

**Bay Haven Charter Academy, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, September 5, 2024**  
**NBH Media Center**  
**4:00 p.m.**

**Attending:** Mrs. Joyce Wilson, Mr. Lance Marrano, Mr. Bob Amin, Mrs. Scotti Haney, Mr. Daniel Brewer, Mr. Tim Parker, Mr. Waylon Thompson, Ms. Jennifer McCabe, Mrs. Tiffany Ennis

**Others attending:** Mr. Nelson Stephenson, Mr. Mike Burke

- I. **Call to Order** – 4:00 p.m.
- II. **Pledge of Allegiance** – Mrs. Wilson
- III. **Prayer** – Mr. Marrano
- IV. **Approval of Agenda** – Mrs. Wilson requested that items VIII and IX regarding the Executive Session be removed from the agenda. Mr. Parker made a motion to approve the agenda as amended. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- V. **Approval of Minutes** – 08/08/2024 – Mr. Brewer made a motion to approve the minutes as presented. Mr. Marrano seconded the motion. All in favor, no further discussion, motion carries.
- VI. **Student Recognitions**
- VII. **Action Items**
  - A. Ratification of Engagement Letter – Mrs. Haney made a motion to ratify the engagement letter. Mr. Amin seconded the motion. All in favor, no further discussion, motion carries.
  - B. Approval of the updated Budget and Finance Officer Job Description – The CFO presented the update to the job description. Mr. Thompson made a motion to approve the job description as presented. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.
  - C. Approval of the Accounting Assistant Job Description – The CFO presented this job description. She explained that she would like to reclassify the present Accounting Manager job to Accounting Assistant. Mr. Marrano made a motion to approve the job description. Ms. McCabe seconded the motion. All in favor, no further discussion, motion carries.
  - D. Approval of BHCA Inc Raise Plan – The CFO presented the Raise Plan. Ms. McCabe made a motion to approve the Raise Plan as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
  - E. Approval of BHCA Inc Stipend Plan – The CFO presented the Stipend Plan. After a few questions were answered. Mr. Thompson made a motion to approve the Stipend Plan pending approval by the state. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.
  - F. Approval of Flyover agreement for NBH Veterans Day program – Mr. Parker made a motion to approve the flyover agreement. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- ~~VIII. **Attorney Client (Executive) Session (requested last meeting) – 4:50 p.m.** In this session will be board members, Mr. Burke, a court reporter, and Mr. Stephenson, if needed.~~
- ~~IX. **Termination of Attorney Client (Executive) Session and Reopening of Open Meeting**~~

**X. Informational Items**

- A. CEO Report
- B. Strategic Plan update

**XI. Announcements**

- A. The next agenda meeting will be Thursday, September 26<sup>th</sup> at 9:00 a.m. Please get any items for discussion to Mrs. Wilson or Ms. Maddox by that time.
- B. The next Board meeting will be held Thursday, October 3<sup>rd</sup> at 4:00 p.m. at the NBH Media Center.

**XII. Public Comments** – The CFO introduced Shawn Kieffer to the Board. Ryan Lassiter thanked everyone for trusting us to do what we do.

**XIII. Board Comments** – Mr. Brewer gave kudos to the AD and football team for hard work at the football games. Mrs. Ennis said she went to a football game, it was fun and she enjoyed it. Mr. Thompson asked if we could look at what is communicated to parents about what is required for chaperone fingerprinting. Mrs. Wilson spoke about school safety being a number one concern. She reiterated to principals, staff, etc., that this is a number one priority. She stated that our thoughts and prayers are with those in Georgia.

**XIV. Adjournment – 5:02 p.m.**