



Burns Sci-Tech Charter School

Workshop Minutes

February 24, 2026 – 5:00pm

Stem Literacy Lab- Main Office Building

1. Call meeting to order. The Workshop was called to order at 5:00pm.
2. Pledge of Allegiance.
3. Roll Call: Dr. Roger Thayer, Richard Paczkowski, Adam Owens, Damian Hall, Suzanne Jarrell, Jamie Sulle – all present.
4. Reports and Discussion:
 - a. 2026-2027 Budget Projection. Mr. Appy presented the budget planning process and noted that the elementary and secondary schools were maintained in one master budget, and that there are three (3) sets of books- elementary, secondary, and cafeteria per USDA financials. The FL State Budget template won't be available until Aug 2026 but will use this year's Admin meeting with staff for hardware and software projections. The main driver for budget sheets will be approved financials by assembly; our completed June/July- first read; second read; and then in August, submittal to the district. Dr. Hargrave wants the budget financials to appear side-by-side as opposed to the current QuickBooks export report that was requested from the board.

In being more transparent Mr. Appy asked for feedback or requests to be added to the budget or any other potential research the board would like him to pursue.

Mr. Appy will begin meeting with Mr. Owens, Treasurer, to start going over the 26-27 budget and noted that the Treasurer can report on the budget meetings as an option, or keep it as it is with Mr. Appy.

The 2026-2027 budget goal is to get enrollment, faculty, and staff numbers locked in to be able to build an accurate budget. New MacBook leases have already started this year and will continue for the next three years. Mr. Owens discussed budget readings. Mr. Paczkowski asked about ensuring free lunch and Mrs. Galerno stated that ensuring free lunch is currently being working on the 26-27 SY.

We maintain transportation numbers in FOCUS and we make sure it's input correctly, along with backup transportation spreadsheets (twice a year) in order for us to be paid/reimbursed for transportation.

The board would like to set a date for another workshop to work on current items.

- b. Stephanie Ford, President and CEO of SEV Chamber of Commerce, presentation on board recruiting and alignment. Mrs. Ford began her presentation by telling us that she

has 19 members on her board and they went through a lot of Bylaw changes, including board governance, a few years ago.....you don't know you need a policy until you need it!
She provided several points for maintaining a successful board:

Bylaws-

- Consider making principals a non-voting member of the board – they are operations that makeup part of the board- see section 3 - non-voting members.
- Using a minimum number of board members will help create a succession plan for officers - maybe 11 as a minimum.
- Create an executive committee - they would meet before the regular board meetings
- Consider having elections before July.
- Make sure all sections match in the Bylaws.

Board Expectations-

- Board agreement - governance documents.
- Include “give or get”, attendance at events, sub-committee chairs, etc.
- Board dismissal committee.
- Board expectations with a signed agreement when members are added to the board.

Roles and Responsibilities-

- Put thought into how and whom you are recruiting and what is needed for the board: grant writers, fundraisers, event planners, businesspeople/accountants, community organizers, those who will attend meetings, functions, etc.

Create an Organizational Chart- top Students -

- Create Roles for each part of the organization/school.

Onboarding-

- Annually- July - Roberts Rules of Order Trainings.
- Organizational Chart.

Next Steps –

- Amend Bylaws by April.
- Establish nominating committee by April.
- Interview Board by June.
- Create executive Committee by July.
- Vote on board officers and directors by July.
- Onboarding for board of directors – July/ August (include Robert's Rules Trainings).

5. Adjournment. 5:56pm.