



# Burns Sci-Tech Charter School

## Regular Board Meeting Minutes

July 22, 2025 - 6:00 pm

STEM Literacy Center

1. Call meeting to order. The meeting was called to order at 6:01pm
2. Pledge of Allegiance.
3. Roll Call: Richard Paczkowski, Jamie Sulle, Suzanne Jarrell, Damian Hall, Dr. Roger Thayer, Adam Owens – all present.
4. Approval of Regular Board Meeting Minutes from June 24, 2025 – action. *Motion to approve June 24 Regular Board Minutes by Mrs. Jarrell. 2<sup>nd</sup> by Mr. Hall. Motion approved.*
5. Public Participation. None.
6. Reports and Discussion/Actions:
  - a. Second Budget Reading – action. Mr. Appy presented the second reading of the proposed 2025-2026 school budget. The board had questions regarding the calculation of the school's retirement and insurance plans. There will be further discussions.
    - i. The school is still having discussions with the district on payment for busing students. A meeting is being set up with the district CEO and if busing is not part of discussions, we may need to seek legal action. Esser grant is being taken away this year and the CAREs Act has very specific ways to spend this money, also the district is making cuts this year.
    - ii. We have a change in the number of teachers from previous years and we are also adding campus advisors on the middle/high school side of campus. We added two more ESE teachers this year due to the number of ESE students. We are now at 22% of students with disabilities. Teacher Lead money has a slight change for this year.
    - iii. Staff training is in the CAREs Act and red book lists it as staff training. Technology is all electronic on campus. Furniture and soft wear will stay on budget. There has been an addition of testing to the books section.
    - iv. **Florida Charter School Conference October 14-16, 2025**, The board will decide which members will attend the conference in Orlando.
    - v. Note:
      1. There will be a reduction of legal fees for the upcoming year.
      2. We will be removing the guardian overtime this year by staggering their start times. We still have two guardians and have two new ones. Safe and Healthy Schools from the district is part of what we use for guardian wages.
      3. Evan is working with Lief this year on data processing.
      4. Transportation has not changed.
      5. Repair/maintenance will be tight this year with one roof that needs to be completed.
      6. Anderson Air is working with us to replace or work on AC units for the school. We need to replace the AC units that are older than 10 years in some of the classrooms.

7. There is an increase to \$40 dollars for the Aftercare Program. The district charges \$60.
8. If/when changes come from the state or district we can do an amended budget if needed.

*Motion to approve second reading of the proposed 2025-2026 school budget by Mrs. Jarrell. 2<sup>nd</sup> by Mrs. Sulle. Motion Approved.*

- b. Discuss the addition of Compliance Officer– discussion/action.

The board discussed the detriment of having one Compliance Officer when all board members must be aware of the rules/laws. In the Bylaws it states that the chairman is the compliance person who should make sure that everything is done correctly. It would be redundant to add another officer. No action was taken.

- c. Discuss the election of Board Secretary 25-26 SY per Bylaws Article 3 – 3.2 – discussion/action.

The board decided that Mr. Paczkowski will remain as Secretary, and someone will be appointed to take minutes during the board meetings.

- d. Discuss resources/tools/training suggestions researched by the board to provide training on Robert's Rules, Sunshine Law, Bylaws for board members - discuss/action.

The board discussed the training links that were emailed to all board members. Options need to be reviewed with a school member who can help with training. The board discussed having legal representation for the board and if there is a conflict of interest? We have a need to ask legal questions, and Mrs. Robinson is here at school, so can she help by volunteering her time? Members need to practice Robert's Rules on how to properly conduct meetings. Sunshine Law has a site that trains board members and members can complete any refresher course as needed - paid for by the school. If we need an emergency meeting, we will have a lawyer in the meeting. Should Mrs. Robinson send in a proposal for the next meeting for new business? Do we need additional training on Roberts Rules? This was not an issue previously as we were small, and many had been on other boards previously. *No decision was made.*

- e. Discuss adding a 7<sup>th</sup> board member - discuss/action. (*Bylaws allow 5-7 board members.*)

*Mrs Jarrell motioned to add a 7<sup>th</sup> board member for a quorum. If there are 6 board members, the chairman does not vote. 2<sup>nd</sup> by Mrs. Sulle. Motion approved*

- f. Discuss scheduling a Workshop to compare the previous Grievance Policy from BST Handbook and address inconsistencies and conflicts in the current Grievance Policy - discuss/action.

*Mrs. Jarrell motioned to schedule a 5pm Workshop on August 19<sup>th</sup> to discuss the Grievance Policy followed by a regular board meeting at 6pm. 2<sup>nd</sup> by Mr. Owens. Motion approved.*

- g. Discuss articulation agreement between Burns Sci-Tech and Samsula Academy- discuss/action.

Samsula Academy previously was part of Reading Edge charter school, but they now have their own charter. They are K-5 and would like to have articulation with both BST and Ivy Hawn Charter School. They would like to have a workshop with our board to discuss working with us for the purpose of sharing enrollment preferences for students when they enroll in the lottery for BST or Ivy Hawn, meaning they would get a preference in the lottery. If we add this preference, will it hinder the publics chances in our lottery and hurt our waiting list? Charter schools need to work together to keep students who share our charter school culture and values.

*Mr. Paczkowski motioned to empower Admin to draft a letter for an articulation agreement with Samsula Academy. Mr. Paczkowski removed this motion and replaced it with:*

*Mrs. Jarrell motioned that the board allow the Principals (2) to gather articulation agreement information for the board to review. 2<sup>nd</sup> by Mr. Paczkowski. Motion approved.*

- h. Discuss Principals (2) evaluation timelines- discuss.

*Editor's note: Bylaws Article 3, 3.9 - Each principal shall be evaluated, at least annually, by the Chairperson with such evaluation instrument required by law. The Chairperson shall provide a report of this evaluation of each principal at the next available Board meeting. Once the evaluation is complete, each principal may be terminated for cause at any time by majority vote but is entitled to be heard at an open meeting prior to a vote. The Board shall review and vote on the principal's annual contract.*

Does the board have a timeline to meet/evaluate BST Principals (2)? Evaluation (*Per Bylaws*) is each year, and we should set a timeline for evaluations. Can we find out when Ivy Hawn does their evaluations? Should all the members and not just the chairman (*editor's note- see Bylaws – only chairman conducts evaluations*). We should also use the rubric presented by Mrs. Galerno. *No Decision was made.*

- i. Discuss (Student) Dismissal Policy rubric - discuss.

The board discussed a rubric as one process with a time limit to help the board to know what to do in the case of a student's dismissal. Two dismissals have before the board, and they were different. Perhaps the board could use the school's current process and add questions to the rubric to help the board in dismissal meetings. Parents are presented with a process on how to come before the board for an appeal (*editor's note: appeals to the board are also in the grievance policy*). Board members would like to get background information before the meeting as this is helpful when emotions run high during dismissal meetings and the board can be a second opinion for a solution.

- j. Discuss orientation dates and board presence- discuss.

7-12 August 5<sup>th</sup> 8-4      K-6 August 8<sup>th</sup> 8 - 1:30

- k. Discuss board member staff appreciation months for the school year- discuss.

September & March: Suzanne Jarrell and Damian Hall

October: Richard Paczkowski

January: Adam Owens

February: Jamie Sulle

May: Dr. Roger Thayer

- l. Discuss Wrangler's Ball and board opportunities to help this event grow- discuss.

Per Admin: The big items have been taken care of. Advertisement items are being printed.

Admin is asking the board to help sell sponsorships, tickets, and obtain auction items from community businesses/local people. Can we divide up the list of sponsors and visit or call them?

It doesn't hurt to double back on the list – try to get as many sponsors/tickets sold as we can.

## 7. Principals Report:

- a. Primary Principal's Report – Mrs. Galerno.

i. 10 years as a State Rated 'A' School! We are planning a community celebration.

ii. Stem Literacy Center and Mr. Z's room is coming together.

iii. Campus clean up August 2<sup>nd</sup> 9am-11am. We would love to have our board meet and greet the parents/students/staff and cook hotdogs.

- iv. Our water system had violations, and we now have a company that test the water. We have an agreement with the state and our water will now meet that agreement. The school must post any water violations on the school's main windows.
- b. Secondary Principal's Report – Mr. Hargrave.
  - i. Classrooms are going to have libraries in the rooms to help emphasize reading over games on technology.
  - ii. AP teachers had 88% to 100% pass rates for their classes.
  - iii. Working on schedules for students.
- 8. Treasurer Report: \*See report below.
- 9. Agenda items to consider for the next meeting.
  - Workshop discussions:
  - Grievance policy.
  - Dismissal policy.
  - Meeting:
  - Vote on policies – Grievance, Dismissal
  - Discuss selection criteria for new board member.
  - Discuss approving the agenda before the meeting.
- 10. Board Member issues concerns/comments.
- 11. Public Announcements – August 19<sup>th</sup>, @5pm - Workshop. Next Regular Board Meeting August 19<sup>th</sup>, @6pm and September 23<sup>rd</sup> 6pm - 2025.
- 12. Adjournment. 8:38 pm

\*Treasure Report: Notes to the Financial Statements Period ended June 30, 2025.

The financial statements have been prepared in accordance with Sections 1002.33 (9) (g) and 1002.34(11) (f), respectively, on form IEPC-F1, Governmental Accounting Standards Board (GASB) Monthly Financial form. The following notes are provided in accordance with the sections referred to above.

During fiscal year 2013, the School adopted guidance issued by the GASB that requires entities to present a Statement of Net Position in place of the previously issued Statement of Net Assets. The Statement of Net Position reports all assets, deferred outflows of resources, liabilities, deferred inflows, and net position. The School also adopted guidance issued by the GASB regarding reclassifying items previously reported as assets and liabilities, now reported as deferred outflows and inflows of resources. The School's financial statements have been prepared in accordance with generally accepted accounting principles as prescribed by the GASB. Basis of accounting refers to when revenues and expenses/expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Government-wide financial statements are presented using the accrual basis of accounting and an economic resource focus. Under the accrual basis of accounting, revenues and expenses are recognized when they occur.

The modified accrual basis of accounting and current financial resources focus is followed by the governmental funds. Under the modified accrual basis, revenues are recognized when they become measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The School considers revenues available if they are collected within 60 days of the end of the fiscal year. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred. The principal exceptions to this general rule are: (1) interest on general long-term debt is recognized when due, and (2) expenditures related to

liabilities reported as general long-term debt are recognized when due. Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the fund level.

Balance Sheet:

As of June 30th, 2025, the School's governmental fund reported a positive fund balance of \$3,619,296.

Income Statement:

Year-to-date revenues have been accrued based on the calculation of the FEFP payment supplied by the district. The excess of revenues over expenses on the income statement for June was a positive \$43,155 in Total Governmental Funds. The excess of revenues over expenses on the income statement for the Year-to-date total was a positive \$212,469 in Total Governmental Funds. Capital Outlay for the month was \$55,398. As needed, the FEFP and Capital Outlay amounts are adjusted to match the actual amounts awarded and received.

Enrollment:

The FY 2024-25 budget was prepared based on a projected enrollment of 1,117 students. As of June 30, 2025, the total enrollment was 1,089 students.