



# Burns Sci-Tech Charter School

Workshop Minutes

April 9, 2026 – 5:00pm

STEM Literacy Lab - Main Office Building

1. Call the meeting to order. The workshop meeting was called to order at 5:00pm.
2. Pledge of Allegiance.
1. Roll Call: Dr. Roger Thayer, Richard Paczkowski, Adam Owens, Damian Hall, Suzanne Jarrell, Jamie Sulle - all present.
3. Reports and Discussion:
  - a. Review principal(s) contracts.
    - Mrs. Sulle shared a contract and evaluation tool. There are 8 domains in the form to evaluate, and they go along with the contract.
    - Noted that last year was the first time principals were evaluated.
    - The board went through the document section by section.
    - The board highlighted sections below for further discussion:
      - 5.2 section contains bonuses. There are questions on how to base yearly contract bonuses and when to pay bonuses.
      - Question on syncing our contract signing dates to match the district or set/keep our own date?
      - Principals receive 3 bonuses for the year. FTE is September and October (2) and one 1 for the school grade.
      - Discussion on when to give the school grade bonus. It would have to be after the release of the school grades.
      - Discussion on designating bonuses back to school or other sources.
      - Current contract stated principals are eligible for a \$5000 bonus for an 'A' school grade. Board will review this further.
        - Bonuses based on approved budget projections.
        - Question on school grades affecting both principals - how do both principals work together to obtain the school grade?
      - Discussed adding a regular board meeting in August to help support the school, review the school grade, and plan for the new SY.
      - How often should principals be evaluated, and who should do the evaluation? (*Bylaws state board chair annually evaluates*)
      - Board and admin discussed a teacher evaluation system and made plans for a goal-setting meeting for: mid-year – yearly – and final evaluation.
      - Discussion regarding outside duties that could conflict with work at Burns. If there is a drop in performance, then the board would step in to correct the problem.
      - The board directed the admin to review drafts, send notes to Kelly Robinson, and share with Judy Bourdeau for emailing to the board.
      - The board recommend admin possible have an appendix for the different grade levels- K-6 or 7-12.
      - The board asked if it's possible, get example contracts from other schools.
    - b. Review timeline for principal(s) evaluations and contracts.
      - The board would like to add further discussion of principals evaluations, contracts and timelines at the workshop on April 21<sup>st</sup>
    - c. Review Board Shared Folder/ Dropbox.
      - Mrs. Sulle said that other businesses share a master folder, and recommended staff

- create this for the board to have view-only access for the documents.
  - The board asked questions regarding adding documents to the folders? Mrs. Sulle recommended adding access for adding documents to both principals, the business manager, and the human resources manager, with IT as the owner of the documents.
  - Have someone darken the documents where the writing is very light and re-scan the documents.
  - The board discussed the number of new members to add to the board to have nine (9) members
  - Mrs. Sulle discussed hiring a consultant to review the facilities, staff, etc., for best practice to continue as an 'A' rated school.
    - Mrs. Sulle has been in contact with different companies that could perform consultant services to help the school proceed in the right direction. She will research the cost and what services are provided by each company. The board/school requires bids from 3 companies before hiring per finance.
  - The board discussed budgeted money for this expense and noted that calls to our lawyer cost \$355 per call.
- d. Other board updates/concerns.
- Mr. Owens sent an email to Mr. Appy and shared a packet questioning finances with all the members of the board. A discussion followed with board members asking Mr. Appy several questions regarding:
    - late payments
    - transfers or payments over 20,000, which were not authorized by the treasurer (*authorized in the approved budget*)
    - pre- and post-dating of checks
    - how are for the checks for payments approved
    - what is ECS 101 and what is \$195,711.86 paid in April 2024 to ECS 101
    - why are some checks late (*checks only paid with invoices*)
  - A board discussion followed regarding the packet information. Mr. Owens had not met with Mr. Appy beforehand, and Mr. Owens noted that it has taken a year to research the information.
    - Mr. Appy answered that he only pay invoices he receives. The Oak Hill Community Trust does not send invoices, and he asks them every month.
    - Spectrum: AT&T is the new company and sent in a check, and it was sent back, and Mr. Appy sent another check to the new company address. The bill amounts will change each month due to E-rate.
    - Mr. Appy pre- and post-dates checks each month to help balance our money in and money out to show stability in our books.
    - payments that go out over the amounts that require approval are for budgeted items the board has approved: Florida Healthcare: Vision HR (payments to employees): Building Hope: and BTM payments for buses.
  - The board asked that a meeting between the treasurer and business manager be scheduled before the end of the meeting this evening. The treasure will come to school and meet with the Business Manager.
  - Mr. Appy noted that per the district, we must maintain an amount in our operations account that covers three months of payroll. Activities money is listed in the operations account.
  - Dr. Hargrave does not know how money is kept for activities per club. He would like Mr. Appy to provide actuals for how much is spent and what is left in the budget.
  - Dr. Hargrave would like to see the budget for money spent for the different clubs.
  - Dr. Hargrave, Mrs. Galerno, and Mr. Appy held a heated discussion on admin budget sharing and Mr. Appy will revise how data is presented for admin and the board
  - ECS 101 is a company owned by Lief Fox, our IT Director. He started ECS101 when the school needed a PayPal account for grant reimbursement as the card/number we have was not used by some as some of the companies.

- The board stated that we all need better communication to avoid these kinds of problems so that the school can observe best practice in school operations.
- The board recommended that the Bylaws be revised to add that budgeted items already approved by the board will not need re-approval? (*ed note – Kelly Robinson has taken over the duties of revising Bylaws from Judy Bourdeau.*)
- Mr. Appy stated that he will provide financial reports and budgets in more detail.

e. Other board updates/concerns.

- Potential use 3<sup>rd</sup> party to pay accounts.
- Review of the principal's contract and evaluation.

4. Adjournment. The workshop meeting was adjourned at 7:36pm.