

Bay Haven Charter Academy, Inc.
Board of Directors Meeting
Thursday, September 7, 2017
North Bay Haven Charter Academy
Choir Room
4:00 pm

Attending: Mr. Jon McFatter, Mr. Scott Reeve, Mr. Robert Fleming, Dr. Jeremy Hatcher, Mrs. Sandy Porter, Mrs. Tiffany Ennis, Mr. Waylon Thompson, Mrs. Scotti Haney

Absent: Mr. David Haight

Others attending: Mr. Larry Bolinger, Mr. Tim Sloan

- I. Call to Order – 4:04 p.m.**
- II. Pledge of Allegiance –** Mr. Jon McFatter
- III. Prayer –** Mr. Waylon Thompson
- IV. Approval of Agenda –** Mr. Thompson made a motion to approve the agenda with the addition of item VII (J). Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes – 7/13/17, 7/27/17 –** Mr. Reeve made a motion to approve the minutes as presented with one correction in 7/13. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- VI. Student/Staff Recognitions**
 - A. NBH – Staff – Introduced the new food service manager, Jennifer Stovall.
 - B. BH – Staff – Introduced the new Transportation Coordinator, Ray Arrington. Bay Haven received the Apple of Our Eye award from the Bay County Chamber of Commerce for renovations to a business or organization within Bay County. Mrs. Vickers presented pictures of before and after renovation.
- VII. Action/Informational Items**
 - A. Approval of advertisement of Bullying Policy – Mr. Thompson made a motion to approve the bullying policy for advertisement with two small corrections. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
 - B. Approval of out of field reports – Mrs. Ennis made a motion to approve the out of field reports as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
 - C. Approval of NBH student trip to Italy – Spring Break 2019 – Mrs. Kealy and Mrs. Busuttill presented the proposed itinerary. Mrs. Haney made a motion to approve the trip. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.
 - D. Teacher rollover leave – Mr. Reeve would like to do this in some form or fashion for the teachers and asks if Mr. Sloan could look into changing the language in the Employee Handbook to be able to accomplish this. Mrs. Ennis asked if the CFO could investigate and see at what point it becomes a budgetary concern. It is requested to see scenarios up to five days of rollover as well as a cap on the total carried over. It was stated SIT teams at all five schools decided not to cut instructional time but to add the extra 20

minutes per day. It was mentioned that the language needs to be specific and clear that there is not an expectation of continued employment. This will be addressed again at the next board meeting.

- E. HR Position Presentation – The CFO suggested that instead of an HR Director, the organization hire an HR Generalist or Coordinator that is a more hands-on position of a lower stature than a Director. She recommended that the current HR Assistant become a Benefits Specialist which would more closely resemble what the organization needs. She also recommended the HR Generalist needs to report to the Board; however, day to day management in some things like signing off on pay grade, salary schedule, etc. needs to be accomplished by the CFO and the CEO needs to be able to sign off on human relations issues. Generalist would be at PG 17 or 18, and Benefits Specialist PG 32 or 36 on salary schedule 3. Mrs. Porter expressed that whoever we hire needs to know Florida HR law, needs to understand the seriousness of HR and things that arise in that department, understand conflict of interests, and confidentiality. The Board decides that “Coordinator” is a better term than “Generalist” for this position. Mrs. Porter asked to see the current salary schedule for the current HR Director position. Mr. Thompson made a motion to accept the recommendations of the CFO in terms of reclassifying the HR Director position to HR Coordinator and reclassifying the HR clerk to Benefits Coordinator as well as to adopt the job descriptions as presented. Mr. Reeve seconded the motion. All in favor, no further discussion, motion carries. The Benefits Coordinator is also the public records person. Comparative analysis of the two positions will be brought back to the next board meeting so a vote may be taken on the salary/pay grade.
- F. Designation of parent representatives for each school – Dr. Hatcher made a motion to approve and replace the existing parent representatives with the new ones. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- G. TOSA - Approval to add to budget for BH – It was an omission that it was not in the budget during the July meeting. Mrs. Haney made a motion to approve this addition to the budget. Mr. Reeve seconded the motion. All in favor, no further discussion, motion carries.
- H. Surplus kitchen equipment – Mr. Thompson would like the organization to explore the option to sell old equipment to Palm Bay and replace with our new equipment. The CFO recommendation would be selling used equipment and using the new. A status report will be made at the next board meeting.
- I. Discussion of Panama City Swim Team pool proposal – A presentation was made by the representative of PCST. The CFO and CEO recommended going forward with this. The PCST representative will come back in October with a firm proposal.
- J. Permission for President to sign PE Pavilion agreement – Mr. Fleming made a motion to approve a change order to the underlying contract and authorize the president to sign the appropriate documents for the construction of the PE Pavilion. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.

VIII. Announcements

- A. Agenda meeting for the next board meeting will be Thursday, September 28th at noon. Please get any items for discussion to Mr. McFatter or Ms. Maddox by that time.

- B. Next Board meeting will be held on Thursday, October 5th at 4:00 p.m. at the North Bay Haven campus in the choir room.

IX. Public Comments

- X. **Board Comments** – Hurricane update – The organization has made preparations. Critical incident team members have been given badges. IT can take equipment down and then bring it back up after the storm has passed. We will be sandbagging if necessary. Everything is in for next week's payroll. As part of USDA we may be giving food to shelters but will be reimbursed. It was requested to get a price for the Mowat walkover structure.

- XI. **Adjournment – 5:56 p.m.**