

Bay Haven Charter Academy, Inc.
Board of Directors Meeting Minutes
Thursday, February 5, 2026
NBH Media Center
4:00 p.m.

Attending: Mrs. Joyce Wilson, Mr. Lance Marrano, Mr. Bob Amin, Mrs. Scotti Haney, Mr. Tim Parker, Mrs. Tiffany Ennis, Mr. Brandon Aldridge, Mrs. Jennifer Kittrell

Absent: Mr. Waylon Thompson

Others attending: Mr. Mike Burke, Mrs. Brittany Lewis

- I. Call to Order** – 4:00 p.m.
- II. Pledge of Allegiance** – Mrs. Wilson
- III. Prayer** – Mr. Marrano
- IV. Approval of Agenda** - Mrs. Ennis made a motion to approve the agenda as presented. Mr. Marrano seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** – 12/11/2025 – Mrs. Kittrell made a motion to approve the minutes as presented. Mr. Marrano seconded the motion. All in favor, no further discussion, motion carries.
- VI. Video Presentation**
- VII. Student Recognitions**
- VIII. Action Items**
 - A. Approval of change to Policy 5200 – Attendance - previously advertised – Mrs. Haney made a motion to approve the policy change as presented. Mr. Parker seconded the motion. All in favor, with exception of Mrs. Ennis who voted “nay”. No further discussion, motion carries.
 - B. Approval for advertisement – change to Policy 5121 – Application and Invitation Process – Mr. Aldridge made a motion to advertise the change to the policy as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
 - C. Approval for advertisement – change to Policies 6550, 1440, 3440, 4440 regarding travel – Mr. Aldridge made a motion to advertise the change to the policy as presented. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.
 - D. Approval of Haven Out of Field Report – Spring 2026 – Mrs. Haney made a motion to approve the out of field report as presented. Mrs. Kittrell seconded the motion. All in favor, no further discussion, motion carries.
 - E. Approval to transfer funds into Ameris ICS Savings – Mrs. Haney made a motion to approve the transfer as presented. Mr. Marrano seconded the motion. All in favor, no further discussion, motion carries.
 - F. Approval of Pay Rate Increase for Substitute Teachers – Mr. Aldridge made a motion to approve the rate increase for substitutes teachers as presented. Mr. Parker seconded the motion. All in favor, no further discussion, motion carries.
 - G. Approval of Updated Administrative Placement Schedule – After explanation by the CFO and some questions which were answered, Mrs. Ennis made a motion to approve the updated administrative placement schedule as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.

- H. Approval of job description for Accounting Specialist – After the CFO explained the position and some questions were answered, Mr. Aldridge made a motion to approve the job description. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- I. Approval of Reclassification of Benefits and Accounting Assistant to Benefits Manager and Accounting Assistant – The CFO explained the rationale for the reclassification. Mr. Parker made a motion to approve the reclassification. Mr. Amin seconded the motion. All in favor, no further discussion, motion carries.
- J. Approval of updated job descriptions – Maintenance Supervisor, Internal Funds Bookkeeper, Payroll Manager – Mr. Aldridge made a motion to approve the updated job descriptions as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.

IX. Informational Items

- A. CEO Report

X. Announcements

- A. The next agenda meeting will be Thursday, February 26th 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 5th at 4:00 p.m. at the NBH Media Center.

XI. Public Comments – Mr. McLaughlin and Mrs. Miller spoke regarding “The Amazing Shake” event including 5th graders from both BH and NBH.

XII. Board Comments - Mrs. Wilson congratulated Mrs. Kittrell on her recent marriage. She also thanked both middle schools for the expo nights coming up. Mr. Marrano gave kudos to NBHE for the Winter Family Dance and described it as a great event.

XIII. Adjournment: 5:02 p.m.