



Burns Sci-Tech Charter School

Workshop Minutes
June 18, 2024 – 3:00 pm
Cafeteria

1. Call meeting to order: Meeting at 3:01.
2. Pledge of Allegiance.
3. Roll Call: Albert Amalfitano, Jonathon Glugover, Dr. Rodger Thayer, Damian Hall, Richard Paczkowski, Suzanne Jarell, Adam Owens. Admin: Daniel Hargrave, Alexis Galerno, Brent Appy, Tim Carignan, Jennifer Floyd.
4. Reports and Discussion/Actions:
 - a. Discuss revisions to the parent/student Grievance Policy.
 - i Mr. Hargrave outlined 3 parent/student Grievance Policy samples, including one the administration team is proposing for BST.
 - ii Board members reviewed the samples and a lengthy discussion followed:
 - o Who should be the final decision maker on the grievance policy?
 - o Is the grievance policy in line with the discipline policy?
 - o Are there 3 different policies: parent/student, teacher, administrator?
 - o Is reading a section of the policy and then discussing the best way to review?
 - o How do these samples compare to the current grievance policy?.
 - o Mr. Glugover advised on the wording regarding: legal terms, social media, teachers, supervisors, etc., and he will confer with the BST attorney.
 - o The parent/student Grievance Policy should give clear direction for putting accurate vs. inaccurate information on social media and identify who is qualified to post information that it is accurate, which is not happening now.
 - o Is it possible to create a form on the website with the basic steps of filing a grievance that can be completed online and forwarded via email to admin for addressing? Administration will work on this for future use.
 - o Change the word principal to supervising principal.
 - o Make it clear that all steps must be followed when filing a grievance and that the board will only get involved after all steps have been followed by parents/students/staff.
 - o A grievance filed against a principal should be addressed by the alternate principal before taking action with the board.
 - o Mr. Glugover will make changes to the wording based notes from this meeting.
 - b. Determine board member roles, officers, and additional year (7/2024 – 7/2025) for Albert Amalfitano.
 - i Current roles are Chairman, Vice Chair, Treasurer. Secretary is not filled.
 - ii Discussed getting new members on the board and having them step into the roles earlier to gain experience on board/school operations.
 - iii Discussed whether a past president can become an advisor. Is this in violation of FL Sunshine Laws with regard to advisors speaking during or outside of board meetings?
 - iv Discussion regarding the working knowledge of Mr. Amalfitano and he was asked if he would stay on the board one more year to help with the transition of new members.
 - 1 Mr. Amalfitano stated that he would like to stay for one more year to help board members transition to newly appointed positions.
 - v *June 18 Meeting Action Item (6b)- vote one year extension for Mr. Amalfitano.*

- vi Discussion of amending the Bylaws to state that members are limited to an extension of up to two (2) years only. Currently there is no cap on extending board member terms after completion of two (2) three (3) year terms.
 - a *Add and Agenda item for July 9th meeting amend Bylaws (only agenda Action Items can be voted on in a regular board meeting).*
- vii When amending Bylaws for term limits, keep in mind parent perspectives for others to want to serve on the board.
- viii Treasurer: Damian Hall stated that for his role, he checks in with Mr. Appy for financial updates and for information to present to the board during meetings.

3.1 Duties of Treasurer (editor added note from Bylaws)

The Treasurer shall be the financial liaison between the Board and the School administration.

- ix Secretary: the secretary job is to take the notes and sign forms; however, it was discussed that if you are taking notes, it can be difficult to listen to the meeting.

3.2 Duties of the Secretary (editor added note from Bylaws)

The Secretary shall keep a complete record of all meetings of the Board and shall have general charge and supervision of the books and records of the School. The Secretary shall serve all notices required by the Sunshine Law.

- x Board Chair issues were discussed. *See Bylaws Article 3 for Officers (editor added note)*
 - xi Hold workshops for incoming officers and members to understand and follow Bylaws, Policies, and Procedures.
 - xii Nominate members for the vote for Officers: *June 18 Meeting Action Item (6b ii).*
- c. Discuss School Vision.
- i Presentation of PowerPoint for the vision of the school with K-6 Alexis Galerno.
 - 1 What is 21st century literacy and what makes us different.
 - 2 School Goals from SAC.
 - a Safety and Security/Discipline/Bullying.
 - i Guardian, safety and security processes and accountability, updated the matrix, policy, restorative matrix and merit matrix, new app for discipline, PBIS house system, and Leader In Me Program.
 - b Curriculum Feedback/STEM/STEAM/ Science.
 - i Science: Focus and aligned vertically for HMH science curriculum: Magic of science, Gabbie STEM bus, and Science projects on grade levels.
 - ii Reading: Science of Reading proven system for reading in K-3, Battle of the books, Literacy Week, STEM Library, and Reading Buddies.
 - iii Math curriculum: Vertically aligned with Big Ideas, DATA monthly meetings, reading interventions K-3, Math interventions 3-4, and MTSS training, tutoring.

- iv Social Studies: Little Thinkers, Social Studies Weekly, Financial Literacy for 4th grade, and US history with Civics component for 6th grade.
 - v Implementing STEAM/STEM.
 - vi Studies in How We Communicate.
 - c Life Skills/Microsoft
 - i Typing test program starting in 2nd grade.
 - ii Microsoft starting in 4th grade.
 - iii Leader In Me - 7 habits of highly effective people.
 - iv 21st century life skills.
 - v CTE starting in 6th grade.
 - vi PBIS: House Systems and Leader In Me
 - vii Clubs
 - viii Family Events
- d. First read of 2024-2025 budget.
 - i Mr. Appy reviewed the 2025 - 2025 budget.
 - ii Mr. Appy outlined how budget items are determined and when money is used.
 - iii Budget items are coded by regions: staff – buildings – transportation – cafeteria – custodial – utilities – maintenance – aftercare - refinance of loans, etc.
 - iv Profit of \$306,581 is projected for the budget year.
- e. Board members discussion of choosing a month for staff appreciation. This is an Action Item for the Business Meeting – Reports and Discussions - 6. e.
- f. Discussion of Mr. Hargrave's salary.
 - i Mr. Hargrave spoke of his history at BST and his salary in comparison to principal salaries at the district.
 - ii He has been in administration his entire time at BST – MS first and now MS/HS.
 - iii Mr. Hargrave's salary is a separate issue from Mrs. Galerno's salary.
 - iv Mr. Appy provided salary amounts for Mr. Hargrave for the 23-24 SY/\$92,882 and 24-25 SY/\$95,668. (Salary amounts for Mrs. Galerno for the 23-24 SY/\$90,000 and 24-25 SY/\$92,700.)
 - v District starting salary for a principal is \$99,200.
 - vi Board members stated that both salaries should be the same or similar.
 - vii Board members reviewed district principal salaries, the number of students at each school and what is in the budget for 2024- 2025 for salaries.
 - viii A board member stated his opinion that Mr. Hargrave should be paid retroactive for 2023 -2024 SY and recommended \$107,000 salary for Mr. Hargrave and \$100,000 salary for Mrs. Galerno. Mrs. Galerno stated that she is deferring her 2024-2025 SY salary indefinitely.

5. Adjournment. 6:04 pm.