



# Burns Sci-Tech Charter School

Workshop Minutes  
December 3 2024 – 4:30 pm  
HS Makers Space

1. Call meeting to order. 4:37pm
2. Pledge of Allegiance.
3. Roll Call: Richard Paczkowski, Dr. Rodger Thayer, Damian Hall, Jonathan Glugover, Adam Owens, Albert Amalfitano, Suzanne Jarrell. Admin: Daniel Hargrave, Alexis Galerno, Brent Appy.
4. Reports and Discussion/Actions:
  - a. Discuss possible investment opportunities for the school with David L. Kaplan, MBA. Mr. Kaplan helps Ivy Hawn and works with many schools

## **Investment Opportunities with IBN Investments:**

Mr. Kaplan, representing IBN Investments, presented the board with opportunities to enhance the school's financial portfolio and grow funds to support future projects. He explained that his role involves working with schools to manage and invest funds—both general and operating—through safe and diversified options like Certificates of Deposit (CDs).

Currently, the school has \$800,000 invested in CDs with Truist at a competitive rate, which Mr. Kaplan recommended maintaining.

He emphasized that IBN partners with Goldman Sachs to provide schools with secure investment opportunities that allow for diversification and liquidity when needed for projects.

## **Board Questions and Mr. Kaplan's Responses:**

1. **Is there a minimum amount required to invest?**
  - No, there is no minimum investment requirement.
2. **Is this investment similar to a CD but more liquid?**
  - Yes, it offers liquidity while maintaining security.
3. **Could an unsuccessful investment harm the school?**
  - No, schools are restricted from making investments that could cause financial harm.
4. **Is there a penalty for withdrawing funds early?**
  - No, there are no penalties for early withdrawal.
5. **What is your fee for managing the school's investments?**
  - A fee of 0.2% on trades, applied only when the school earns money on the investments.
6. **Is there any issue with the school's current investments with Truist?**
  - No, this IBN proposal is intended to diversify the school's investments, not to replace existing arrangements.
7. **What is the difference between Truist and IBN?**
  - IBN offers diversification opportunities and a range of investment options to maximize returns.

**8. Is an RFP (Request for Proposal) required for this process?**

- Brent will verify if an RFP is necessary.

**9. Is the invested money readily available if needed?**

- Yes, funds can be accessed for school projects if required.

Mr. Kaplan also offered to assist in creating an investment policy tailored to the school's needs.

b. Discuss Grievance Process/Procedure

**Policy Update:**

- **Board and SAC Committee Membership**

Discussion centered on whether individuals interested in joining the board or SAC could be considered for committee roles. It was agreed that no more than one board member should serve on the committee, with a preference for a board member to be included. The board's legal counsel was under the impression that the committee would consist of one board member.

- **Grievance Process:**

Members expressed concerns that the board may have let down individuals who submitted grievances, questioning whether deadlines to respond had been missed. It was clarified that the grievances in question were submitted prior to the implementation of the new policy, which introduced shorter response times.

Members voiced dissatisfaction with the delays and the lack of visible progress in addressing complaints. At the previous meeting, individuals with outstanding grievances were asked to resend their complaints via email for proper documentation. As of today, no new grievances have been received following that request.

The board discussed whether implementing an automatic reply to grievance submissions would be appropriate or could pose a liability issue. It was decided to implement an automatic reply acknowledging receipt of grievances within 3–5 business days.

There was further discussion about whether responses had been sent to the older grievances to ensure that those who submitted them felt acknowledged. The board agreed that responses should be sent by the Christmas break, and Mr. Glugover committed to sending these responses before the holiday period.

Members also addressed the importance of maintaining privacy by not publicly naming individuals who filed grievances or those named in the grievances, to ensure confidentiality and respect.

- **Engagement with Staff on going**

Some members shared their experiences visiting the school on different days to meet with staff. They noted that these meetings helped staff members feel heard and valued.

- **Policy Language Change**

Members discussed revising the grievance policy wording to replace "committee" with "member." The revised policy would assign investigative responsibilities to a board member, who would then report findings and recommendations to the board.

This proposed change in verbiage will require a vote at the next meeting.

c. Discuss the Early Release schedule

**Early Release Schedule:**

Mr. Hargrave presented a list of new early release dates for the second semester, which will occur on Mondays. He explained that Mondays typically have lower student attendance, and this adjustment will help ensure adequate instructional minutes for students in all classes.

In discussions with middle school teachers, some expressed concerns about the impact of shortened periods. However, the revised schedule will evenly reduce time across multiple classes rather than just the last two periods. Meanwhile, K-6 teachers expressed enthusiasm, noting the benefit of additional preparation time.

Mrs. Galerno, Mr. Hargrave, and Ms. Tina Duncan have submitted the updated schedule to the district, and the new early release dates will be finalized and shared upon approval. Mr. Hargrave assured the board that the revised schedule complies with the required instructional hours mandated by the Department of Education.

Board members emphasized the importance of having a finalized schedule ready for the next school year and discussed the possibility of incorporating additional teacher duty days. Members also suggested reviewing the required annual instructional hours to determine whether more days can be added to the school calendar next year.

d. Board Policies and Membership Discussion:

**Policy Reference Materials:**

Members expressed a desire for a folder or binder containing printed copies of the current policies. This resource would allow easy reference during workshops and meetings.

**New Board Member Applications:**

Members discussed reviewing applications for new board members and determining the number of additional members needed for the board. There was a focus on identifying candidates who can contribute skills and expertise to support the school's needs.

Members also discussed setting a timeline for beginning interviews with potential candidates.

5. Adjournment. 5:55 pm