



Lutz Preparatory School

A Hillsborough County Public Charter School of Choice Serving Grades K-8

Board Approval of Minutes: 02/25/2021

Board Chair's Signature: *Jayce Wieland*

Director's Signature: *Connie Guertin*

Board of Directors Meeting Minutes January 28, 2021

- 1) Meeting called to order by Board Chair at 6:05 PM
- 2) Meeting held via Zoom
- 3) Attendees:
 - a. Board: Abou-Jaoude, Andrews, Gaudi, Lambert, Kouffman, Moore, Narkiewicz, Paladino, Ramirez, Wells, & Wieland
 - b. Administration: Mrs. Guertin
- 4) Public comment: None
- 5) Previous minutes approval:
 - a. December 10, 2020 – **VOTE – RN Motion to approve with adding the words Lutz Preparatory School, Inc. to items 9) b. & c. to clarify; 2nd DA – unanimously approved.**
 - b. January 14, 2021 regular meeting – **VOTE – CM motion to approve, 2nd JP – unanimously approved.**
- 6) Chair statement:
 - a. Accepting nominations for Board Officers (Chair, Vice-Chair, Treasurer, Secretary); send a private message to Secretary Vinita Gaudi during meeting for vote at end of meeting.
- 7) Director statement:
 - a. JW signed the following documents in person on 1/20/21 at the request of Arnold Law Firm – no need for vote as these were part of overall resolution at 1/14/21 meeting.
 - i. US Bank: Certificate of Beneficial Owners
 - ii. Ballard Spahr – Capital Trust Agency Charter School Facilities Revenue Bonds
 - iii. Lutz Preparatory School, Inc. COVID-19 Impact
 - iv. Capital Trust Agency Educational Facilities Revenue Bonds – Certificate Authorizing Printing of a Preliminary Official Statement
 - b. Monthly COVID dashboard review
- 8) Committee Reports
 - a. Building Construction Subcommittee (Moore Chair): project currently on pause
 - i. Movement of county to purchase sewage treatment plant still ongoing, will help facilitate LP connections if this goes through.
 - b. Facilities (Abou-Joude Chair):
 - i. Seven members now on committee; working on updating guiding principles; met with Mr. Wheaton last week.
 - ii. Researching software to maintain data
 - iii. A few critical items have been identified and a few continuing services RFP being discussed: i.e. HVAC, electrical, plumbing, security, dry out – emergency response, etc.
 - iv. Will present RFP to board soon.
 - c. Finance Committee (Moore Chair):
 - i. Monthly financials review
 1. Excellent position going forward; \$280K surplus between the two schools; these figures do not include PPP.
 2. Committee has reviewed the PPP2 and at this time they believe we are not eligible based on the guidelines, will continue to review.

- ii. CM received the 2021/2022 Budget Preparation Timetable
 - iii. PO 3298 Professional Insurance Services – **VOTE – CM motion to approve, 2nd RN – unanimously approved.**
 - iv. Update on Bond issuance:
 - 1. LP is in the top 1% of all stand-alone charter schools. Received the great rating due to our school programs, financial strength, and wait list of students wanting enrollment.
 - 2. RN we need to thank Dr. Gill and Lou Freeman of the Trust For Rehabilitation And Nurturing Youth And Families Inc. for their support both with the original rental and the final purchase of our campus several years ago.
 - v. Approval for PPP Forgiveness Application & approval for CM to sign on behalf of both Prep and Pre-Prep – **VOTE – motion to approve RN, 2nd KA – unanimously approved.**
 - d. Principal Evaluation (Wieland Chair):
 - i. Meeting with Mrs. Guertin to review annual goals, measuring how things are running smoothly.
 - e. Policies, Procedures, & School Surveys (Wieland Chair):
- 9) New/Old Business:
- a. Establishment of the Lutz Prep Foundation – RN
 - i. Moving forward for start-up, current plan is for RN Chair, Mr. Frank Rygiel Vice-Chair, and primary third person, and beyond. DA has volunteered for committee work. DK looking into finding some business connections for pro-bono legal work to assist with set up. The foundation will have a strong emphasis on raising money.
 - ii. RN researching bylaws, regulations, conflict of interest forms, etc.
 - iii. Golf Tournament will be the 1st event
 - iv. KA will develop a Usage Agreement for the Lutz Preparatory School name to be provided to foundation for parameters of use.
 - b. Annual selection of Lutz Preparatory School, Inc. Officers:
 - i. No new nomination brought to the table. **VOTE - VG motion to keep all current officers in their position for the 2021 year. JW Chair, CM Vice-Chair & Treasurer, VG Secretary – 2nd FR – unanimously approved.**
 - c. The directors' anniversary of their term on the board will be notated in the minutes as informational – no votes will be needed.
 - d. Reminder additional board meetings:
 - i. Tuesday, February 2, 2021 at 6:00 PM in the event approval needed for bond documents (most likely will be cancelled)
 - ii. Board workshop Thursday, February 18, 2021 at 4:00 PM
 - 1. Agenda will be focused on a five year strategic plan, Johnathan Moore will be guest to give update on construction project.

10) Meeting Close @ 7:58 PM