

Bay Haven Charter Academy, Inc.
Board of Directors Meeting Minutes
Thursday, October 6, 2016
Bay Haven Charter Academy
Media Center
4:00 pm

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

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

Absent: Mr. Scott Reeve

- I. Call to Order** – 4:00 p.m.
- II. Pledge of Allegiance** – Mr. Jon McFatter
- III. Prayer** – Mr. Waylon Thompson
- IV. Approval of Agenda** – Mr. Thompson made a motion to approve the agenda with the addition of item VIII (G). Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** – 09/08/2016 – Mrs. Ennis made a motion to approve the minutes as presented. Mr. Bennett seconded the motion. All in favor, no further discussion, motion carries.
- VI. Student Recognitions**
 - A. BHCA students
 1. Perfect FSA and EOC scores
 2. Future Physicists of America inductees
 - B. NBH
 1. Perfect FSA and EOC scores
 - C. S&P Presentation - Mr. Larry Bolinger, Mr. Jon McFatter, Ms. Laura Swindler, Mr. Mike McLaughlin, Mrs. Jamie Vickers, Mrs. Jan Chapman, Mrs. Sheena Malphurs, Mrs. Tammy Graham, Mrs. Kristine Gee, Mrs. Amy Fowler, and Mr. Shannon Adams
- VII. Action Items**
 - A. Approval of HR Director goals – Mrs. Porter worked with Mrs. Mackey on these goals. Later in the agenda, an HR manual is mentioned. Mrs. Haney has contacted Mrs. Mackey and will continue to meet with her on that process. Dr. Hatcher made a motion to approve the HR goals. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
 - B. Approval of additional ESE teaching unit at NBH MS/HS (McLaughlin) – Mr. Bolinger explained that as we went through the budgetary process in the spring, we made projections of what we thought the student needs were going to be. These projections proved to be a little low. He explained to the Board that we want to hold fidelity to the budget and when a request for an item that is not in

this year's operating budget is brought to the Board, it is brought with research and a demonstrated need. These will not be brought capriciously. About a month ago, the resource teacher approached admin at NBH with a concern. Currently there is one person that oversees the whole program with 84 on her caseload with the help of the clerk to set up meetings and paperwork. The teacher was asked to do a little research to see what the typical load is and in other states it is mid 20's. Mr. McLaughlin is requesting one unit, so that one person will be responsible for MS and one for HS IEPs. The district resource teacher recommends this. Mrs. Porter made a motion to approve the additional ESE teaching unit at the MS/HS. Mrs. Ennis seconded the motion. Mr. Thompson asked for a breakdown in the number of students and Mr. McLaughlin responded with 46 middle, 38 high school, soon to be 52 in middle. Mr. Haight asked if a lot more ESE students are arriving on our campuses. Mr. Bolinger responded affirmatively. All in favor, no further discussion, motion carries.

- C. Approval of Bond Resolution and attachments – Bond counsel has requested that we do an amended and restated bond resolution to get us ready to do the bond issue on Oct 27th. Mr. Thompson made a motion to approve the bond resolution and attachments. Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.

VIII. Informational Items

- A. Restructure/Reclassify ESE positions at BH (Bolinger/Porter/Vickers) – Mrs. Porter and Mrs. Vickers met and discussed a joint job description that was a joint ESE para/clerk that was approved by the Board. That job description was embedded with lots of office stuff and then some ESE job duties. That job description was probably built by Dr. Kitts at the time and encapsulated job duties that a particular person was already doing. It was determined that the front office clerical items need to be removed out of the ESE clerk/para description and given to another person in the front and the ESE clerk is to be pure ESE by broadening the description to more encompass the ESE clerk position. Currently this paperwork is for 161 students. The purpose at the time was for that clerical position to help type the IEP and be the conduit between parents, students and teachers. This person would be very fluid. If it does not affect budget and is not a new position it is the understanding that it does not require board approval, only informational. Mrs. Porter has had conversations with Mrs. Mackey and with Ms. Swindler. Mr. McFatter thanked for Mrs. Porter for working with administration on this.
- B. Update on 16 acres – Mr. Bolinger stated things are moving in a positive direction. Mr. Sloan remarked that Chris Forehand has been very helpful in this process. The City of Lynn Haven planning board approved the elementary school, and the topic will go before the commission next Tuesday. Then we will

be able to apply for the building permit right after that. Mr. Sloan gave an in depth commentary on the details of the 16 acre parcel.

- C. Update on 27 acres in Callaway – Clearance to harvest timber – Mr. McFatter remarked that harvesting the timber would allow some generation of revenue and would make the property more marketable. The realtor had a conversation with the Callaway city manager and with the new contract that Eastern Shipbuilding has received, there may be some more interest in this property. Mr. Sloan needs to see the contract with the realtor before the board does anything. Certainly, the Board should take steps to appropriately market the property and with respect to the question of harvesting timber, if the board wishes Mr. McFatter to investigate, that would be a good thing. Information will be given at the next meeting.
- D. S&P Meeting update – Mrs. Swindler gave results from the latest conference call. S&P decided to keep BHCA, Inc at a triple B- rating and moved our outlook from stable to positive. She reported that they are willing to increase the rating if we continue to keep going like we are going. We have to stay on budget with no more than a 3.6% variance to keep from being in violation of debt covenants. Material fluctuations must be information given to the investors and bank.
- E. Ancillary Director paygrade correction – Mr. Thompson pointed out that this should be approved by the board since it is a budgetary change and that there was no mistake, but simply a correction to move the paygrade up according to the job responsibilities. A question was asked as to the effective date of this and Mrs. Swindler stated July 1st, 2016. It was asked that Roberta give the Board a job description and this is to be an action item on the next agenda.
- F. HR Procedure Manual – Mrs. Haney working on this with Mrs. Mackey
- G. Briefing on Technology Team – Mr. Rottero gave an overview of some of the technology issues. He spoke of the student intern program and new reorganization plans. He also mentioned the DCP grant. Also, rebooting and revamping the computer science academy at the high school was discussed. Dr. Hatcher mentioned that he, Jason and others had met with FSU to discuss an articulation agreement for NBH to participate in their dual enrollment programs. Mr. Rottero mentioned that he had created Google accounts for the board members and the attorney on the new Google domain.

IX. Announcements

- A. Agenda meeting for the next board meeting will be Thursday, October 27th 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, November 3rd at 4:00 p.m. at the Bay Haven campus in the Media Center.

X. Public Comments

- XI. Board Comments** – Mr. McFatter asked that Mr. Bolinger bring a report to the next board meeting regarding some of the goals since we are at the end of the first quarter

of school. Mr. McFatter also mentioned that it is the time of the year when we normally do our fall climate survey. He asked that if it was okay with the Board, he would like to ask Mrs. Maddox to facilitate that survey and gather the information. There were no objections. Mr. Haight mentioned that he wanted to add a couple of items to the Student Recruitment and Retention Action Plan. He had a list that he was giving to Mr. Bolinger after the meeting. Dr. Hatcher asked if there was an update on the school grade. No update at this time. Mrs. Porter mentioned that Homecoming was great and she gave kudos to Mr. McLaughlin for coming to Bay Haven last week and meeting with a group of students. The visit was very well received and the students were very excited to meet with him and have lunch. Mr. Bolinger mentioned that Mr. Haight had asked for some of the reports in the past that were given to the board regarding ethnicity, school grades, etc. He stated that he would be emailing those to the board members. Mr. Bolinger invited the board members to the showcase at the high school. He mentioned that next week is United Way week and on Wednesday at NBH MS/HS, Thursday at NBH ES and Friday at BH he will be cooking hamburgers for lunch. Lunch is free, but the employee is to bring their United Way form and contribute if they desire.

XII. Adjournment – 6:25 p.m.