

Board Approval of Minutes: 6/25/2020

Board Chair's Signature: Joyce Wieland

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 May 19, 2020

- 1) Meeting Call to Order by Board Vice Chair at 6:01 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
- 1) Previous Minutes Approval:
 - a. April 30, 2020 minutes – **VOTE JP Motion to approve minutes with update from CM (4.a.i.1 add “to facilitate Paycheck Protection Program Loan”); FR 2nd – unanimously approved.**
 - b. May 12, 2020 minutes – **VOTE CM Motion to approve minutes as written; FR 2nd – unanimously approved.**
 - c. May 13, 2020 minutes – **VOTE BL Motion to approve minutes as written; JB 2nd – unanimously approved.**
- 2) Edward Briggs from RSA Consulting joined meeting
 - a. LP falls outside the urban service area related to sewage/water; there is an inter-local agreement between the HCPS and County Planning Commission to help facilitate building schools. Differing opinions between these two entities if charter schools fall in this agreement.
 - b. New wastewater facility be purchased by county near Sunset Plaza that LP may connect to next summer.
 - c. Current economic uncertainty
 - d. FTE landscape for the next few years; will families decide to homeschool/virtual; will we receive FTE funding reduction from the state
 - e. He will send the group the inter-local agreement and the statutes that applies to discussion
- 3) Chair Statement:
 - a. Review/discuss final board candidates
 - i. Offer to Yulander Wells and Dominic Kouffman; may be delaying in fingerprinting requirements; hope to have them begin term at 6/25/2020 meeting.
- 4) Director Statement: None
- 5) Committee Reports
 - a. Finance Committee (Moore Chair):
 - i. Review monthly financials April
 1. Extra income in Pre-Pre – small cut of expenses; Prep income reduced due to cancelation of sports/golf outing, etc.; overall 196K surplus.
 - ii. 2020-21 Budget
 1. Pre-Prep: 5 ½% increase for her teachers; budget based on status quo of

full enrollment.

2. Prep:
3. 18K surplus between the two schools
4. Suggestion of finance committee to look at scenarios for 5% and 10% reduction based on potential reduction of state funding in future years. Would impact staff and other expenses. The PPP loan can be used to assist with the potential funding reduction. Will continue to monitor closely.
5. Vote on budget at 6/25/2020 for submission to the district by 7/1/2020.

iii. **VOTE CM motion to implement K-8 salary policy introduced last year RN 2nd – Unanimously approved.**

iv. **VOTE CM motion to move forward with pre-prep salary increase JP 2nd – unanimously approved.**

v. **VOTE CM motion to sign King and Walker Audit Engagement letter – FR 2nd – unanimously approved.**

vi. **VOTE: CM motion to approve all four purchase orders as written, FR 2nd – unanimously approved.**

1. PO 3261 - New Computer Lease
2. PO 3262 - New iPads
3. PO 3263 – Workers Comp Insurance
4. PO 3264 – Liability Insurance

b. Building Subcommittee (Moore Chair):

i. Jonathan Moore & Shawn Pierson, InVision Advisors presented latest update on building project

1. **VOTE: CM motion to pause the civil work and the construction design work immediately and monitor conditions every sixty days; this pausing is with the understanding that this delays the opening of the new building one year (to 7/2023); RN 2nd – unanimously agreed.**
2. Notate that it will take through the end of May 2020 to put pause on the billing of the project with our vendors.
3. Communication to our LP Community is very important.
4. Mr. Pierson suggests asking for report from Walbridge with details on where they are stopping and how to start up again.

c. Principal Evaluation & School Surveys (Wieland Chair):

i. Director of School Evaluation: JW in process of annual evaluation; sent to Board and will finish by June meeting for vote to submit to district.

6) Old Business:

a. **VOTE: JW motion to approve Board meeting schedule for 2020-21 year as written, 2nd BL, - unanimously approved.**

b. KA: Discussion on how to handle future surge/pandemic issues. – table to next meeting.

7) Meeting Close at 8:56 PM