



Lutz Preparatory School

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

Board Approval of Minutes: 7/30/2020

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Bonnie Guertin*

Board of Directors Meeting Minutes June 25, 2020

- 1) Meeting Call to Order by Board Chair at 6:04 PM
- 2) Public Comment:
 - a. Previous board candidate thanked the group for their time and dedication; notated again his interest in committee position if open.
- 3) Previous Minutes Approval:
 - a. May 19, 2020 – **VOTE BL motion to approve minutes as written, FR 2nd – unanimously approved.**
- 4) Chair Statement: N/A
- 5) Director Statement:
 - a. Marjory Stoneman Douglas High School Public Safety Act School Security – **VOTE and signature required. CM motion to approve and for JW to sign on behalf of the board, 2nd KA – unanimously approved.**
 - b. Elementary and Secondary School Emergency Relief (ESSER) Charter School Attestation – **VOTE and signature. BL motion to approve and for JW to sign on behalf of the board, 2nd FR – unanimously approved.**
 - c. Mental Health Assistance Allocation: OPT OUT and submit the school's Governing Board Approved Mental Assistance Allocation – **VOTE and signature. FR motion to approve and for JW to sign on behalf of the board, 2nd JP – unanimously approved.**
 - d. 2020-21 LP Mental Health Plan & Checklist- **VOTE and original signature needed. JP motion to approve and for JW to sign on behalf of the board, 2nd VG – unanimously approved.**
- 6) Committee Reports:
 - a. Finance Committee (Moore Chair):
 - i. Review monthly financials May: \$98K combined income, still some outstanding facilities and supplies being looked at for this year in addition to the May construction bill.
 - ii. 2020-21 Lutz Preparatory and Lutz Pre-Prep Budget – **VOTE, Motion to approve as presented FR, 2nd JP – unanimously approved.**
 1. Finance committee will continue to look at 3-5 year plan and make recommendations to Board.
 - iii. Updated contract with InVision Advisors – **VOTE- CM motion, RN 2nd – approve contract on a month to month basis.**
 - b. Principal Evaluation & School Surveys (Wieland Chair):
 - i. At least twice a year Director of Schools written evaluation (in contract before December 31st and July 31st) – **VOTE – JP motion to approve Mrs. Guertin's evaluation as presented via email to the directors, CM 2nd – unanimously approved.**
 - ii. Twice a year Director of Schools Bonus Stipend determination (in contract semi-annually December 31st and July 31st and issue up to 50% of Bonus Stipend on those dates) – **VOTE – CM motion to approve Mrs. Guertin's bonus stipend based on successful accomplishment of a majority of the goals per contract as presented via email to the directors, KA 2nd – unanimously approved.**
 - iii. RN notated that is based on 2019-20 school year accomplishments.

- iv. Mrs. Wieland will get a signed copy of evaluation to Mrs. Jenkins to be placed in Mrs. Guertin's employee file.
 - c. School Survey Committee: Committee is working on surveys for Parent and Employee for the 2020-21 school year.
- 7) New Business:
 - a. Tabled from last meeting: Discussion on how to handle future surge/pandemic issues (KA)
 - i. Mrs. Hume gave update on procedures/protocols in place on our campus during summer camp. Will follow those and additional guidelines once K-8 and preschool begin school.
 - ii. Any positive cases on site will be handled by case-by-case basis working with local health department.
 - iii. For preschool enrollment - full time has been easier to fill than part time; PT is more related to families that have one parent at home and do not require children to have place during work hours. K-8 enrollment is at capacity.
 - b. Tabled from last meeting: communication regarding building project timeline. CM will put something together as the Building Subcommittee Chair to be sent to families as a NEWSFLASH article.
 - c. Potential members invited to join committees: CM will reach out to one candidate for finance committee.
 - i. Board asked to be resent the resumes for all candidates to review and look for potential committee members.
 - ii. Add Foundation Committee to the agenda for the next meeting; Mrs. Toso will resend the current committee listing and guiding principles template to the group.
 - d. Lutz Prep Leaders (RN) – still going strong will continue to keep the Board updated.
- 8) Additional Public Comment:
 - a. Inquiry regarding reopening plan.
- 9) Meeting Close at 7:55 PM.