised of items that were not accounted for in the current year budget as well as resources that have not been expended out of the current year budget.

Community Recognition:

Jeremy Hatcher stated that the Harry Jackson Masonic Lodge named Officer Steve Pointer as School Resource Officer of the Year. They also awarded Christine Stillwell Teacher of the Year.

There were no teachers, staff, students, parents and citizens to be heard.

Comments:

Mr. Bennett reported to the Board that he met with Mr. Bolinger and Ms. Vickers ~~about~~ regarding a former employee and it was a good exchange of information.

Mr. Haight stated that there was a letter in the paper about school grades in Bay County and the reporting of school grades through the news media.

Mr. Bolinger gave the Board a brief update on the Teacher of the Year and Employee of the Year.

Both Neel Bennett and Jeremy Hatcher moved to adjourn the meeting at 5:46pm.