

Bay Haven Charter Academy, Inc.
Board of Directors Meeting Minutes
Thursday, October 5, 2023
NBH Media Center
4:00 p.m.

Attending: Mr. Jon McFatter, Mrs. Joyce Wilson, Mrs. Sandy Porter, Mr. Tim Parker, Mr. Waylon Thompson, Mr. Daniel Brewer, Ms. Jennifer McCabe

Absent: Mrs. Tiffany Ennis, Mr. Lance Marrano

Others attending: Mr. Larry Bolinger, Mr. Mike Burke

- I. Call to Order** – 4:00 p.m.
- II. Pledge of Allegiance** – Mr. Jon McFatter
- III. Prayer** – Mr. Waylon Thompson
- IV. Approval of Agenda** – Mrs. Porter requested an informational item to be added regarding NBH student parking. Mrs. Wilson made a motion to approve the agenda with the addition of the requested item. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** – 09/07/2023, 9/26/23 – Mr. Parker made a motion to approve both sets of minutes as presented. Mrs. Wilson seconded the motion. All in favor, no further discussion, motion carries.
- VI. Student Recognitions**
- VII. Action Items**
 - A. Approval to use FCPCS State Approved Evaluation System – Mr. Thompson made a motion to approve the evaluation system as presented. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.
 - B. Approval of Haven Out of Field Report for Fall 2023-24 – Mr. Thompson made a motion to approve the out of field report as presented. Ms. McCabe seconded the motion. All in favor, no further discussion, motion carries.
 - C. Approval of Technology Upgrade for Bay Haven campus, Bldg 1, plans and specifications – Mrs. Wilson made a motion to approve the technology upgrade as presented. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
 - D. Approval of GMP for 4th and 5th grade classroom building for Bay Haven campus – Mr. Parker made a motion to approve the GMP as presented. Mr. Brewer seconded the motion. All in favor. Mrs. Wilson asked a question regarding the covered walkway. Mr. Thompson asked a question regarding the cost of the temporary fencing and windscreens. A representative from Culpepper answered the questions. No further questions. Motion carries.
 - E. Approval of Job Description and Placement Schedule for Coordinator of Curriculum and Instruction – Mrs. Porter made a motion to approve the job description and placement scheduled as presented. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.
 - F. Approval of additional language re: late departure in Policy 5200 and 5230 (previously advertised) – Mr. Thompson made a motion to approve the additional policy language

as advertised. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.

- G. Approval of Policy updates (previously advertised) – Mrs. Wilson made a motion to approve the policy updates as advertised. Ms. McCabe seconded the motion. All in favor, no further discussion, motion carries.

VIII. Informational Items

- A. School updates
- B. Discussion concerning administrators coaching a sport or sponsoring a club
- C. Athletic fee – NBH – Mrs. Wilson stated she had a productive meeting with the Athletic Director with great conversation. After looking at the fee, it is apparent that although an increase is needed, it can be a much smaller increase than the original \$25 per player. The Athletic Director is working on that information.
- D. CEO Job Description – Since the job description was last reviewed in 2016, it is requested that it be updated. The board was asked to provide any desired updated language to Ms. Maddox by next Tuesday, October 10th and she will send out a proposed revised job description for consideration at a special called meeting.

IX. Announcements

- A. The next agenda meeting will be Thursday, October 26th at 3:30 p.m. Please get any items for discussion to Mr. McFatter or Ms. Maddox by that time.
- B. The next Board meeting will be held Thursday, November 2nd at 4:00 p.m. at the NBH Media Center.

X. Public Comments – None.

- XI. Board Comments** – Mrs. Wilson asked who oversees the median foliage as you cannot see kids coming across the street. Mr. Bolinger stated that it was the City of Lynn Haven, but we have written permission from the City of Lynn Haven to clear or beautify the median, and it would be our responsibility to keep it up. Mr. Parker said that it is being addressed. Mrs. Porter asked if the doors needing repair had been identified. Mr. Bolinger stated Mr. Elmore and Reliant South have gone through and looked at this. Mrs. Porter suggested that the fees students pay for student parking be set aside for future maintenance of the parking lots. The CFO stated that it is up to administration to decide how to use those funds outside the buildings. Mr. Parker asked about the wait list numbers in high school and if it is typically this low. The Data Verification and Compliance Specialist answered that it does typically get this low, although usually not this soon in the school year. Mr. Parker mentioned the doors at Bay Haven needing repair. Mr. Thompson mentioned the landscaping in the front of our schools needing work and if lawn maintenance has been spoken to about this. The CFO stated that at the last meeting it was decided a meeting was to take place with Katie from RCI, administration, and the Athletic Director regarding lawn maintenance. Mr. Gillespie has talked with a representative named Robert. Mr. Bolinger stated he will get in touch with Katie, have a meeting, and discuss it before the next board meeting and will bring back information. Mr. Brewer expressed thanks for bringing up the parking. He also stated it was good to see all the sports doing so well. Ms. McCabe asked the Athletic Director about the fact that permanent seating and a press box had been mentioned. He stated that he had directed Coach Knauss to talk to different potential donors with a completion goal of August 1. Ms. McCabe also mentioned the excitement about paying for concessions cashless. She asked about the vaping detection system, and if it was working well. Mr. Bolinger stated it was working extremely well. Ms. McCabe also thanked Mr. Spivey for walking and checking locked doors every day.

XII. Adjournment – 6:03 p.m.