

Board Approval of Minutes: 3/23 /2020

Board Chair's Signature: _____

Director's Signature: _____



Lutz Preparatory School

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

Board of Directors Meeting

Minutes February 27, 2020

- 1) Meeting Call to Order by Board Chair at 6:00 PM
 - a. Attendees Board: Andrews, Gaudi, Lambert, Moore, Narkiewicz, Paladino (teleconference), Ramirez, & Weiland
 - b. Absent: Abou-Jaoude
 - c. Administration: Mrs. Guertin
- 2) Public Comment:
 - a. None
- 1) Previous Minutes Approval:
 - a. January 9, 2020 revised minutes – **VOTE CM motion, FR 2nd – unanimously approved** (with the exception of JP who was not dialed in via teleconference yet).
 - b. January 30, 2020 minutes – **VOTE** (updated dates for interviews in April will be 4/19 and 4/26) **RN motion; VG 2nd – unanimously approved.**
 - c. February 6, 2020 minutes – **VOTE** (revised BL/DA dropped off teleconference at approximately 1:00 PM). **Motion RN, 2nd CM – unanimously approved.**
- 2) Chair Statement:
 - a. Review Arnold Law Firm price increase, all agree these fees are appropriate.
 - b. Board candidate resumes (43)
 - i. All Directors will rank the forty-three applicants by 3/20/20; will discuss how many the group wants to interview at the next board meeting on 3/26/20 when the ranking results are in.
 - ii. Interviews will be tentatively 4/19 & 4/26; normally start around 12:30 PM.
 - iii. Based on discussion from the group the following skill sets needed - fundraising and foundation experience; finance background. CM reminder we need to look to replace ourselves – takes a couple years to acclimate to the board. In the past, we have also invited candidates to serve on committees.
- 3) Director Statement:
 - a. Mrs. Klein-Rodriguez, Mrs. Trinkaus, & Mrs. Agard discussed LIM program and how it has evolved in the middle grades with the six MS Houses with leadership entwined. Born about a year ago; academic and competitive activities; talk leadership – habit of the month/school wide goals. Focus group of students last year gave ideas and criticism of what worked/not worked. Because of feedback went from 4 to 6 houses. Next year also move towards students facilitating the events and meetings. Programs like this sets us apart from other schools. Before summer, the 5th graders know where they are in 6th. What legacies did our 8th graders leave?
 - b. Currently our Lighthouse team is currently staff only; to get the trickledown effect, students should have a student lighthouse team in middle school. Students leading other students; pathway to success.
- 4) Committee Reports

- a. Finance Committee (Moore Chair):
 - i. January financial update Pre-Prep and Lutz Prep
 - 1. A few changes in our forecast over the last month. Student revenue (decreased by 38K – due to FLVS classes – but this is good because it is directly helping students) (12K reduction in capital outlay estimate) (10K increase in athletic program)
 - 2. LPP: pre and after school programs generating more income than estimated
 - 3. K-8 and Pre-Prep are both running at a surplus.
 - 4. Approval for PO 3256 for Professional Insurance Services – business income increase in coverage. **VOTE: CM Motion to approve PO as written; KA 2nd – unanimously approved.**
 - ii. Budget Assumptions review from finance committee: looking at salary assumptions for staff – state has not made full decisions about future; next FC meeting will have better idea of future requirements. Preliminary budget will be ready by April meeting and approved at May meeting with June meeting as back up for any last minute needs.
 - iii. Permission to create RFP for computer lease expiring this computer summer; large volume on lease renews every three years; Mrs. Jenkins asking to put out RFP now in the event of delays. **VOTE: CM motion, RN 2nd – unanimously approved.**
- b. Building Subcommittee (Moore Chair):
 - i. Jonathan Moore, InVision Advisors sent detailed report with latest update on building project
 - a. Connecting to county water: inter-local agreement (excludes charter schools from connecting to county water) we will have to look at an onsite plant/field for sewage. Walbridge and Lex working on specifics of what is needed. Could be a savings in long run. Should have clarification at the next meeting.
 - b. Subcommittee continues to meet weekly each Monday.
- c. Principal Evaluation & School Surveys (Wieland Chair):
 - i. Update: HCP & Associates: Staff Climate Survey
 - 1. For the past 3 years, we have contracted HCP & Associates for a confidential staff climate survey for our internal staff. JW Policy and Procedures Committee Chair shared committee's thoughts about waiting to do a survey this year. The board agreed to have the committee continue to learn what other charter schools do and share back with board.

5) New Business:

- a. Nominations for 2020 Board Officers:
 - i. Nominations/vote for Board Chair. **VOTE - CM motions that JA remain as chair, KA 2nd – unanimously approved.**
 - ii. Nominations/vote for Treasurer & Vice Chair. **VOTE - RN motions that CM remain as chair for these two positions, 2nd KA – unanimously approved.**
 - iii. Nominations/vote for Secretary. **VOTE – CM motions that VG remain as chair, KA 2nd – unanimously approved.**
- b. RN: Friends of Lutz Prep Directory; tabled from previous meeting. Connecting parents; connecting friends of parents. Community outreach; digital directory for school. Approximate 5K startup fee; will bring a mock-up of the app to present to the board and discuss more details at the next meeting.

6) Meeting Close at 7:22 PM