

Board Approval of Minutes: 5/19/2020

Board Chair's Signature: Joyce Meland

Director's Signature: Bonnie Guertin



# Lutz Preparatory School

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

## Board of Directors Meeting

### Minutes April 30, 2020

- 1) Meeting Call to Order by Board Vice Chair at 6:03 PM
  - a. Meeting via Zoom
  - b. Attendees Board: Abou-Jaoude, Andrews, Gaudi, Lambert, Moore, Narkiewicz, Paladino, Ramirez, & Wieland
  - c. Administration: Mrs. Guertin
- 2) Public Comment:
  - a. None
- 3) Jonathan Moore, InVision Advisors to present latest update on building project and present final floorplan for approval. Administrative team has reviewed and approved this floorplan. – **VOTE CM motion to approve floor plan as presented, KA 2<sup>nd</sup> – unanimously approved**
- 1) Previous Minutes Approval:
  - a. March 23, 2020 minutes – **VOTE CM motion, FR 2<sup>nd</sup> – unanimously approved**
  - b. April 9, 2020 minutes – **VOTE RN motion, JP 2<sup>nd</sup> – unanimously approved**
- 2) Chair Statement:
  - a. Review final ranking of board candidates based on each director's input:
    - i. Will interview top 10
    - ii. Interviews will be 5/12 (board meet at 5:45 PM to prep, interviews begin at 6:00 PM; 15 minutes each with 5 minute break, and 15 minutes at end for board discussion)& 5/13 (same timing except once interview ends a full board meeting will begin).
    - iii. VG has volunteered to set up Zoom conference so she can manage the waiting room.
- 3) Director Statement:
  - a. Thank you to teachers and staff for all the hard work and transition to eLearning; Admin is currently considering all the scenarios that may be presented to us with school in the fall. More to come as decisions are made by the government over the next few months.
  - b. District Safety and Security of School Buildings 19/20 Grant MOU documents; signature needed by Board Chair and Mrs. Guertin. **VOTE: CM Motions to approve the signing of the School Safety and Security of School Buildings MOU with HCPS, KA 2<sup>nd</sup> – unanimously approved.**
- 4) Committee Reports
  - a. Finance Committee (Moore Chair):
    - i. Approved for PPP \$102K for Pre-Prep, approved for LP \$856K – through First Citrus Bank. There are guidelines that Mrs. Jenkins and CM (Finance Committee) will be working on for the strategy and details required for the loan.
      1. **VOTE: Approval to open new Pre-Prep and Prep bank accounts at First Citrus Bank to facilitate the Paycheck Protection Program (PPP) loan. CM motion, FR 2<sup>nd</sup> – unanimously approved.**

2. **VOTE: Motion by CM to approve of bank signatory document with update adding FCB and authorized LP staff, KA 2<sup>nd</sup> – unanimously approved.**

- ii. Review monthly financials
  - 1. LPP: good position
  - 2. LP: State funding continues to come through; golf outing and athletic teams were cancelled and will reduce expected income.
  - 3. Between the two schools, we are back to where we originally estimated; PPP money is a huge benefit for the school to help us close the gap with any issues.
- iii. 2020-21 Budget review
  - 1. Assume there will be no percent increase in state funding next year. CM sent bullet point listing to go over key items.
  - 2. LPP: Assume PP will run like it has in past; we have a waiting list for both EC3 and VPK in the event families need to withdraw due to financial hardship we have pool to pull from. Overall income in Pre-Prep is budgeted at \$182k, similar to the income projected in last year's budget.
  - 3. LP: Overall Prep to a \$43k surplus position
  - 4. Together with Pre-prep it would give the combined schools a surplus of \$224k.
  - 5. PPP can be used up to 2 years.
  - 6. Discussion on salaries with the unsure nature of what the State will fund next year along with promises from last year with getting teachers' salaries up to HCPS levels.
- iv. Approve RFP for AC system. This should be funded by Hillsborough County sales tax initiative. **VOTE: Motion by CM for RFP for replacement of the AC system that will be funded by the RN 2<sup>nd</sup>, - unanimously approved.**
- b. Building Subcommittee (Moore Chair):
  - i. Interest rates for bonds is on hold at this point; in the next few months once the building is more solidified (June/July) CM will go back to working on bond.
- c. Principal Evaluation & School Surveys (Wieland Chair):
  - i. Committee for school surveys (staff and families) has met (2 staff members/Mrs. Guertin/JW)
  - ii. Mrs. Guertin performance review due in June for the district. JW asks the board to send her any input for her annual review; send via email.

5) Old Business:

- a. RN: Friends of Lutz Prep Directory; he has moved forward with developers on the platform, he is writing content for communication on why/what/where. Ultimately will help raise money for the school; will tie to Bolts of Blue; he is funding it.
- b. Discuss official re-open date for Pre-Prep and/or Summer Camps.
  - i. Options for CDC guidelines now are limited at 10 (9 students with 1 teacher) kept separately – no lunchroom, recess in the group of 10 only, etc. Wellness checks each day; carline drop off – no adults inside buildings, limit all exposure to building/classrooms. Entry/exit through the side gate and students only straight to classroom.
  - ii. The school would open to help our EC3 and VPK families who need to go back to work.
  - iii. Outside vendor summer camps; we rent our space to them for a percentage of their enrollment; if they chose to hold camp and the building is open we would require them to follow all guidelines by the CDC.
  - iv. Camp Invention type of outside vendor camp; they have discussed pushing to July or going virtual.

- v. Individual Board members can reach out to Mrs. Hume with questions before May 14, 2020 if they have any detailed questions they would like to discuss.
- vi. At this time, the Board will not make a decision on the opening of the school; changes are happening daily in Tampa concerning phased reopening of our community. Will add an additional Board meeting to discuss on 5/13/2020 immediately following the interviews of new board candidates.

6) Meeting Close at 8:56 PM