

Lutz Preparatory School, Inc.
Board of Director's Announcement



February 4, 2020

The Lutz Preparatory School, Inc. (Lutz Prep) Board of Directors is currently accepting resumes for board positions. A board position is a three (3) year term. A board member's position is unpaid and comes with a fiduciary responsibility to oversee the approval of policies and the school's budgets.

Lutz Prep is focusing on expanding the Board to bring in a variety of personal and professional experiences bringing a diversity of opinion and expertise to further strengthen the talent and depth of expertise that exists currently. Furthering the Board's responsibilities of establishing and maintaining policies that guide Lutz Prep in its successful execution of its mission and vision, we are looking for someone to bring a forward thinking approach to building our standing within the community and community partnerships providing a firm foundation in our long term success as a growing K-8 elite charter school.

Resumes should be submitted to Administration@lutzprep.org no later than **Friday, February 14, 2020**.

A brief job description is as follows:

Charter school boards attract individuals who are passionate, knowledgeable, and want to contribute in a meaningful way to their community through education. The Lutz Prep Board is the legal entity that holds the school's charter contracts with the Hillsborough County School District (HCSD). The Board as a collective is responsible for providing strategic leadership and enabling the school to fulfill its mission and vision. More specifically, board members:

- Evaluate the Director of Schools and ensure the school is on target to meet student performance goals.
- Participate in the development and annual review of the school's strategic plan.
- Ensure adequate resources.
- Cultivate prospective donors including engaging in direct solicitation as appropriate.
- Attend board meetings and serve on a committee investing approximately 8 - 12 hours per month.
- Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time. Presently committees include Facilities, Finance, Director of Schools Evaluation, Governance, and Advancement and Communications.

- Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
- Participate in the semi-annual board development and planning retreats usually held in June and December of each year.
- Be familiar with and adhere to Florida's Sunshine Laws.

Desired Skills/Experience:

Strong charter school board members will demonstrate the following attributes and desired competencies:

- Previous leadership/board experience
- Student-focused
- Collaborative, able to work independently and as part of a team
- Entrepreneurial spirit
- Experience working or volunteering in nonprofit sector
- Business development
- Legal
- Higher education
- Policy
- Finance/school-based accounting
- Human resources/recruitment
- Fundraising/grant writing

Thank you for your consideration. Please contact Administration@lutzprep.org if you have any questions.

Sincerely,
Lutz Preparatory Board of Directors

Joyce Wieland, Chair
Christopher Moore, Vice Chair & Treasurer
Vinita Gaudi, Secretary
Rick Narkiewicz
Daniel Abou-Jaoude
Kelly Andrews
Brian Lambert
Jenna Paladino
Felipe Ramirez