

**Bay Haven Charter Academy  
Board Meeting  
October 2, 2008**

Bay Haven Charter Academy Board of Directors Meeting  
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Call to Order: Meeting called to order 5:28

Members in attendance: Karen Brown, Neel Bennett, Sandy Porter, John Meyer, Wade Rhinehart, Scotti Haney. Attorney, Tim Sloan was also present. Board Members not in attendance: Chuck Tucker

Neel Bennett led us in prayer.

Sandy Porter led the pledge.

**Approval of Agenda:**

Scotti Haney proposed that we move Ryan Herring to the beginning of the agenda for tonight's meeting. No objections were made by the Board to the change on the agenda.

**Minutes:**

Sandy Porter moved to approve September minutes. John Meyer seconded the motion. Motion carried.

John Meyer moved that we approve the corrected minutes from July. Wade Rhinehart seconded the motion. Motion carried.

**President's Report:**

Our next meeting will be on November 13<sup>th</sup>. The Board meeting will begin at 3:30 p.m. Governance training will begin at 4:00. We will have a break for dinner and then resume governance training.

**Principal's Report: Tim Kitts presented the Principal's Report as follows:**

**Personnel:**

Changes were made to the Assistant Principal's position for the elementary school. Larry Bolinger was the only internal employee to submit an application. Mr. Bolinger was hired for the position. Judy Moore has received a new position as Administrative Assistant with appropriate reduction in compensation and employment dates.

A+ Money Sharon presented the plans for distribution of A+ money. Plans for A+ have been sent to the District for approval. Once approved, the money will be distributed to the faculty and staff. Dr. Kitts explained the process by which

Vanguard Bank – Roger Perry and Ryan Herring presented an update on our business with Vanguard. The local office will be closed as of 12/12/08. After that date, customers will be serviced by Vanguard officials from Destin, Ft. Walton etc....

Roger Perry presented information regarding our line of credit with Vanguard which is in the process of renewal as well as information on FDIC insurance and bond issues that could affect Bay Haven Charter Academy. Discussion took place regarding what to do with our bond monies as well as the line of credit for BHCA. Dr. Kitts proposed that the Board look at options for our account holdings. Karen Brown moved that Neel Bennett work with Dr. Kitts, Sharon Baskevic and Vanguard representatives to bring plans/options to the Board for action. Wade Rhinehart seconded the motion. Motion carries.

**Facilities:**

Covered Walkways are underway.

Geo-Thermal update: Dr. Kitts has asked Peaden for a bid that would allow us to examine the costs of putting cut off valves at bldg. 2 and 4. Dr. Kitts will bring proposals to the Board. Dr. Kitts also believes that we have a leak in the field head system. The issue with geo-thermal is that we have to be in a wait and see mode until we can determine where the leak actually is.

**Students:**

Changes in the locker schedule for middle school have brought positive results. We have less congestion and less tardies. Thanks to Meredith Higgins and Chuck Polk.

Uniform policy compliance has also improved.

**Curriculum:**

PDT- Professional Development Team- The PDT has devised a Professional Development Plan with many options to offer BHCA teachers for required inservice/professional development. The PD plan includes optional sessions available as well as sessions that are required for faculty.

RLT-Reading Leadership Team- In effect- more to come in the future

SIT- School Improvement Team- In effect- more to come in the future

SAC-School Advisory Council-In effect- more to come in the future

Principal's Reading Team- Dr. Kitts gave the Board an update on the PRT.

**Budget:**

Dr. Kitts is asking SFS (School Financial Services) to complete a monthly forecast for school budget.

**Action Items:**

Consolidation of Bank Accounts:

Sharon Baskevic presented information (already sent to members of the Board) regarding consolidation of our bank accounts. We currently have eight accounts. Sharon would like to see us move to four accounts; one for internal monies, one for operational funds, one for after-care and the money market account. Sharon also will need to open a flex-spending account to support the Flex-Spending Plans for employees. Neel Bennett made a motion that we review bank ratings before we decide when and where to move our accounts and based upon that information Dr. Kitts may proceed to move the accounts to a financial institution that has a BAUER rate of 3% or higher. Sandy Porter seconded the motion.

Credit Cards:

We currently have 4 credit cards. Sharon recommended that we eliminate 2 cards (currently held by Scotti Haney and Judy Moore) and issue the third card to Meredith Higgins.

**Information Items:**

Dr. Kitts presented information on:

Bar-B-Que Friday at 5:00 p.m.

United Way Breakfast – BHCA hosted the Kick Off breakfast September 30<sup>th</sup>.

East Bay Haven – All plans currently on hold.

Governance Training

Thanksgiving lunch for grades K-4 / Christmas lunch for grades 5-8. Sharon will let Karen Brown the dates and she will email dates to the members of the Board.

Writing development October 14-15

BHCA football team won against Jinks Middle School October 1<sup>st</sup>.

Karen Brown requested that Board Meetings be included in the Bobcat Banner, email newsletter etc... Sharon said that she would check on this issue.

Old Business:

Tim Sloan communicated with the attorney for St. Joe. St. Joe was not prepared to present the updated proposal to the Board. Tim Sloan urged the attorney to have the new proposal ready by the first of November so that the BHCA Board can act on it.

Meeting was adjourned at 6:35

Respectfully Submitted by  
Karen Brown