

Bay Haven Charter Academy, Inc.
Board of Directors Meeting
Thursday, December 12, 2019
North Bay Haven Charter Academy Media Center
4:00 pm

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

Absent: Mrs. Scotti Haney, Mr. Robert Fleming

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. Jon McFatter
- IV. **Approval of Agenda** – Mr. McFatter made a motion to approve the agenda with the change of the January meeting date to the 16th. Mrs. Wilson seconded the motion. All in favor, no further discussion, motion carries.
- V. **Approval of Minutes** – 11/07/19 – Mr. Haight made a motion to approve the minutes as presented. Mrs. Wilson 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 Awards, Band, Girls Volleyball
- VII. **Action Items**
 - A. Approval for the food service managers to move from 10-month to 12-month (Phelan) Mr. Thompson made a motion to approve the change for the food service managers from 10-month to 12-month. Mrs. Porter seconded the motion. All in favor, no further discussion, motion carries.
 - B. Approval of BDS Extra-Curricular Transportation Agreement (CEO) – Mr. Bolinger explained that this was a standard annual agreement with Bay District Schools. If the Haven schools were to use BDS buses for an extracurriculars this agreement specifies the fees, the other document specifies that we pass our FTE data through the BDS Transportation office. In the past, we have not had to use their buses. Mr. Haight made a motion to approve the agreement with BDS. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
 - C. Approval of additional 10-month Instructional Network Technician position (CEO/Fowler) – Mr. Bolinger pointed out the rationale in the packet and the need for more than one IT person at the BH campus. There are two 10-month, one 12-month at NBH, and one 10-month at BH currently. Mr. Haight made a motion to approve the additional 10-month IT technician. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
 - D. Approval of the High School Engineering Lab Refresh/Upgrade (McLaughlin/Fowler) - This was already on the IT plan for next year; however, it is needed sooner due to outdated operating systems and software needed for the CTE students in engineering. Mr. McFatter made a motion to approve the Engineering lab upgrade. Mr. Haight

seconded the motion. Mrs. Porter asked if this was in the budget. The CFO stated it was not, but it was already counted as a committed cost.

- E. Approval of cancellation of ABM contract (CEO) – Mr. Bolinger discussed the disappointment of the quality of custodial services from ABM and believes having our own employees would yield a better result. Mr. Bolinger stated he was asking for authorization to give a letter of notice to cancel the contract to ABM as of January 1st which would start the 30 day out provision. Mrs. Porter inquired if any of the ABM staff currently working on the campuses would be offered a position with Haven. Mr. Bolinger indicated that a few might be. Mrs. Porter commented on the fact that this was done in reverse previously. She also suggested that when new custodians were hired, a clear understanding of the difference between janitorial responsibilities and simply maintenance. Mr. Bolinger stated Jason Morris is the maintenance director and will be taking on the role of managing the custodial services, working with one administrator on each campus, there will be an understanding of expectations as well as have great accountability, such as check lists every night. Mrs. Porter suggested that all needs and complaints go through a ticketing system just like the maintenance. Mr. Bolinger stated he is working with the interim CIO to do this. Mrs. Wilson asked some questions regarding how many needed to be hired and if there was going to be any difficulty with competitive salaries as well as if we had job descriptions in place. Mr. Bolinger indicated there are discussions currently about that and that we did have the job descriptions from previously. Mrs. Wilson requested that the board receive a copy of those. Dr. Hatcher asked if there would be a plan in place by January 16th and Mr. Bolinger indicated there would. Mrs. Porter made a motion to approve the cancellation of the ABM contract. Mrs. Wilson seconded the motion. All in favor, no further discussion, motion carries.
- F. Approval of cancellation/non-renewal of contract with School Uniforms (Tommy Hilfiger) (CEO) – Mr. Bolinger spoke of the survey sent to parents which indicated the vast majority seem happy with Zoghby's, but only 40% with Tommy. The survey said our parents, overwhelmingly, want more than one vendor. Mr. Haight mentioned we had Lands End before and weren't happy with them. Mrs. Porter pointed out that in the past, we have gotten samples and asked if that would be the case again with any possible new vendors. Mr. Bolinger answered affirmatively. Mr. Haight stated parents want to be able to get bottoms anywhere. Mr. Bolinger stated that he and Mr. McLaughlin have noticed no issues with having the bottoms coming from anywhere as long as they are uniform. Mrs. Porter made a motion to pursue nonrenewal of the contract with Tommy Hilfiger. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.
- G. Approval of advertisement of RFP for a 2nd school uniform vendor (CEO) – Mrs. Ennis agreed to sit in on a committee for uniform vendors. Mrs. Ennis made a motion to approve for Mr. Bolinger to publish an RFP for a 2nd school uniform vendor. Mrs. Porter second the motion. All in favor, no further discussion, motion carries.
- H. Approval of quote for Internal Control Engagement for NBH Boosters (CFO) – The CFO stated Carr, Riggs wanted a more informal review as needed. The CFO also spoke with a Tallahassee firm, however, they could not perform it until the 20-21 school year. The Tipton, Marler, Garner and Chastain quote gives a range based on how much testing must be done. The CFO recommended approval so the engagement could begin. The

question was asked about why only NBH boosters were going to be reviewed. The CFO responded that the BH boosters had dissolved. Mr. Thompson inquired about what would be done. The CFO explained that the firm would look at the internal control procedures in place, identify any weaknesses and the procedures that would need to be enacted to lower the risk of fraud. The firm would make recommendations. Mr. Thompson made a motion to approve the quote for the internal control engagement to review NBH Boosters. Mrs. Ennis seconded the motion. All in favor, no further discussion, motion carries.

- I. Approval of Change Order #7 (Admin Bldg Contract) (CFO/Elmore) – Mr. Elmore gave description of the change. Mrs. Porter made a motion to approve Change order #7 to the NBH Admin Building contract as presented. Mr. Thompson seconded the motion. All in favor, no further discussions, motion carries.
- J. Approval of Change Order #8 (Admin Bldg Contract) (CFO/Elmore) – Mr. Elmore gave description of the change, stating the conditions of the completion goal and billing. Mr. Thompson made a motion to approve Change order #8 to the NBH Admin Building contract as presented. Mrs. Porter seconded the motion. All in favor, no further discussions, motion carries.
- K. Approval of Change Order #9 (Admin Bldg Contract) (CFO/Elmore) – Mr. Elmore described this change for adding dugouts and a pressbox for \$159,000. Mr. Thompson made a motion to approve Change Order #9 as presented. Mr. Haight seconded the motion. All in favor, no further discussion, motion carries.
- L. Approval of Panhandle Engineering, Inc. Administration contract for Phase 3 – Mr. Elmore explained this was to provide contract administration and inspection for a 3-month period for change order #7, #8 and #9. Mrs. Porter made a motion to approve the Panhandle Engineering contract as presented. Mr. Thompson seconded the motion. Mrs. Wilson inquired if Haven would be charged more if it takes more than 3 months to complete what is necessary. Mr. Forehand with Panhandle Engineering stated if GAC takes a little longer, Panhandle Engineering would not bill Haven for any more. All in favor, no further discussion, motion carries.

VIII. Information Items

- A. 1/1/2020 Wage and Hourly Division Overtime Pay Rule Change (Austill) – Mrs. Austill explained the updated ruling under FLSA which raises the minimum salary for exempt/nonexempt classification. She explained that 21 of our employees will be affected. They must clock in and out, with deductions or leave if not working 40 hours; however, they will get overtime pay if working more than 40 hours. She stated this was just information for the Board since some of our employees would be affected by the change in Federal law.
- B. GASB updates (CFO) – A presentation by CFO was given to explain some of the updates made by the Governmental Accounting Standards Board.
- C. Sports Complex update (Fleming) – Mr. Bolinger reported the facilities committee will be meeting in January and hope to have a 5-year plan to present by the March meeting. An updated report will be sent to board in the morning.
- D. Bay Haven Field House (Bolinger) – Mr. Bolinger reported the Facilities committee is looking at field house for BH and it is something needed. The plan for the structure and financing will be set and hopefully brought to the board soon for approval moving forward.

- E. Athletic Report (Bolinger) – Ms. Haney had asked for some information from Mr. Jacobs. Mr. Bolinger stated it would be a regular monthly report. The outfield is done. Irrigation will be done hopefully next week

IX. Announcements.

- A. Agenda meeting for the next board meeting will be Thursday, January 9th 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, January 16th at 4:00 p.m. in the North Bay Haven media center.

X. Public Comments

- A. Jim Works, president of band boosters, spoke briefly about the increasing size of the band program, future planning and budgeting. He spoke of the need for a full size practice field as the marching band is not able to do motion practicing on a small field.

XI. Board Comments – The Haven Christmas party is on Saturday, December 14th at Sharky's at 6:00 p.m.

XII. Adjournment – 5:45 p.m.