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Burns Sci-Tech Charter School
Workshop Minutes
August 25, 2026 – 4:00pm
Stem Literacy Lab - Main Office Building



A tuition free public charter school

1. The workshop was called to order at 4:04pm.
2. Pledge of Allegiance.
3. Roll Call: April Coyle, Charlotte Hope-Gillis, Damian Hall, Jamie Sulle, Kylee Montgomery, Richard Paczkowski, Suzanne Jarrell - all present.
4. Reports and Discussion – **Old Business**:
 - a. Principal Contract amendments and timelines.
 - i Per Ms. Montgomery: No changes made to principal's contract aside from adding PTO and bonus structure guidelines.
 - ii Typo noted on Page 6- "elementary" should be changed to "combined" school to account for all grades at BST (K-12).
 - iii Discussion regarding future planning for principal contracts. Principal contracts will be formed during the December Board meeting each year with bonus structure to be discussed during the February Board meeting. The April Board meeting will include any employment contract changes. *(added to Sept Agenda for scheduling/vote)*
 - b. Updates on Articulation Agreement. (Samsula Academy)
 - i Cover letter with deadline extension sent and there has been no response from Samsula Academy per Mr. Paczkowski.
 - ii Discussion in terms of how the termination of this articulation agreement will affect a few families in the lottery. No changes will be made to the lottery placements for this current SY 26-27 (these students will be "grandfathered in" for this SY 26-27 only).
 - iii Ms. Galerno will draft a letter to parents of affected students to explain termination of articulation agreement and how that will affect placement in the lottery for next SY 27-28. Mr. Paczkowski will sign letter.
 - c. Bylaw Revision Timelines.
 - i Separate workshop needed to revise all bylaws. Will schedule for November or December 2026 as this is a less busy time of the year per principals.
 - ii No board meeting in November- could schedule workshop for the week of November 9th, 2026. *(added to Sept Agenda for scheduling/vote)*
 - d. Admin outside evaluation (FCI and others).
 - i Dr. Hargrave spoke with Thrive 360 and noted it is hard to find a half day available for administrative team to participate in the review at this time. Beginning of the school year is busy for the administrative team. Will address in November/December when there is more availability in their schedule.
 - ii Ms. Sulle notes she is willing to assist with scheduling calls and contacting the team if needed.
5. Reports and Discussion – **New Business (1639)**:
 - a. Forming Committees.
 - i Draft ideas for possible committees: Governance, Finance, Development, Administrative Support/Evaluation, and Academic Excellence – Mrs. Sulle.

- ii Fundraising needs to be the major focus for first semester of the school year.
 - iii Discussion regarding importance of community involvement in committees.
 - iv Further discussion to follow in today's regular Board meeting.
- b. Tabling Items and timelines.
 - i Need to be mindful to follow through on tabling and assigning who is handling each task. Old business versus new business will help. Agendas will include who is assigned to each task.
- c. Clarification of principal evaluation process.
 - i Ms. Jarrell raised concerns about principals being evaluated by a chairman with no teaching experience themselves.
 - ii Established criteria and rubric are new for this year, should help evaluations.
 - iii Principal evaluations will be performed by chairman and brought to the board as a draft for review. Written copies of evaluations will be given to all board members during the review post-evaluation.
- d. Staff Appreciation.
 - i Ms. Jarrell presented an idea for teacher headshots- turning into personality portraits and including information about teacher into a display. Would need donation of money from the Board into a fund to support. Spotlight staff each month in a central location. Honors/showcases each staff member. Positive feedback from the Board to move forward with this idea.
- e. Revision to board meeting times.
 - i Issues with public access to school building before end of school day. Need to keep meetings accessible to the public.
 - ii Dr. Hargrave has conflict with earlier meeting times as he is on the board for Chamber of Commerce through December 2026.
- f. Fundraising for Yacht Rock – Oct 23 – sponsorship forms and flyers. *Not addressed during this workshop due to time constraints. (addressed in meeting)*
- g. Board Representation on the Oak Hill Community Trust. *Not addressed during this workshop due to time constraints. (addressed in meeting)*
- h. Recruitment of new board member(s). *Not addressed during this workshop due to time constraints. (addressed in meeting)*

6. Adjournment. The workshop was adjourned at 5:08pm.

Most workshop items are also covered in the regular board meeting and on following months agenda where appropriate.