



# Lutz Preparatory School

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

Board Approval of Minutes: 03/25/2021

Board Chair's Signature: *Jayce Wieland*

Director's Signature: *Connie Guertin*

## Board of Directors Meeting Minutes February 25, 2021

### Regular Meeting

- 1) Meeting called to order by Board Chair at 5:03 PM
- 2) Meeting held via Zoom
- 3) Attendees:
  - a. Board: Abou-Jaoude (arrived at 5:18), Andrews, Gaudi, Kouffman, Lambert, Moore, Ramirez, Wells, & Wieland
  - b. Absent: Narkiewicz & Paladino
  - c. Administration: Mrs. Guertin
- 4) Meeting called to order by Board Chair
- 5) Public comment: None
- 6) Previous minutes approval:
  - a. January 28, 2021 regular meeting – **VOTE – FR motion to approve as presented, 2<sup>nd</sup> YW – unanimously approved (DA not present for vote)**
  - b. Workshop February 18, 2021 – **VOTE - CM motion to approve as presented, 2<sup>nd</sup> FR – unanimously approved (DA not present for vote)**
- 7) Chair statement:
  - a. Review protocol for public comment and complaints for the new board members.
  - b. Thankful for the dedication teachers and staff, especially with all the challenges this school year. VG commented that she is grateful for the eLearning teachers and the great experience her child is having.
- 8) Director statement:
  - a. Review COVID monthly dashboard
  - b. Spring iReady results, all have either already met or are on target for end of year goals.
- 9) Committee Reports
  - a. Building Construction Subcommittee (Moore Chair): project currently on pause
    - i. Johnathan Moore will spend additional time preparing the revised design and cost comparison analysis and will attend the 3/25/21 meeting to present an update.
  - b. Facilities (Abou-Joude Chair):
    - i. Draft of continuing services RFP presented – **VOTE – CM motion to approve – Mrs. Jenkins and CM will be making small edits to the presented document, KA 2<sup>nd</sup> – unanimously approved.**
  - c. Finance Committee (Moore Chair):
    - i. Monthly financials review
      1. Pre-Prep and Prep running well within budget. Formal adjustments to budget for Prep will be voted on next month (part of SDHC requirements to adjust budget).
      2. DA will coordinate with Mr. Wheaton to get a list of maintenance projects to be completed by June to be billed in this year's budget.
      3. CM spoke to Piper Sandler and our timing of the bond issuance worked out very well as the rates have gone up since our rate was locked in.
    - ii. Per Mrs. Hume summer camps are filling up fast, big enrollment normally comes post Spring Break.

- iii. Mrs. Jenkins requesting to distribute the ITB early for the Chromebook order due to shortage and shipping delays for next school year. Requesting permission to send out the ITB on 2/25/21 and plan on submitting PO at the March meeting for approval. – **VOTE – VG motion to approve, 2<sup>nd</sup> FR – unanimously approved.**
- iv. Mrs. Jenkins requesting permission for LP to rollover \$250K our current CD that is due at Servis 1<sup>st</sup>; will reinvest short term (6 months) due to low rate of .4%. We keep our funds spread to keep FDIC coverage. – **VOTE motion by CM 2<sup>nd</sup> FR – unanimously approved.**
- v. Tied to iv. above: motion to approve Mrs. Jenkins to open money market account to roll current CD into, then roll those money market funds into new CD. – **VOTE motion by CM, 2<sup>nd</sup> DA – unanimously approved.**
- d. Principal Evaluation (Wieland Chair):
  - i. Will be completed by 6/30/2021
- e. Policies, Procedures, & School Surveys (Wieland Chair):
  - i. No update for policies or procedures.
  - ii. School surveys will be worked on over summer.

10) New/Old Business:

- a. JW – discussed workshop and potential future dates. For now the board will hold off scheduling a new workshop until after Johnathan Moore gives update at March meeting (add to agenda). The items they did not have time to review at the workshop last week were the long term strategic objects.
- b. Reschedule 5/27/2021 board meeting to 5/20/21 – **VOTE – motion by JW, 2<sup>nd</sup> CM – unanimously approved.**
- c. Mrs. Guertin informed board of student with serious illness; social worker will be coming in in March to talk with peers and teachers.
- d. VG mentioned a charity she is chairing; she will forward information to the board.
- e. JW would like to leave the zoom meeting open for 15 minutes after meeting is closed in March so that the new members will have an opportunity to get to know other members.

11) Meeting close at 6:10 PM