

**Bay Haven Charter Academy, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, March 5, 2020**  
**North Bay Haven Charter Academy Media Center**  
**4:00 pm**

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

**Absent:** Mrs. Tiffany Ennis

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

- I. Call to Order** – 4:04 p.m.
- II. Pledge of Allegiance** – Dr. Jeremy Hatcher
- III. Prayer** – Dr. Jeremy Hatcher
- IV. Approval of Agenda** – Mr. Bolinger requested that Action Items I, J, K be moved further up on the agenda because Mr. Forehand will be needing to leave for another engagement and wishes to be available to answer questions. He requested to make those items A, B and C. Mr. Fleming made a motion to approve the agenda with the changes requested by Mr. Bolinger. Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.
- V. Request by Attorney for Attorney-Client (Executive) Session for Pending Litigation** – Mr. Burke made the request for Executive Session for the purpose of discussing pending litigation. Mrs. Ennis will attend by telephone.
- VI. Student Recognitions**
  - A. Bay Haven – CEO Students of the Month
  - B. North Bay Haven – CEO Students of the Month, CTE students
- VII. Action Items**
  - A. Approval for GAC Storm Restoration Contract – PE Pavillion – Amendment No. 2 – moved to item A – Mr. Elmore advised approval with the understanding that the notice to proceed will go out tomorrow and it will be completed by May 15<sup>th</sup>. Because of summer aftercare, this needs to be done as quickly as possible. Mr. Haight made a motion to approve amendment #2 as presented. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
  - B. Approval of Panhandle Engineering Task Order for Professional Engineering Services for Bay Haven Field House (Bolinger/Elmore) – moved to item B - Mr. Bolinger, the CFO and Mr. Elmore will meet and decide what the maximum budget amount is for this project and adjust the square footage on this task order accordingly to get the price down to within budget. BHCA, Inc. will go through the bid process for construction. It is estimated at \$500K for the entire project. Mr. Haight made a motion to approve the scope of work on this task order for \$60,750 giving the CFO the ability to amend the cost based on the changes to the square footage in the scope of work. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.

- C. Approval of Panhandle Engineering Task Order for Professional Engineering Services for North Bay Haven Restroom Facilities (Bolinger/Elmore) – moved to item C - This plan is modeled after the restrooms at Porter Park in Lynn Haven. Mr. Thompson made a motion to approve the task order for the NBH restroom facilities at the athletic fields. Mrs. Wilson seconded the motion. All in favor, no further discussion, motion carries.
- D. Approval of Disaster Leave Policy (previously advertised) – Mr. Fleming made a motion to approve the Disaster Leave Policy as advertised. Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.
- E. Approval of Substitute Incentive Pay Plan (previously advertised) – Mr. Thompson made a motion to approve the Substitute Incentive Pay Plan as advertised. Mr. Fleming seconded the motion. All in favor, no further discussion, motion carries.
- F. Approval of Revised/updated Travel Policy (previously advertised) – Mr. Thompson made a motion to approve the Revised Travel Policy as advertised. Mr. Fleming seconded the motion. All in favor, no further discussion, motion carries.
- G. Approval for advertisement – Payroll Correction Policy (Adams) – The CFO explained the rationale for the policy. Mrs. Haney made a motion to approve the Payroll Correction Policy for advertisement as presented. Mr. Fleming seconded the motion. All in favor, no further discussion, motion carries.
- H. Approval for advertisement – Merit Pay and Salary Adjustment Policy – Revision (Adams) – The CFO explained the rationale for the revision of the policy as BDS has had noninstructional staff on placement schedules for a number of years. Mr. Thompson made a motion to approve the Merit Pay and Salary Adjustment Policy revision for advertisement as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- I. Approval for advertisement – Awarding Years of Experience for Retirees – Policy (Adams) – This takes what has been done in practice, and puts it in writing. Mr. Haight made a motion to approve this policy for advertisement as presented. Mrs. Haney seconded the motion. All in favor, no further discussion, motion carries.
- J. Approval for advertisement – Whistleblower Policy (Burke) – This policy was tabled several months ago pending further research, which has now been accomplished. Mrs. Haney made a motion to advertise the policy as presented. Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.
- K. Approval of Dennis Uniforms for 2<sup>nd</sup> uniform vendor (Bolinger) – Mr. Bolinger stated this was the one submission received in response to the RFP. Mrs. Haney was part of the committee to review the samples and, along with the committed, was satisfied with them. Mr. Fleming made a motion to approve Dennis Uniforms as a second uniform vendor for the Haven schools. Mr. Thompson seconded the motion. All in favor, no further discussion, motion carries.
- L. Approval for advertisement of Request for Proposal (RFP) for Landscaping and Groundskeeping services for North Bay Haven campus/athletic fields – Mr. Bolinger explained that it would be good to go with an RFP and see what type of proposal can be obtained. The CFO would like to do a cost analysis to see what a vendor could do versus

hiring an employee. This RFP would be for the athletic complex including maintenance, weed control, fertilizer, water, etc. Mr. Bolinger explained that the boosters from each sport would be asked to pay a fee to maintain the fields. Mr. Fleming stated that it should be put in writing what the responsibility of these teams going forward is going to be and what that fee would be. He stated it must be part of their policy and our policy as well. The CFO stated she would work with the athletic director on that. Mr. Thompson stated he would like to see an annual review of the vendor to see how the services are being provided and if it is satisfactory. Mr. Thompson made a motion to approve going forward with the RFP. Mr. Fleming seconded the motion. All in favor, no further discussion, motion carries.

**VIII. Information Items**

- A. 2020-2021 Calendar – Mr. Bolinger stated this calendar is similar to the past few years.

**IX. Announcements**

- A. Agenda meeting for the next board meeting will be Thursday, March 26th 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, April 2<sup>nd</sup> at 4:00 p.m. in the North Bay Haven media center.
- C. 2020-2021 K-8 lottery will be held on Friday, March 13<sup>th</sup>. BH will be held at 8:00 a.m. in the BH media center and NBH will be held at 10:00 a.m. in the NBH cafeteria.

**X. Public Comments**

**XI. Board Comments**

**XII. Attorney-Client (Executive) Session – 5:20 p.m.**

**XIII. Attorney-Client (Executive) Session and Reopening of Open Meeting**

**XIV. Adjournment**