



Lutz Preparatory School

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

Board Approval of Minutes: 05/20/2021

Board Chair's Signature: *Jaeger Wieland*

Director's Signature: *Connie Guertin*

Board of Director Meeting Minutes

April 29, 2021

- 1) Meeting called to order by Board Chair at 5:04 PM
- 2) Meeting held via Zoom
- 3) Attendees:
 - a. Board: Andrews, Gaudi, Kouffman, Lambert, Moore, Narkiewicz, Paladino, Ramirez, & Wieland
 - b. Absent: Abou-Jaoude & Wells
 - c. Administration: Mrs. Guertin
- 4) Public comment: None
- 5) Previous minutes approval:
 - a. March 25, 2021 regular meeting – **VOTE RN motion to approve as written, 2nd FR – unanimously approved.**
- 6) Chair statement:
 - a. Mrs. Hume gave update on Summer Programs & new Summer VPK program; only a handful of openings left. JW thanked her and her team for their incredible work with regards to the reopening of school and coordination of our summer programs.
- 7) Director statement:
 - a. Kinder graduation: teachers and parent volunteers putting together an incredible video of the event for the parents.
 - b. 8th Grade graduation ceremony will be held at King High School Stadium; students will be MCing the ceremony. Our graduates will also have a field type day at school with awards ceremony and treats to celebrate their time at Lutz Prep.
 - c. Reviewed the COVID dashboard, local Tampa Bay community is seeing rise in cases, our staff is remaining diligent with our health and safety protocols at school.
- 8) Committee Reports
 - a. Building Construction Subcommittee (Moore Chair): project currently on pause
 - i. Johnathan Moore currently working through cost estimates; very much in line with Walbridge's original costs, only slight increase due to impact of COVID on construction/deliverables. Results will be shared with Walbridge to get their feedback.
 - b. Facilities (Abou-Joude Chair):
 - i. DA not present; Mrs. Jenkins spoke to the RFP for continuing services for individual trades, the latest Continuing Services for Minor Projects details that were sent today are now have enough details and are ready to move forward; previously approved at past meeting – no need for vote..
 - c. Finance Committee (Moore Chair):
 - i. The PPP loans for Pre-Prep (\$103K) and Prep (\$856K) have been forgiven; strengthens our financial position.
 - ii. Monthly financials review
 1. Financials overall are very strong with combined Lutz Pre-Prep and Prep surplus.
 2. Prep received new \$14K grant for security; additional expense due to Allysa's Law that will cost \$35K; net \$20K cost with these two items.
 - iii. First Draft of 2021-22 Budget (CM sent summary overview); looking for Board input; will be voted on at the May 2021 meeting.

- iv. Bank Signatory Resolution to add Ms. Stevens and remove Mrs. Jenkins – **VOTE & Signature, CM motion to approve as written in addition to authorize Vinita Gaudi, Board Secretary, to sign bank documents/forms when needed, 2nd RN – unanimously approved.**
- v. Audit Engagement Letter – **VOTE & Signature CM motion to reappoint King & Walker as our auditors, 2nd FR – unanimously approved.**
- vi. Approval for RFP for Liability insurance; expires on 6/8/2021, quotes will be brought to the May meeting - **VOTE CM motion for approval of RFP for bids for Liability, Cybersecurity, and Umbrella coverage. 2nd JP – unanimously approved.**
- vii. PO 3312 for Lotterease (Lottery and Wait List Management Software) the school has used it for the last 5 years – **VOTE CM motion to approve PO for a four year renewal, 2nd VG – unanimously approved.**
- d. Principal Evaluation (Wieland Chair):
 - i. Pending bonus due on 6/30; complex evaluation, JW will share process at future workshop.
- e. Policies, Procedures, & School Surveys (Wieland Chair):
 - i. Continuing to meet with school surveys team, needs new members as employees have transitioned. Normally have parent climate surveys in February. Looking for Board input on time of year.
 - 1. Pre-Prep surveys were just sent for evaluation of teacher, co-teacher, and overall pre-prep experience. Feedback from some Directors that this is good timing to help make changes if needed prior to start of the next year.
 - 2. Leader in Me student survey's 4th-8th already complete regarding student leadership and connections with staff. JW requests to add LIM coach to her survey committee and would like her to attend future board meeting and share results.

9) New/Old Business:

- a. JP asked about afterschool enrichments and sports phase back in next year. Mrs. Guertin explained already in the works, may look different and be slightly limited depending on current environment in the community with relation to COVID.
- b. KA asked about continued partnership with TGH and the Health Department. Will continue and look for more guidance as summer progresses.
- c. JP discussed potential Care Act dollars that are being discussed at the state level for potential teacher bonuses.

10) Meeting close at 6:15 PM