Burns Sci-Tech Charter School



#  Regular Board Meeting Minutes

April 22, 2025 - 6:00 pm Cafeteria

1. Call meeting to order. The meeting was called to order at 6:00pm.
2. Pledge of Allegiance.
3. Roll Call: Damian Hall, Jonathan Glugover, Dr. Roger Thayer, Albert Amalfitano, Suzanne Jarrell, Adam Owens, Richard Paczkowski.
4. Approval of February 25, 2025 - Regular Board Meeting Minutes and March 25, 2025 - Workshop Minutes. *Motion to approve February 25, 2025 - Regular Board Meeting Minutes and March 25, 2025 - Workshop Minutes by Mr. Glugover. 2nd by Mr. Hall. Motion Approved*.
5. Public Participation. none
6. Reports and Discussion/Actions:
	1. Revise Bylaws to- election of Board of Directors in April in preparation for the next school year, which starts in July for the Board. *Motion to approve Bylaws revision by Mr. Glugover. 2nd by Mr. Paczowski. Motion Approved.*
	2. Discuss 25-26 SY:
		1. Mr. Amalfitano’s term ends last day of June 2025 (new member term begins July 1, 2025).
		2. Mr. Glugover’s term ends last day of June 2025 per member ballot vote*. (editor’s note – April 22nd ballot vote was invalid due to lack of transparency and a corrective/cure vote was made official on April 29.)*
		3. Mr. Hall’s 2nd term of 3-years begins July 1, 2025, and ends last day of June 2028.
	3. Discuss/elect member(s) for Board of Directors for the first 3-year term commencing July 2025. Please see Bylaws Article 2.4 for ballot voting for Board of Directors.
* Discussed if the board will need to complete a new round of interviews for the election of a new member, since the first round of interviews has completed.
* Discussed how many members to have on the board for the 25-26 SY.
* Discussed whether it is better to elect one or two members now and the pros/cons for each decision.
* Discussed voting/approving motions if there are six members
	+ - * The chair would have to abstain from the vote.

Members will decide whether to add a 7th member to the board at a later date.

* + - * Action - members voted by majority (all members) to elect Jamie Sulle as 6th board member. *(editor’s note – April 22nd ballot vote was invalid due to lack of transparency and a corrective/cure vote was made official on April 29.)*
	1. Members discussed Board of Directors Officers/titles per Bylaws Article 3.2. Yearly Officer/titles were discussed by board members for the 25-26 SY. No decision was made.
	2. Discuss and determine a new Request for Proposals (RFP) for an Audit Company- Action.

Brent Appy sent out the RFP and received two responses: James Moore Tax Accounting and Verdeja and Alvarez Accounting Firm. The board discussed both options and asked which companies other local schools are using. *Motion to approve the proposal from Verdeja and Alvarez by Mr. Owens. 2nd by Mr. Paczkowski. Motion approved.*

* 1. Discussion of Appeals Dismissal Process. Mrs. Jarrell asked questions regarding the process for handling appeals resulting from a school-based dismissal. She inquired whether it would be possible to create a rubric or set of guidelines to standardize the questions asked to parents, students, and school staff during the appeals process. Members suggested having teachers present during the appeals and possibly requiring them to submit a narrative outlining the student's behavior in the classroom to provide a clearer picture of the student's overall conduct throughout the day.

NOTE per Admin regarding the school's behavior management process: Students accumulate points in the Conduct Keeper app, and once a certain threshold is reached, a behavior contract is created. This contract involves the student, parents, administration, and a teacher. If the behavior persists, a discipline meeting is scheduled to consider dismissal from the program. If a student is asked to leave the school, they have the option to appeal before the board.

Mrs. Jarrell proposed scheduling a meeting after May to develop a clear, open process for the board to follow when reviewing appeals. Teachers will be asked to submit a narrative of the student’s behavior. Additionally, the board will need to comply with Sunshine Laws while conducting appeal meetings.

* 1. Discuss Grievance policy-Discussion. Mrs. Jarrell asked for a clarification of the policy and Mr. Glugover answered her question regarding the current process.
	2. Discuss board member interview procedures and questions. The discussion was tabled for a later date regarding the New Member Policy.
	3. Discuss Volunteer Policy. Presentation by Kelly Robinson with proposed policy handout.

Addressing the gap in funding compared to other schools, we aim to encourage greater parent involvement through a clear volunteer policy. We plan to communicate this policy to parents and provide them with opportunities to contribute their time and skills to the school. A dedicated page on the school website will outline volunteer needs, instructions for parents, and a system for tracking volunteer hours. This will streamline the process and make it easier for parents to see when and where assistance is most needed.

Additionally, we are exploring the use of Parent Squared, a potential new communication platform to enhance and simplify how we share updates and important information with parents. This tool could help centralize and streamline communication, ensuring that families are well-informed and able to engage more effectively within the school community.

* 1. Wranglers Ball Volunteer Opportunities - Kelly Robinson presented volunteer opportunities for the Wranglers Ball, encouraging the board to actively engage with the community. The goal is to garner both financial support and donations of goods or services that are needed and used by the school throughout the school year. We want to strengthen community involvement and provide the necessary resources to enhance the school's programs.
	2. Discuss differences between workshops, regular board meetings, special meetings, and emergency meetings according to Bylaws-Article 2 – 2.9 and 2.10. Mr. Amalfitano stated that
	3. there are distinct differences between the various types of meetings, and it’s important to clarify who has the authority to call each type. Only the chairman is authorized to call a workshop (workshops are not mentioned in the Bylaws), a special meeting or an emergency meeting. Members asked if establishing a quarterly workshop should be part of the regular meeting schedule. Emergency or special meetings are reserved for urgent matters that require immediate attention and action.No decision was made.
1. Principals Report:
	1. Primary Principal’s Report – Mrs. Galerno.
		1. May 9th, 2nd grade Business Stand.
		2. U-Haul and pick up donated items from Museum of Science.
		3. K signup for the 25-26 SY.
		4. Coed volleyball.
		5. Testing update.
		6. May 7th Volunteers Appreciation 9am.
		7. School and STEM accreditation.
		8. Color Bash.
		9. Battle of the Books: students ended up in 7th place of 40 students.
		10. City allowed some students to present at City Hall in Oak Hill.
	2. Secondary Principal’s Report – Mr. Hargrave.
		1. Prom this past weekend.
		2. Sea perch and science fair.
		3. Musical “Into the Woods”.
		4. 8th grade Tallahassee Trip.
		5. Shore symposium.
		6. Senior Boo Hoo Breakfast - 1 student obtained an AA degree, and 1 student obtained a welding certificate - May 24th.
2. Treasurer Report: Please see attached report from Mr. Appy.
3. Agenda items to consider for the next meeting.
	1. Election of Board of Directors’ Officers/Titles, Bylaws Article 3.2. – Action.
	2. First read of the 25-26 SY budget – Action.
4. Board Member issues concerns/comments.
5. Public Announcements - Next Regular Board Meeting June 24, 2025 - 6pm.
6. Adjournment. 8:11pm.