

**Bay Haven Charter Academy, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, November 5, 2020**  
**NBH Media Center**  
**4:00 p.m.**

**Attending: Mr. Jon McFatter, Mrs. Tiffany Ennis, Mrs. Joyce Wilson, Mrs. Sandy Porter, Ms. Jennifer McCabe, Dr. Jeremy Hatcher, Mr. Waylon Thompson, Mr. Robert Fleming**

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

- I. Call to Order** – 4:00 p.m.
- II. Pledge of Allegiance** – Mr. Jon McFatter
- III. Prayer** – Mr. Jon McFatter
- IV. Approval of Agenda** – Items VII, VIII (A), VIII (H), VIII (I) and VIII (L) are requested to be tabled until the next meeting as students recognized in VII, teachers presenting (A) and Ms. Austill who is presenting (H), (I) and (L) could not be here this evening. Mr. Thompson made a motion to approve the agenda as amended. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
- V. Approval of Minutes** –10/01/2020 – Mr. Thompson made a motion to approve the minutes of 10/01/20 as presented. Mr. Fleming seconded the motion. All in favor, no further discussion, motion carries.
- VI. President’s Comments** - None
- VII. Student Recognition** – NBH High - AP College Board awards, Sea Cadet recognition – tabled until the next meeting
- VIII. Action Items**
  - A. Approval of International Travel Team (NBH) trip to Ireland/Scotland 2022-2023 – Tabled until the next meeting
  - B. Approval of School Closure Leave Policy – previously advertised – Mr. Fleming made a motion to approve the policy as advertised. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
  - C. Approval of Culpepper Construction Proposal (Adams/Elmore) – bleachers, netting, etc. at the BH campus for \$21,450. This is hurricane damaged and we will seek insurance reimbursement for this amount. Dr. Hatcher made a motion to approve the Culpepper Construction Proposal as presented. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
  - D. Approval of Amendment #6 to GAC Restoration Contract (Adams/Elmore) – This is to replace the Carrier Outside Air Machine unit at NBH Elementary that has been down since the hurricane. The second unit was working but needs repair. Mrs. Adams explained the insurance company has approved this already. Total amount of the amendment is \$113,304.00 for replacement of one unit and repair of the second unit. Mr. Thompson made a motion to approve Amendment #6 to the GAC Restoration

Contract as presented. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.

- E. Approval of plans for Bay Haven Field House and authorization for Haven to advertise for bids (Adams/Elmore/Bolinger) – Mr. Fleming made a motion to approve the BH Field House plans and authorize Haven to advertise for bids. Ms. McCabe seconded the motion. All in favor, no further discussion, motion carries.
- F. Approval to advertise for an architect’s professional services for design of NBH additional 6 classrooms and Haven admin building (Adams/Elmore) – Mrs. Adams reiterated that a building must be in place by fall of 2023. The request is to do a RFQ for architect services for a 17,000 sq ft building with 6 classrooms on the bottom floor and Haven offices on the top floor. This would be a \$4 million project including the costs for architects, engineering and construction management. There would be a project using cash, not debt. Mr. Thompson made a motion to approve for Haven to do a RFQ for architect services for the design of the building to house 6 additional classrooms and Haven office space at the NBH campus. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
- G. Approval of Rotolo Consultants proposal of \$20,493 for cleaning retention ponds at the BH campus (Adams/Elmore) – Mrs. Adams explained the retention ponds on the Bay Haven campus are very overgrown. If retention ponds are not in compliance, the insurance company will not pay for any losses due to flooding that may occur, and DEP can fine us for not properly maintaining ponds. There is some work to be done to the ponds that will be covered by insurance, but that work cannot be done until the overgrowth and trees are cleaned out. Mrs. Adams explained Rotolo will be cleaning them out on a regular basis for maintenance as part of their current contract with us. This would be an amendment to that contract since they already have the contract for the maintenance of the ponds. Mr. Fleming made a motion to approve the proposal as presented. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
- H. Approval of Transportation Clerk job description (Austill) – tabled until the next meeting.
- I. Approval for advertisement of revised Job Posting Policy and Procedures, revised Teacher Certification Policy, and revised Merit Pay and Salary Adjustment Policy (Austill) – tabled until the next meeting
- J. Approval of revised BHCA Inc, Out of Field Report for Fall 20-21 (Maddox) – Dr. Hatcher made a motion to approve the revised BHCA Inc. Fall Out of Field Report as presented. Mrs. Wilson seconded the motion. All in favor, no further discussion, motion carries.
- K. Approval of agreement with Embry-Riddle Aeronautical University (Bolinger) – Board members were very enthusiastic about this partnership. Mrs. Ennis made a motion to approve the agreement with Embry-Riddle Aeronautical University as presented. Dr. Hatcher seconded the motion. All in favor, no further discussion, motion carries.
- L. Approval for advertisement of Covid Leave Policy (Austill) – tabled until the next meeting

- M. Consideration of Settlement Agreement in Johnson vs. Bay District Schools and Bay Haven Charter Academy, Inc. – Mr. Burke explained the settlement and reasoning behind it. Mr. McFatter passed the gavel to the Vice-Chairperson, Mrs. Ennis. Mr. McFatter made a motion to approve the settlement as presented by Mr. Burke. Mrs. Wilson seconded the motion. Mr. Fleming pointed out that even though there was no negligence on the part of BHCA, Inc, in the public eye is different. Mr. Thompson requested that Mr. Burke respond to any public records requests in this matter and make it clear in the response that this approval is strictly a business decision. All in favor, no further discussion, motion carries. Mrs. Ennis passed the gavel back to the Chairman.
- N. Update on Cotton vs. Bay Haven Charter Academy, Inc., and Potential Litigation with AmRisc/Insurers – Mr. Henry gave an update on this matter. He answered questions and stated that a motion for summary judgment had been filed. He believes there are several things that would allow contest; however, he needs permission to proceed with litigation. He requests consent to pursue the insurance company. Mr. Thompson made a motion to authorize Mr. Henry to file the appropriate action to bring the insurance company in as a litigant. All in favor, no further discussion, motion carries.

**IX. Informational Items**

- A. School updates – Mr. Bolinger reported approximately 25% of students at Haven campuses were in innovative distance learning (IDL). Leadership made the decision to allow those who wanted to return to brick-and-mortar in-person learning to do so at the 9-week point. About 10% of students returned. At this point it is unknown if the DOE executive order will sunset or if there will be continuous of the present flexibilities. On another note, prior to Hurricane Michael there were 3100 active airmen at Tyndall AFB. Presently, that population is 1700. There will be a buildup of active duty personnel in 2022-2023 which will bring in another 1800. Most of those personnel will be living off base and will most likely be settling in the Lynn haven to Panama City Beach area. The base will begin breaking ground for several buildings in 2021 and estimate 3500 construction workers with families in the county.

**X. Announcements**

- A. The next agenda meeting will be Thursday, December 3<sup>rd</sup> at 3:30 p.m. Please get any items for discussion to Mr. McFatter or Ms. Maddox by that time.
- B. The next Board meeting will be held Thursday, December 10<sup>th</sup> at 4:00 p.m. at the NBH Media Center.
- C. The Haven Christmas party will be held Saturday, December 12<sup>th</sup>, at 6:00 p.m. at Sharky's.

- XI. Public Comments** – Mrs. Pickard, school liaison for NSA, spoke regarding the federal impact cards and promoting the importance of completing those to our military families. Both she and the Tyndall student liaison are really pushing military families and civil contractor families to fill these out. She expressed thanks for Haven taking care of our military children and requested any ideas about how they can better serve the schools and students.

- XII. Board Comments** – Mrs. Wilson asked if there is still a schedule of cleaning and disinfecting. Mr. Bolinger responded in the affirmative. Positive feedback has been heard regarding the stress level for teachers. The students who chose to come back seem to be the ones who needed to be back in person and have helped things be better. Mrs. Porter gave her appreciation to Mrs. Churchwell and Mrs. Stockton for their hard work on Homecoming Week at NBH. She also stated the NBH Sea Cadets will be participating in the flag raising ceremony at the Hancock Bank main building on November 10<sup>th</sup>. Mrs. Porter inquired about parking lot lights. Mr. Bolinger spoke about that. Mrs. Porter also inquired about the status of the coaches’ agreement for those being hired. Mr. Bolinger stated we do have a contract that outlines duties that is being given to someone and that person is making sure the person is getting the background check completed. Mrs. Porter asked if there would be any changes in the requirement for students to wear masks. Mr. Bolinger stated he would be reticent at this point to change anything. Mrs. Ennis stated she would not be attending the December board meeting as she would be out of town. Ms. McCabe complimented the Homecoming parade and gave an update concerning the website. The timeline goal is to initiate the main BHCA Inc. page in late December or beginning of January, with the BH and NBH school sites hopefully by February. Changing this website will be paid for by CARES grant money.
- XIII. Adjournment** – 5:40 p.m.