

Bay Haven Charter Academy, Inc.
Board of Directors Meeting
Thursday, October 3, 2019
North Bay Haven Charter Academy
Media Center
4:00 pm

Attending: Mr. David Haight, Mrs. Scotti Haney, Mrs. Tiffany Ennis, Dr. Jeremy Hatcher, Mr. Waylon Thompson, Mr. Robert Fleming, Mrs. Sandy Porter, Mrs. Joyce Wilson, Mr. Jon McFatter

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

- I. Call to Order** – 4:00 p.m.
- II. Pledge of Allegiance** – Dr. Jeremy Hatcher
- III. Prayer** - Mr. David Haight
- IV. Approval of Agenda** - Mr. Bolinger requested to add Item VI (C) NBH Cross Country Team recognition. Mr. Haight made a motion to approve the agenda with the addition. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** – 9/05/19 – Mr. Fleming made a motion to approve the minutes of 9/5/19. Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.
- VI. Student Recognitions**
 - A. Bay Haven – CEO Students of the Month
 - B. North Bay Haven – CEO Students of the Month, CTE Serv Safe students
 - C. NBH Cross Country Team recognition (added)
- VII. Action Items**
 - A. Approval of High School trip to Spain 2021 (CEO and Norma Kealy) – Spring Break 2021 – Students who choose to go on the trip can earn high school credit or can go through the University of New Hampshire and get college credit upon completion of a project. Mr. Haight made a motion to approve the trip to Spain in 2021. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
 - B. Approval of additional maintenance apprentice position (CFO) – Mrs. Adams stated this is requested because of the very limited maintenance staff and need for the Maintenance Supervisor to be able to be in a supervisory capacity overseeing numerous projects. This would be a 12-month, 8 hour a day position with an annual cost ranging from \$26,000 - \$32,000, depending on benefit load. The funding for this position can be absorbed through PECO funds, which was higher than budgeted amount and will be split over all five cost centers. Mr. Fleming made a motion to approve the maintenance position. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
 - C. Approval of price variance for NBH Triumph Funds for score board (CFO) – There was some discussion regarding the price variance, what additional features were added and installation costs. Mr. Haight had some questions regarding what process was followed and the authorization of the purchase since this was an increase from the plan presented. The CFO explained that the Finance Department did not know about the increase until the invoice was received from the company. The CFO explained the purchasing procedures that have been put into place as directed by our auditors and the

new Governmental Accounting Standards Board rules and how those procedures were communicated in the summer. Mrs. Haney inquired how this scenario could be prevented in the future. Mr. Bolinger stated that he is now signing off all requisitions for athletics, with the bookkeeper putting the beginning and ending balances on the requisition. He stated that he and the CFO have clearly stated there are to be no more call-in orders and the representative from this vendor has been notified that all purchases are through purchase order only. Mrs. Haney asked what the consequences would be if someone picked up the phone and placed orders. Mr. Bolinger replied that it would be a personnel issue with disciplinary action. There was continued discussion concerning the issue. Mr. Fleming summarized the two issues, the procedural issue with understanding that nothing should be ordered in any way other than present procedure and the need for the score board. From the CFO explanation it was understood that Triumph funds were available to cover the difference between the original plan line item, which included a score board and installation, and the cost of the score board ordered. However, the CFO reiterated that was unknown how much installation would be nor whether there would be enough in the Triumph funds to cover that completely. Mr. Fleming made a motion to approve the payment of the entire invoice presented with the editorial that all need to understand these procedural irregularities should not come to the Board again. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.

- D. Approval to request quotes for Internal Control Engagement for North Bay Haven Boosters Organization (CFO) – Several board requests have come to CFO to research the possibilities of an audit of Booster accounts. After research and speaking with our auditors, it is felt that the option that would be best would be for an auditing firm to do an Internal Control Engagement. This would include the auditors testing internal controls and giving a report on any deficits encountered. The CFO expressed that she would like to get quotes and bring them back to the board for consideration. Mrs. Haney made a motion to approve for the CFO to get quotes for an Internal Control Engagement. Mrs. Ennis seconded the motion. It was asked why only the NBH Boosters were mentioned and not the BH Boosters. The CFO explained that the BH Boosters is under the Inc. umbrella and therefore already had the internal controls in place that all portions of the BHCA, Inc. organization have, which are currently reviewed by the auditors annually. All in favor, no further discussion, motion carries.
- E. Approval to request quotes for asset inventory company to perform inventory on all campuses (CFO) – Hurricane Michael showed us that we do not have an accurate inventory of assets on our campuses. IT has done a good job of keeping up with their inventory, but outside of that department, it is not accurate. Mr. Thompson made a motion to approve for the CFO to request quotes for an asset inventory company to perform a complete inventory. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
- F. Approval of Atlas Portable Building quote for both Bay Haven and North Bay Haven sites not to exceed \$26,000 and recommend immediate start of project (CFO) – Atlas has a long-standing relationship with BH as they installed the original sheds, so the recommendation is to go with the Atlas quote. Mr. Haight made a motion to approve

the Atlas Portable Building quote not to exceed \$26,000. Mr. McFatter seconded the motion. All in favor, no further discussion, motion carries.

- G. Approval of Notice of Commencement to install ball field structures to include dugouts and lighting (CEO) – Mr. Lanford explained that this approval was necessary for inspection. Mr. Burke asked who was requiring this and the answer that was given was the City of Lynn Haven. Mr. Burke underscored that as this was public property no liens can be put on property. Mr. Thompson asked if BHCA Inc. had a contract with Mr. Lanford to do this work. The answer given was that there was no contract. Mr. Thompson inquired if this work was being done for free or was reimbursement going to be requested. Mr. Lanford stated that he was not going to be asking for reimbursement. There was some discussion about the underground work and whether, at the very least, there should be a Memorandum of Understanding regarding the scope of work. Mr. Bolinger expressed that there had been a verbal understanding from his predecessor that Boosters would raise money and the BHCA board would get everything pad ready. He included that Jason Morris and Wayne Elmore were going to be taking over the oversight of the project and felt it was certainly prudent to have an MOU moving forward. There was discussion about schematics and drawings from various companies and it was said that a very detailed contract was needed. A statement was made that it would be done and sent prior to the next board meeting so it may be considered for approval at the next meeting. It was stated that the facilities workshop, including the sports complex should be expedited to be able to get a clear picture of phase 1, phase 2, infrastructure, etc. Mr. Lanford stated that part of being able to get the lights on is underground infrastructure. Mr. Burke will write the contract. Several board members expressed thanks and appreciation for all of the work that had been completed by Mr. Lanford as they had no knowledge of what had been accomplished. Mr. Haight made a motion to approve the Notice of Commencement for the sole purpose of gaining inspections. Mr. Fleming seconded the motion. All in favor, no further discussion, motion carries.

VIII. Information Items

A. Facilities update

1. Insurance/FEMA related repairs – CFO – Cotton has been paid \$1.3 million, but they have still not produced documentation necessary for insurance to move forward. Meetings with FEMA are taking place every other week. Site inspections have taken place and Hagerty is making sure all details are correct in the first project. FEMA will pay for what insurance will not pay. It is a very tedious process.
2. Sports complex – Stephen Clements from GAC stated he was trying to get quotes and that Chris Forehand was working on updates on plans. The building plans that are current were said to be insufficient. Mr. Thompson asked a number of questions including if Mr. Elmore was overseeing all of these projects. Mr. Bolinger explained that he had been doing FEMA projects, but would now be overseeing these with Jason Morris. Mrs. Wilson stated that contracts and work needed to be reviewed to make sure everything on phase 2 had been completed. Discussion continued during the GAC report.

- B. GAC Report – Questions were asked regarding the punch lists of all areas and completion of those. Mrs. Wilson inquired about the gym flooring for the BH campus and the GAC representative stated it had been ordered and they were waiting to submit everything to insurance.
- C. CIO discussion – A discussion ensued about the possibility of changing the job description. Mr. Bolinger stated his opinion was to continue with a Chief Information Officer. Dr. Hatcher talked about the history of the position and how it was moved to a stricter CIO designation with a bachelor’s degree. He stated he felt it was critical and he felt it should be CIO. The options stated were to advertise for a CIO or change it to an IT director. Mr. Haight agreed with Mr. Bolinger and Dr. Hatcher in favor of advertising for the CIO. It was decided that Mrs. Austill should post the CIO position and it was requested that the salary range and job description be sent to the board tomorrow.

IX. Announcements

- A. Agenda meeting for the next board meeting will be Thursday, October 31st at 3:30 p.m. Please get any items for discussion to Dr. Hatcher or Ms. Maddox by that time.
- B. The next Board meeting will be held Thursday, November 7th at 4:00 p.m. in the North Bay Haven media center.
- C. The Haven Christmas party will be held on December 14th at Sharkey’s

X. Public Comments – Ms. Lensink, one of the NBH teachers, addressed the board.

XI. Board Comments - Mrs. Haney asked for the athletic report every month to include a roster of coaches for each sport, where each one stands on their background check, the number of kids involved, and a list of events. Mr. Fleming thanked everyone for the prayers, generosity and kindness to his family during the time of son’s injury.

XII. Adjournment – 6:40 p.m.