

Bay Haven Charter Academy, Inc.  
Board of Directors Meeting Thursday September 11, 2014

Meeting was called to order at 4:00 pm. The Pledge of Allegiance was led by David Haight. Larry Bolinger led the prayer.

Approval of Agenda: Board added IV B. Approval of Minutes and 6c. CEO Compensation. Jeremy Hatcher made a motion to approve the agenda with noted changes. Neel Bennett seconded the motion. All were in favor. Motion passed.

Approval of Minutes: Waylon Thompson made a motion to approve the June 5, 2014 minutes with the noted change. Tiffany Ennis seconded the motion. All were in favor. Motion passed. Neel Bennett made a motion to approve the June 26, 2014 minutes with the noted change. Scott seconded the motion. All were in favor. Motion passed. Waylon Thompson made a motion to approve the July 10, 2014 minutes with the noted change. Neel Bennett seconded the motion. All were in favor. Motion passed. Neel Bennett made a motion to approve the August 7, 2014 minutes with the noted change. Sandy Porter seconded the motion. All were in favor. Motion passed.

**President's Report:** David Haight reported to the Board about the fields parcel. He explained to the Board that D & H Properties was given a Cease and Desist order and now will have to remedy the situation. Tim Sloan explained to the Board that he can't say when closing will take place given the Cease and Desist Order. Mr. Thompson asked about the utility easements. Mr. Haight and Mr. Sloan briefly discussed utility easements with the Board. Mr. Haight asked Dr. Kitts about the pedestrian crossings. Dr. Kitts stated that North Bay Haven had nothing to do with the pedestrian crossings. It was a citizen led activity. Mr. Haight reported to the Board about the recent meeting between Bay Haven, PCST, and Mr. Dyell. Dr. Kitts also gave the Board a brief report on the pool and the recent meeting. The discussion was very positive and PCST was very agreeable to everything that was requested. Tim Sloan also stated that any agreement drawn up will prevent Bay Haven Charter Academy, Inc. from being at risk in short term. Mr. Sloan gave the Board an update on former employee, Lisa Jones, and the filed complaints.

**CEO Report:**

*Facilities Report:*

Reliant South Report: Dr. Kitts gave the Reliant South Report. Gym is on schedule. The contractual due date is 10/21/2014. Dr. Kitts stated that the only hiccup was that the architectural plans did not include allowances for the stage to be complete. Now changes are being made to equip the stage and gym with necessary partitions and curtains. Dr. Kitts also stated that before Reliant South finishes the project, he is requesting that they give detailed operating instructions for the campus. Everything that is operating on campus should have detailed instructions in case our facilities managers need them.

Phase 2 Conversation: David Haight asked Dr. Kitts what would it take to proceed with Phase 2. Dr. Kitts reported that he and CFO, Dwan Ramsey are having discussions with lending institutions and are looking at different construction options. Dr. Kitts showed the Board his rough drawing of the "new" elementary school layout at the 390 campus. Mr. Thompson asked about budget. Mr. Ramsey stated that once the debt service kicks in for North Bay Haven Middle School and High School, the bottom line would be cut in half. Mr. Ramsey stated that we have to start looking at the North Bay Haven Middle and High Schools' budgets.

Transportation: Dr. Kitts and Mr. Bolinger explained to the Board the transportation problem that Bay Haven Charter Academy, Inc. is facing. Dr. Kitts is still negotiating with Bay District Schools. Ms. Porter asked Dr. Kitts if Bay Haven Charter Academy, Inc. is using instructional personnel for the shuttle bus or for the hub system. Mr. Bolinger stated that he does not intend to use instructional personnel for the hub system. Dr. Kitts stated that there are a lot of children that ride the bus and many children that want to attend the Bay Haven schools and therefore we have to deal with this demand and transporting students is part of the equation. Bay Haven Charter Academy, Inc. will have a site based transportation coordinator as well as a main transportation coordinator. Jamie Hinrichs will serve as the Bay Haven Charter Academy, Inc. transportation coordinator.

*Students:*

Enrollment Update: Each principal gave their enrollment update. Michelle Gainer gave the enrollment report in place of Meredith Higgins.

Marketing Update: Jamie Vickers and Michelle Gainer gave the Board a marketing update. There was a discussion about Bay Haven Charter Academy schools competing with University Charter Academy. There was also a discussion about the waiting list and the reasons why the waiting list has diminished.

*Personnel:*

Walkthrough Presentations: Ms. Gainer and Mr. McLaughlin gave the Board a presentation on the teacher walk-through evaluation model.

*Ancillary Services Update:*

Ms. Graham gave the Board an Ancillary Services report.

**CFO Report:**

Mr. Ramsey reported to the Board on monthly financial performance as well as expected future expenditures.

**Action Items:**

*Corrected Leave Policy:* Tim Sloan stated that the leave policies presented were not ready for Board action. Mr. Sloan stated that he needed to work on the language and that we could revisit these policies at the next Board meeting.

*CEO Compensation:* The Board discussed CEO compensation.

**Teacher, Staff, Parents, Students, and Citizens to be Heard:**

Waylon Thompson asked Dr. Kitts and Mr. McLaughlin about security at North Bay Haven Elementary. Mr. McLaughlin stated that he is still working on a resolution to this. He has not been successful in obtaining an officer but continues to work on this.

Dr. Kitts reported that the ticket sales for the concert are below 200. Dr. Kitts stated that he will be advertising through Channel 13. He will also be using social media to advertise this event.

Dr. Kitts also told the Board that there are major air conditioner repair needs on the Bay Haven campus. Mr. Ramsey, Jason Morris, and Dr. Kitts have received 3 bids.

Jeremy made a motion to adjourn the meeting at 7:15 pm. Tiffany Ennis seconded the motion. All were in favor. Motion passed.