

Bay Haven Charter Academy, Inc.
Board of Directors Meeting Minutes
Thursday, September 8, 2016
Bay Haven Charter Academy
Media Center
4:00 pm

Attending: Mr. Jon McFatter, Dr. Jeremy Hatcher, Mr. Scott Reeve, Mrs. Sandy Porter, Mr. Waylon Thompson, Mr. Neel Bennett, Mrs. Tiffany Ennis, Mrs. Scotti Haney

Others attending: Mr. Larry Bolinger, Mr. Russell Sloan

Absent: Mr. David Haight

- I. Call to Order** – 4:00 p.m.
- II. Pledge of Allegiance** – Mr. Jon McFatter
- III. Prayer** – Mr. Jon McFatter
- IV. Approval of Agenda** - Mr. McFatter requested that item VIII B be moved to next month's agenda since the By-laws are not quite ready for action yet. A motion was made by Mrs. Haney to approve the agenda as amended. Mr. Reeve seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** – 08/04/2016, 8/25/16 - A motion was made to approve the minutes for 8/4/16 and 8/25/16 by Mr. Thompson with a second by Mrs. Ennis. All in favor, no further discussion, motion carries.
- VI. Student Recognitions** – HOSA students who competed and placed in the national competition were recognized.
- VII. Presentation** – Bob Bell, Brown & Brown Insurance
Mr. Bell presented an overview of coverage.
- VIII. Action Items**
 - A. Approval of change in leave policy for 10 month full time employees from 8 days to 10 days – Mr. Reeve made a motion to approve the change in leave policy as written. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
 - ~~B. Approval of changes to By laws – move to next meeting~~
 - B. Approval of Speech/Language pathologist position for NBH Elementary – Dr. Hatcher made a motion to approve this part-time position. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
 - C. Approval of Human Resources clerk position – Mrs. Porter requested that the salary grade be on the job description and whether full-time, part-time, 10 month or 12 month. Mr. Bennett made a motion to approve the HR clerk position. Dr. Hatcher seconded the motion. All in favor, no further discussion, motion carries.

IX. Items for Discussion

- A. Military preference – Questions concerning the auditor’s recommendation on this topic were answered. Dr. Hatcher made a motion to approve the admission preference to add military as written but limited to 10% of open seats after siblings of existing at the lottery. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
- B. Report on 16 acres including engaging Panhandle Engineering to finish fields plans for development order and possible gravel parking lot – We are not sure of the closing date. Panhandle Engineering prepared a handout showing estimate for 282 parking spaces. It would take 4 to 6 weeks for all permits to be issued and be ready to move forward. During that time plan design can be taking place. Marty Perrett from the Foundation stated they had raised money for infrastructure. The Foundation has \$60K available now and it could be used for the design of parking. This item will continue to be discussed at subsequent meetings as further questions regarding the closing, estimates on different types of parking and other matters are answered.
- C. Update on school grades appeal (McLaughlin) – We have no information yet, but will be informed as soon as we hear from the DOE.
- D. CFO goals – Mrs. Ennis went through the goals that she and Ms. Swindler created. Dr. Hatcher asked if these goals are on a continuous basis or will they change year after year? Mrs. Ennis said that some will be ongoing and some will be year specific.
- E. CFO Leave – Mr. McFatter explained that this is an informational piece. Ms. Swindler has 88 hours that she will lose. Mr. Ramsey had extended that Nov 30. Because of audit, Ms. Swindler would like to take it over Christmas and New Years break, and so the extension of leave will go to Jan 4th.

X. Announcements

- A. Agenda meeting for the next board meeting will be Thursday, September 29th at noon. Please get any items for discussion to Mr. McFatter or Ms. Maddox by that time.
- B. Next Board meeting will be held on Thursday, October 6th at 4:00 p.m. at the Bay Haven campus in the Media Center.

XI. Public Comments - None

XII. Board Comments

- A. Thanks to Mrs. Ennis for helping with the CFO goals.
- B. Thanks to Mrs. Porter for taking on the role of liaison for ESE for the Board.
- C. Mr. McFatter will be sending an email out to parents on behalf of the Board to be more engaging and give them info about new school, etc. He had meeting with faculty at NBHE regarding the new school and it was a great meeting.
- D. Mr. Reeve stated that he wanted to clear up something that was on Mrs. Mackey’s HR report. The report states that Ms. Dobernig went to Mosley, however, she did not.

- E. Mr. Thompson stated that we need HR goals as well for Mrs. Mackey. He stated there should be a specific operating manual for human resources. Mr. McFatter will get with Roberta and Mr. Bolinger and begin to put goals together.
- F. Mr. Thompson asked about a detail on the CEO report. He asked what grants were received and who wrote those? It was explained that the plan was submitted through district to the state.

XIII. Adjournment – 5:36 p.m.