

Board Approval of Minutes: 02/27/2020

Board Chair's Signature: *Joyce Weiland*

Director's Signature: *Eric Moore*



# Lutz Preparatory School

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

## Board of Directors Meeting

Minutes January 30, 2020

- 1) Meeting Call to Order by Board Chair at 6:06 PM
  - a. Attendees Board: Abou-Jaoude, Andrews, Gaudi, Lambert, Moore, Narkiewicz, Paladino, Ramirez, & Weiland
  - b. Administration: Mrs. Guertin
- 2) Public Comment:
  - a. Middle School Teacher Nicole A (gave her input on size of classrooms, running water for science labs, cabinet space, etc.)
- 3) Previous Minutes Approval:
  - a. December 11, 2019 minutes – **Vote - Motion RN, 2<sup>nd</sup> DA – unanimously approved.**
  - b. January 9, 2020 minutes – **VOTE – RN requests update to 5)a) Motion to approve as updated FR, 2<sup>nd</sup> BL – unanimously approved.**
  - c. January 30, 2020 pre-meeting only (FTE OOF Letter) minutes – **VOTE – Motion JW, LP 2<sup>nd</sup> – unanimously approved.**
- 4) Chair Statement:
  - a. Board vacancy discussion. Will advertise Monday, February 3<sup>rd</sup> through Friday, February 14<sup>th</sup>, 2020. Interviews in April potentially 4/19 or 4/26, JP, CM, & FR have volunteered to assist with interviews.
- 5) Director Statement:
  - a. Best and Brightest Award Program; very complicated this year so BG wanted school policy in place so that definitions are clear. – **VOTE – KA motion approve policy as written and have VG sign as board secretary, 2<sup>nd</sup> KA – unanimously approved.**
- 6) Monthly Committee Reports
  - a. Finance Committee (Moore Chair):
    - i. December finances Pre-Prep and Lutz Prep
      1. Running on track; 10K still on budget for professional services (survey); construction in progress (put back in budget so we may pay some of the minor costs now rather than in large project); 79K surplus in K-8 school. Pre-Prep also running at 192K surplus.
    - ii. Servis1st Bank Transfer –CoD Signature Card: one of banks where we have excess money on cash deposit. – **VOTE motion FR to have VG sign, 2<sup>nd</sup> CM – unanimously approved.**
    - iii. Moody's Investor Service – VOTE – table until February 27<sup>th</sup> meeting
  - b. Building Subcommittee (Moore Chair):
    - i. Jonathan Moore, InVision Advisors presented latest update on building project.
    - ii. Two reps from Walbridge in attendance, working with JM to firm up budget/plan.
    - iii. Possible VE items – still working on these.
    - iv. Discussion on LOI: DA – can we still work under LOI until we get construction

documents that we own? DJ bond requires more. DA feels the conclusion of the LOI has not happened yet. More discussion to come with JM at subcommittee meeting to make sure we are getting everything that the LOI outlined.

- v. VE for electrical and offsite. Offsite is combo of new sewer line and water line under CXS and turn lanes (relocations of all storm drains, power poles pulled back, repaving front area).
- vi. CM: how comfortable are we that \$12.6 million is in the right direction of the actual project; JM feels that the board needs to be ready to spend every penny of it.
- vii. Inquiry by KA regarding financial impact of next 5 years with construction vs without. Finance committee conclusion we would be in similar position.

1. Risks:

- a. Governor talking about teacher salaries/unknown decision – will state fund it? (in our projection we assume we have to fund some). CM comments that every school district in state will face the same issues, without funding.
  - b. Currently buildings facing future repairs/maintaining of modular.
  - c. Feels we could squeeze 100K out of current operations to find savings.
  - d. Bond requires maintenance fund (current building already has that with maintenance plan and facilities forecast).
- viii. Our surplus comes from Lutz Pre-Prep and fundraising; K-8 runs right on track for non-profit as we should
  - ix. 65% of FTE goes to instructional salaries; overhead cost is spread out.
  - x. Per Walbridge reps we are currently beyond the opening of August 2021. Design and permitting latest – currently 2 months off Sept 28, 2021. Need confidence that building will open for start of school year, we will take until Tuesday of next week (JM work with Walbridge).
  - xi. JM Private provider is an option to get permitting expedited and up and running if the schedule needs to be accelerated.
  - xii. Add full board meeting at Noon on Thursday, February 6, 2020 to JM will come back with different options (timeline; costs; etc) to assist the board with the final decision on whether to move forward; delay for set time period with different timing options; or not to move forward.

c. Principal Evaluation & School Surveys (Wieland Chair): None

7) New Business:

- a. Nominations for 2020 Board Officers (vote must occur in 1<sup>st</sup> quarter of 2020); tabled until February 27<sup>th</sup> meeting.
- b. RN: Friends of Lutz Prep Directory – table to February 27<sup>th</sup> meeting.
- c. 2021-20 Academic Calendar – ready to be published to parents

8) Meeting Close at 8:08 PM.