



Lutz Preparatory School

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

Board Approval of Minutes: 04/29/2021

Board Chair's Signature:

Director's Signature:

Board of Directors Meeting Minutes

March 25, 2021

- 1) Meeting called to order by Board Chair at 5:05 PM
- 2) Meeting held via Zoom
- 3) Attendees:
 - a. Board: Andrews, Gaudi, Moore, Narkiewicz, Paladino, Ramirez, Wells (arrived at 5:35 PM), & Wieland
 - b. Absent: Abou-Jaoude, Kouffman, & Lambert
 - c. Administration: Mrs. Guertin
- 4) Public comment: None
- 5) Chair statement:
 - a. Hard to believe it is our 12th month on Zoom meetings, would like to thank everyone for their flexibility and support. Our board, teachers, and staff are truly dedicated to our school and students.
- 6) For the Building Construction Subcommittee: guest speaker Jonathan Moore, InVision Advisors, update regarding building project
 - a. Review of the Carrollwood Day School Project – too hard to compare as theirs is 105K sf renovation and ours is 41K sf ground up build.
 - b. Proposal for review of estimated project costs three options
 - i. Option 1 - Independent review of project cost to quantify and validate current contract, Option 2 - Ask Walbridge to review project, Option 3 - Purchase drawing from architect and put to market. For peace of mind and ensure our dollars are being well spent.
 - ii. KA asked Mr. Moore if there were any items that stood out in his opinion. He would like the HVAC to be closer to \$20 SF (now \$28).
 - iii. Mr. Moore estimated a 6-7% cost increase on materials due to pandemic.
 - iv. **VOTE- CM motion to move forward with Option 1 – independent professional estimating service review of the current Walbridge contract, this will give the Board peace of mind and confidence the school is heading in the right direction, results should be back by May 2021 meeting, will take three weeks and cost \$9500. 2nd JP – unanimously approved. (YW not present for vote).**
 - v. The Board requests that Mr. Moore inform Walbridge of the independent review.
 - c. Update on Sewerage connection – still unsure if there will be capacity for this new county system to add us; appraisals will be completed in April by the county, may have more information at the next board meeting.
 - d. Proposal for review of design based on post COVID world. Mr. Moore currently waiting on proposal from Long and Associates, would be an hourly fee to review any design changes due to Covid health and safety protocols. If design changes requested, then review change order with Walbridge. Fee would include change in floorplans, Mr. Moore estimates it would be less than \$5000.
 - e. **VOTE- CM motion to have Lex (Long and Associates) review project design perspective with COVID protocols at an hourly rate for no more than \$5000 total, 2nd FR. - RN oppose, all others approve (YW not present for vote).**
- 7) Previous minutes approval:
 - a. February 25, 2021 regular meeting – **VOTE – KA motion to approve minutes as presented, 2nd CM – RN abstain as not present at the last meeting, all others approve.**
- 8) Director statement:
 - a. No updates since the February COVID monthly dashboard.

- b. Tampa General Hospital meeting this past week. Discussions on 21-22 school year, need for masks/cohorts will most likely continue, hope to be back to somewhat normal by December 2021 depending on the community numbers. Want to introduce outdoor sports for our students next year. Continued discussions and will get more detailed closer to August of 2021.
- c. KA inquired if TGH can give us a risk assessment so we can make our own decisions on these topics.
- d. Agreement to Earn for employees, may have a staff member that will request an extension from the board, looking at all options to meet current agreement due date. JW mentioned that at the district FTE process may impact our state FTE dollars if extension given or agreement not met.

9) Committee Reports

- a. Building Construction Subcommittee (Moore Chair): project currently on pause
 - i. Guest speaker Mr. Moore at beginning of tonight's meeting.
- a. Facilities (Abou-Joude Chair):
 - i. Draft RFP for review. DA not present at meeting. Mrs. Jenkins and CM would like scope and list of vendors in order to begin the RFP process; Mrs. Jenkins will follow up with DA before beginning process.
- b. Finance Committee (Moore Chair):
 - i. Monthly financials review: operating on track very well. Finance committee had first look at 2021-22 budget and projecting surplus even with no FTE funding increase from the state.
 - ii. Budget Amendment, HCPS required budget adjusted throughout the year – conscious decision for budget variations. – **VOTE CM motion to approve 2020-21 budget amendment as presented, 2nd YW – unanimously approved.**
 - iii. Merit Pay Policy Update: update the document wording to tie the merit pay to *match what is funded by the State of Florida* – **VOTE CM motion to approve as presented, 2nd KA – unanimously approved.**
 - iv. Approval of PO 3305 STS Education for IT Equipment: ordering early for August due to supply slow down, normal replacement of equipment. – **VOTE CM motion to approve PO, 2nd YW – unanimously approved.**
 - v. CM announced that Mrs. Jenkins will be leaving Lutz Prep towards the end of the school year, has thankfully agreed to stay on to help with the transition of the new business manager. CM gave his heartfelt thanks to Mrs. Jenkins on her dedication to the school and wishes her well on her new venture.
- c. Principal Evaluation (Wieland Chair): Annual review in June, will be asking for input/comments from the board.
- d. Policies, Procedures, & School Surveys (Wieland Chair): Met with Survey committee, discussing 20-21 June survey for teachers only. Discussing potential parent surveys for future.

2) New/Old Business:

- a. JW – inquired if Board would like to schedule workshops; at this time no need based on group input.
- b. Mrs. Hume update on Summer Camps: added a VPK program due to parents not using State VPK vouchers during pandemic. Most of the Pre-Prep camps are full with wait lists, several of the Lutz Prep camps are full. Historically enrollment picks up post-spring break.
- c. Board Meeting Schedule:
 - i. Draft schedule of the 2021-22 BoD meeting schedule dates presented – **VOTE CM motion to accept the calendar as presented, 2nd VG – unanimously approved.**
 - ii. **VOTE - CM motion to continue to being meetings at 5:00 PM, 2nd RN, unanimously approved.**
 - iii. JW requests that Directors send your preference on continuing with Zoom meeting or in-person once we are able to have the potential to hold the meeting in person on campus in the future. Current Board Bylaws allow for *meetings by telephone or similar means*.

3) Meeting Close at 6:35 PM.

Zoom meeting connection remained open for fifteen minutes after meeting close for new Board member social.