



Burns Sci-Tech Charter School  
Regular Board Meeting Minutes  
August 19, 2025 - 6:00 pm  
STEM Literacy Lab – Main Office Building

1. Call meeting to order. The meeting was called to order at 6:00 pm.
2. Pledge of Allegiance.
3. Roll Call: Dr. Roger Thayer, Richard Paczkowski, Damian Hall, Suzanne Jarrell, Adam Owens, Jamie Sulle, – all present.
4. Approval of Regular Board Meeting Minutes from July 22, 2025 – action. Mr. Paczkowski motioned to approve the July 22, 2025, Minutes with revisions. 2<sup>nd</sup> by Mrs. Jarrell. Motion approved. (*ed note – revisions were made to July Minutes, emailed to Mr. Paczkowski, and uploaded to the website.*)
5. Public Participation. None
6. Reports and Discussion/Actions:
  - a. 6:10 PM Agenda changes - discussion/action. No changes at this time.
  - b. 6:15 PM Grievance Policy – discussion from Workshop presentation/action.
    - i. *Motion by Mrs. Jarrell to accept the Grievance Policy as written, replace Mr. Glugover as Grievance Board Member with Mrs. Jarrell, and replace email to board members with a link to the policy. 2<sup>nd</sup> by Mr. Paczkowski. Motion approved.*
  - c. 6:20 PM Student Dismissal Policy - discussion from Workshop presentation /action.
    - i. *Motion by Mrs. Sulle to have a 30-minute board discussion limit during the student dismissal appeal. 2<sup>nd</sup> by Mr. Hall. Motion approved.*
  - d. 6:30 PM Selection Criteria for 7<sup>th</sup> board member - discussion/action.
    - i. *Motion by Mr. Paczkowski to reopen the application process for a 7<sup>th</sup> member with a deadline of October 1<sup>st</sup>. 2<sup>nd</sup> by Mr. Owens. Motion approved.*

Members discussed that advertising for a new board member will take place on the school's Parent Square and website. Mrs. Robinson suggested that we could share the need for a board member with the Wrangler's Ball sponsors. Mr. Appy will provide board member applications to share with Wrangler Ball sponsors and the SAC committee. Mrs. Senecal, SAC chairperson, will schedule prospective board member preliminary interviews with the SAC committee and share the results with the board. The board will interview prospective board members from the SAC committee on December 2<sup>nd</sup>, date of the December regular board meeting. No decision was made on when election would take place.
  - e. 6:32 PM Approve policy on Wireless Communications and Other Electronic Devices- action.
    - i. *Motion by Mrs. Sulle to approve the policy on Wireless Communications and Other Electronic Devices. 2<sup>nd</sup> by Mr. Hall. Motion approved*
  - f. 6:34 PM Approve policy on Staff Arrest Reporting- action.
    - i. *Motion by Mrs. Sulle to approve the policy on Staff Arrest Reporting. 2<sup>nd</sup> by Mr. Paczkowski. Motion approved*
  - g. 6:36 PM Approve Student Welfare Policy- action.

- i. *Motion by Mrs. Sulle to approve to the policy on Student Welfare Policy. 2<sup>nd</sup> by Mr. Owens. Motion approved,*
  - h. 6:38 PM Approve Threat Management Policy- action.
    - i. *Motion by Mrs. Sulle to approve the policy on Threat Management Policy. 2<sup>nd</sup> by Mrs. Jarrell. Motion approved.*
  - i. 6:40 PM Proposal from Kelly Robinson - Legal Advisor - discussion/action.
    - i. Tabled until next meeting.
  - j. 6:50 PM Out of field teacher approval - discussion/action.
    - i. Tabled until the next meeting
  - k. 6:55 PM Discuss/Approve change of September Meeting date- discuss/action.
    - i. No changes were made.
  - l. 7:00 PM Articulation Agreement update- discussion.
    - i. Discussion on the articulation agreement that will be further discussed at the next regular board meeting. It was noted that Shawn Arnold, board attorney, created an agreement for the charter school in Samsula. ~~Should we add this as a preference that was brought up for discussion at the next meeting?~~
  - m. 7:03 PM Fundraising – discussion.
    - i. Mrs. Galerno handed out a folder with sponsor information and a flyer for the October 24<sup>th</sup> Wrangler's Ball. The students in middle and high school will have grade-level competitions to raise money for the Wrangler's Ball. The board was asked to try and garner more sponsors.
  - n. 7:05 PM Principal Review Process- discussion.
    - i. The board chairman will review/evaluate our principals (2) in July 2026 and use the scoring document from the Florida Charter School Consortium. The board can also review other scoring documents to share with board members.
  - o. 7:09 PM FL Charter School Conference – Orlando- discussion.
    - i. Please let Mrs. Galerno know if you are planning to attend. Last day for registration is Oct 16 (for hotel room Sept 19).
- 7. Principals Report:
  - a. 7:10 PM Primary Principal's Report – Mrs. Galerno.
    - i. We had a meeting regarding our school's water with the county and the state last week. We have 11 months in compliance then testing will be quarterly. If we continue to test successfully, testing will be twice a year. We are hoping to look for and find grants to replace the lead pipes on the old side of the school. The Oak Hill Mayor is working on the city's sewer hookup project to be ready in 2026. The school will be able to connect to the new system.
    - ii. Buses are full, and we have 3 buses each running two routes, and we just added a new route south.
    - iii. Testing will take place next week for the first of progress monitoring.
    - iv. 3<sup>rd</sup> - 12<sup>th</sup> grade planners were received well this year with positive feedback from parents.
    - v. Morning Mile started this week, and soon we'll start other clubs in the mornings: Lego, Chess, Crochet, and Writing.

- vi. Cross-country teams have started up with students already practicing for their first meet.
  - vii. Genius hour/ STEM hour will be added to the elementary school one Friday a month for one hour where students have the ability to be in a club and complete STEM projects.
  - viii. Lief, our IT Manager, stayed at school all night and worked with the power company and Mr. Faulkner to fix a problem we had at the power pole.
  - ix. Open Houses are scheduled for September 8<sup>th</sup> through September 11<sup>th</sup> for 7/8 grades, HS, K-3 grades, and 4-6 grades.
  - x. Parent Square is up and working and parents are happy with the streamlined forms of communication. The HS is using both Focus and Parent Square for clubs.
- b. 7:20 PM Secondary Principal's Report – Mr. Hargrave.
- i. Student numbers are 130 for 7<sup>th</sup>, 140 for 8<sup>th</sup> and HS is holding steady with its number of students. We are utilizing all the classrooms, and some teachers are using carts. Teachers are sharing rooms and enjoying the camaraderie with each other.
  - ii. There are new Mac computers for HS students.
  - iii. We have Eagle Hour one time a month and HS students enjoy the time being together with activities. SGA is coming up with fun things to do during this hour.
  - iv. Schedule changes are in progress. We are working with incoming students to know what they need to ensure they have the classes for continuing education when arriving from alternate school settings. We are leveling the classes so that they are balanced.
  - v. Tim Carignan has been working on grants for the school and teaching our trade program.
8. 7:30 PM Treasurer Report: Review Mr. Appy's budget handout report.
9. 7:35 PM Agenda items to consider for the next meeting.
- a. Add articulation discussion for the next board meeting.
  - b. Add an item on the agenda for SAC to report after public participation and possibly for ENO to share a report quarterly.
10. 7:37 PM Board Member issues concerns/comments.
11. 7:40 PM Public Announcements - Next Regular Board Meeting September 23, 2025. 6pm.
12. 7:43 PM Adjournment. 7:43 pm.