



# Burns Sci-Tech Charter School

Workshop Minutes  
January 28, 2025 – 5:00 pm  
HS Makerspace

1. Call meeting to order: Meeting was called to order at 5:00pm.
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, Tim Carignan, Jennifer Floyd.
4. Reports and Discussions:
  - a. First amendment to Oak Hill Community Trust lease agreement.
    - i The board reviewed and discussed the updated OHCT lease agreement and noted the approval of the new USDA loan by the February 25, 2025, regular board meeting.
  - b. Out of field teachers.
    - i Per the district report, one teacher is out of field. The third-grade teacher is in a certified program at Daytona State and is getting her degree through the program.
  - c. Transition and training plan for 2025-2026 board members.
    - i The board discussed the need for a new member training binder and how can they help the new members transition through the process to become effective board members. There were questions about training with outgoing members and the Sunshine law? The board discussed board members who are terminating and what roles will be vacated. The board asked if Judy Bourdeau, manager of the Governance Training Program for BST, can present a workshop to answer questions, and it was decided to schedule a workshop for members of the board. *(editor's note – all board members must complete the 4 hour Governance Training and a 2 hour refresher at the end of the first 3 year term.)*
  - d. Review of board member applications/identify board needed skills/number of board members/and setting timelines for interviews.
    - i February: accept applications
    - ii March: determine renewal of current board members and schedule interviews in SAC.
    - iii April: board members interview applicants.
    - iv June: vote new board members and officers.
    - v June-July: workshop for 25-26 SY transition, policies, and procedures.
  - e. Create an evaluation system for the principal(s) and board members. Members will vote on a procedure to help evaluate BST administrators and board directors.
  - f. Grievance Policy wording change: committee to member or (grievance officer).
    - i Update on contacted grievants.
    - ii Auto reply acknowledge of grievance.
    - iii Assign investigative responsibility.

**Who is a Grievance Respondent:** *(editor's note: no revisions will be made until all revisions are completed.)*

*Grievances concerning, but not limited to specific employees, student grades, discipline decisions, harassment, discrimination, inappropriate conduct or employment decisions, should initiated with the appropriate principal (respondent) affected by the grievance: **Elementary Principal** or **Middle/High School Principal**. The only grievances that may be initiated with the Board are those concerning policies, budgets, decisions or other actions approved specifically herein or taken directly by the Board.*

- g. Program consideration for funding opportunities.
  - i Mr. Appy's updated the board on the need for an RFP and he determined that BST does not need to put out an RFP if the school uses the company (Goldman Sachs) that the board reviewed at the Dec 3, 2024, with Mr. Kaplan.
- h. The board discussed additional teacher duty days, adding more days to the school year, and reviewing the required annual instructional hours per DOE.

5. Items to be added to the next workshop agenda.

6. Adjournment. 5:57 pm

Question by board member regarding Mr. Appy's reporting supervisor.

*Per Bylaws, Mr. Appy is hired, evaluated, and reports to the principal(s) as does all school staff:*

3.9 Duties of the Principal (1) The principal(s) will be the Chief Executive Officer for School for which the Board selects a principal. The principal will recruit, hire, and replace teachers and School staff. The principals shall have general and active management of the day-to-day business and affairs of the School. (2) Each principal shall be evaluated, at least annually, by the Chairperson with such evaluation instrument required by law. The Chairperson shall provide a report of this evaluation of each principal at the next available Board meeting. Once the evaluation is complete, each principal may be terminated for cause at any time by majority vote but is entitled to be heard at an open meeting prior to a vote. The Board shall review and vote on the principal's annual contract.