

**Bay Haven Charter Academy, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, February 6, 2025**  
**NBH Media Center**  
**4:00 p.m.**

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

**Others attending:** Mr. Mike Burke

- I. Call to Order** – 4:01 p.m.
- II. Pledge of Allegiance** - Mrs. Wilson
- III. Prayer** – Mr. Marrano
- IV. Approval of Agenda** – Mr. Parker made a motion to approve the agenda as presented. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** – 12/12/2024, 1/8/2025 – Mr. Marrano made a motion to approve the minutes of 12/12/2024 and 1/8/2025 as presented. Mr. Brewer seconded the motion. All in favor, no further discussion, motion carries.
- VI. Video Presentation**
- VII. Student Recognitions**
- VIII. Information from NAI Talcor**
- IX. Action Items**
  - A. Approval of Purchase of AC Unit for the Bay Haven Cafeteria – After all questions were answered, Mr. Brewer made a motion to approve the Mathis quote for \$38,523.31 provided Mathis will match the other two offers regarding warranty and scope of work. Mr. Amin seconded the motion. All in favor, no further discussion, motion carries.
  - B. Approval of DAG Proposal for the Main Athletic Facility Project – The board would like DAG to see if they can get at least one other company to quote the civil. After other questions were answered by the DAG representative, Mrs. Haney made a motion to approve the DAG proposal to proceed. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.
  - C. Approval of Concrete pad for Track & Field Practice – Mr. Gillispie presented this action item. Mrs. Wilson asked the Athletic Director to have a list of guidelines of activities that are and are not allowed. Mr. Gillispie stated he would meet with the coach tomorrow. He stated the coach was hoping to have this available this spring. Mrs. Ennis made a motion to approve the project to be funded by track and field, but not to be used until the board approves the list of activities. Mrs. Wilson seconded the motion. All in favor, no further discussion, motion carries.
  - D. Approval of Haven Out of Field Report – Spring 2025 – Mr. Parker made a motion to approve the report as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
  - E. Approval of Dismissal – NBH High School – Ms. McCabe made a motion to approve the dismissal as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.

- F. Approval of Paraprofessional position for High School PE – Mrs. Ennis made a motion to approve the paraprofessional position. Mr. Marrano seconded the motion. All in favor, no further discussion, motion carries.
- G. Approval of Updated Job Description for Director of Ancillary Services – Mr. Thompson made a motion to approve this job description as well as Item H and I below. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.
- H. Approval of Updated Job Description for Chief Information Officer – See item G above.
- I. Approval of New Job Description for Assistant Band Director – See item G above.
- J. Set Closing Date for CEO applications and Dates for Interview – After some discussion, Mrs. Wilson made a motion to set the closing date for CEO applications for February 14<sup>th</sup> at 4:00 p.m. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.

**X. Informational Items**

- A. Mr. Burke presented the CEO Interview Process framework to the board. Mrs. Ennis made a motion to approve the framework, subject to change at a later date. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.
- B. Short Term Facility Goal Update

**XI. Announcements**

- A. The next agenda meeting will be Thursday, February 27<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, March 6<sup>th</sup> at 4:00 p.m. at the NBH Media Center.
- C. Lottery for High School will be held Friday, February 14<sup>th</sup>, and for K-8, Friday, March 14<sup>th</sup>. Parents will be notified by email that day.

**XII. Public Comments** – None.

**XIII. Board Comments** – None.

**XIV. Adjournment** – 6:00 p.m.