



Lutz Preparatory School

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

Board Approval of Minutes: 06/24/2021

Board Chair's Signature: *Jayce Wieland*

Director's Signature: *Bonnie Guertin*

Board of Director Meeting Minutes May 20, 2021

- 1) Meeting called to order by Board Chair at 5:04 PM
- 2) Meeting held via Zoom
- 3) Attendees:
 - a. Board: Andrews (arrive at 5:12), Gaudi, Kouffman, Lambert, Moore, Narkiewicz, Paladino, & Ramirez, & Wells (in attendance but did not vote on any items as submitted resignation)
 - b. Absent: Abou-Jaoude & Wieland
 - c. Administration: Mrs. Guertin
- 4) Public comment:
 - a. Eight members of the public spoke regarding their input on a mask mandate decision for the 21-22 school year.
- 5) Previous minutes approval:
 - a. April 29, 2021 – **VOTE BL motion to approve as written, 2nd JP – unanimously approved.**
- 6) Chair statement (CM for JW):
 - a. Resignation of Mr. Wells from Board on 5/10/2021. CM thanked him for his time supporting our school and wished him well on his new job in Massachusetts.
- 7) Director statement:
 - a. Guest: Edward Briggs, Director of Government and Community Affairs, RSA Consulting Group - sent 2021 Legislative Session Recap via email. Was not able to stay after guest speaker time; will follow up at a later date.
 - b. 8th Grade graduates; listing given to board of schools they will transition to for high school.
 - c. COVID Dashboard for May
 - d. HCPS Marjory Stoneman Douglas High School Public Safety Act School Security due 5/14/2021 – **VOTE and signature by Board Chair KA motion to ratify the use of JW's electronic signature on behalf of the Board, RN 2nd – unanimously approved.**
 - e. Sunbiz, Division of Corporations submitted 5/18/2021 – update our state annual report filing to remove Mrs. Jenkins and add Mrs. Stevens as our Registered Agent and delete Mr. Wells as a Director – **VOTE and signature by Board Chair BL motion to ratify the use of JW's electronic signature on behalf of the Board, FR 2nd – unanimously approved.**
 - f. Add to June Agenda: Matrix for 20-21 school grade; public schools have the option to opt in or opt out of school grades by the FLDOE; will have 30 days to decide. FSA results due back to district for ELA by end of June; others end of July.
- 8) Committee Reports
 - a. Building Construction Subcommittee (Moore Chair): project currently on pause
 - i. Jonathan Moore, InvisionAdvisors, reviewed his cost estimate analysis update. Outliers - believes that staffing is the reason for the variance in the direct general contractor costs. His conclusion is that we are mostly in line with where we said we were.
 - ii. Board agreed he could send analysis to Walbridge to open discussion on the variances.
 - iii. BL asked if we have a price/escalation clause in our contract – will get exact clause back to board.

- iv. Timing of option for sanitary solution is key; JP and KA have volunteered to assist Jonathan Moore. He will forward the past communications with our Melissa Arnold/County to start the conversation again. Best option is Plan A – connection to treatment plant being purchased by HC.
- v. Target to restart building construction process Sept 2021 for opening June/July of 2023.
- b. Facilities (Abou-Joude Chair):
- c. Finance Committee (Moore Chair):
 - i. Monthly financials review: PP running very well; \$293K surplus (\$103K from PPP loan). LP per student funding from the state decreased by \$70K, the state has changed the way they are calculating FTE (assume it this is an anomaly); overall still running very well \$1.6M surplus (\$950K from PPP loan).
 - ii. 2021–2022 budget review:
 - 1. Variances from previous years: PP – hired extra teacher for summer VPK, adding maintenance, budgeting a surplus of \$216K compared to \$197K for 2020-21. LP – higher salary being replaced by lower salary; lowered I/T budget due to no eLearning; adding guidance counselor; removing F/T sub; looking to see if we can prepay rent on modular for a discount; mortgage is two years interest only; assuming \$70K statue funding is an anomaly.
 - 2. **VOTE – KA motion to approve 2021-22 PP and LP budget as presented, 2nd JP – unanimously approved.**
 - 3. RN inquired about moving forward with sports program – written in the budget and Coach Mollick making plans to restart.
 - iii. PO 3317 Philadelphia Insurance Companies (increase from previous year by approximately \$10K) – **VOTE – RN motion to approve as written, 2nd FR – unanimously approved.**
 - iv. R&M reserve for PPP dollars – no vote. Finance committee is looking at options to move some PPP reserve dollars to repair and maintenance reserves and short term money markets; gathering input from external auditors.
- d. Principal Evaluation (Wieland Chair):
- e. Policies, Procedures, & School Surveys (Wieland Chair):
- 9) New/Old Business:
 - a. KA and CM: Discussion from parents at the public comment with regards to masks policy in 2021-22. HCPS should be making a decision at their next board meeting; we are coordinating discussions through our partnership with TGH’s Prevention Response and Outreach Program to make a final decision over the summer.
- 10) Meeting close at 6:45 PM