



Lutz Preparatory School

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

Board Approval of Minutes: 9/24/2020

Board Chair's Signature: *Jayce Wieland*

Director's Signature: *Bonnie Guertin*

Board of Directors Meeting Minutes August 27, 2020

- 1) Meeting Call to Order by Board Chair at 6:04
 - a. Meeting via Zoom
 - b. Attendees Board: Abou-Jaoude, Andrews, Gaudi, Kouffman, Moore, Narkiewicz, Paladino, Ramirez, & Wieland
 - c. Absent Board: Lambert
 - d. Administration: Mrs. Guertin:
- 2) Public Comment:
- 3) Previous Minutes Approval:
 - a. July 30, 2020 minutes – **VOTE, motion by JP to accept minutes as presented, FR 2nd – unanimously approved (KA not present for vote)**
 - b. August 6, 2020 workshop minutes – **VOTE – motion by CM to accept minutes as presented, JP 2nd – unanimously approved (KA not present for vote)**
- 4) Update by Johnathan Moore from InVision Advisors on the building subcommittee project.
 - a. The architectural drawings are complete; will be in good shape to start up the project when un-paused. In order to have building open in July of 2023, June of 2021 is the final date to restart the project.
 - b. Review payment due to Walbridge, he feels that this payment is in line with the total project timeline/cost.
 - c. Differences in interpretation of statute of public school vs. charter school ability to connect to county sewer/water between RCS and County Attorney. JM will touch base to see if an agreement has been made between the two county government entities.
- 5) Chair Statement:
 - a. Welcome new board member, Dominic Kouffman, as he begins his term at today's meeting. Second new board member will begin at the September meeting.
 - b. On behalf of the Board of Directors, thank you to all the staff, faculty, and administration for all their hard work this summer and over the start of the school year.
- 6) Director Statement:
 - a. Guest: Nurse Kopp reviewed our school health protocols and information sent to families.
 - b. Update from Mrs. Hume, Pre-Prep Director, preschool has been up and running since 8/10/2020, operation is running very well with new health and safety protocols in place.
- 7) Committee Reports
 - a. Finance Committee (Moore Chair):
 - i. Review monthly financials June/July
 1. Per student funding 200K more than anticipated; ESSER Grant through Cares Act; note it is more expensive to run school with increase technology needs and cleaning/health protocols; overall numbers are still in line for 115K surplus between the two schools.
 2. Mrs. Jenkins working to close out 19-20 fiscal year, waiting for final bill from Gerelcom from lightning strike and upgrades over summer.
 3. Mrs. Jenkins and Finance Committee working to complete the PPP Loan Forgiveness Application based on rules of the program.

4. The Finance Committee will review the final 19-20 audit on 9/17/2020 and submit recommendation for approval to the board at the 9/24/2020 meeting.
 - ii. Approve payment to Walbridge for AIA document – **VOTE – motion by JP to approve payment to Walbridge Aldinger, LLC for work completed through 7/31/2020, 2nd FR – unanimously approved.**
 - b. Principal Evaluation (Wieland Chair): No update
 - c. School Surveys (Wieland Chair): No update
 - d. Building Subcommittee (Moore Chair):
 - i. Bond rates have stabilized back again to rates seen in January of 2020; looks good for future restart of project.
- 8) New Business:
- a. Review current committees:
 - i. Standing:
 1. Finance (Moore Chair)
 2. Policies and Procedures (Wieland Chair)
 3. Principal Evaluation (Wieland Chair)
 4. Policies and Procedures (Wieland Chair)
 5. Facilities (Abou-Joude Chair)
 - ii. Ad Hoc Committees
 1. Building Subcommittee (Moore Chair, additional directors: DA, RN, & BL)
 - iii. Discussion on Committee Needs:
 1. Facilities/Building Committee: Create a five-year plan for building maintenance/upgrades/etc. (Narkiewicz volunteered)
 2. Foundation:
 - a. Discussion on raising money from a broader base beyond our parent community and to not overlap with the Bolts of Blue Campaign of PTA initiatives.
 - b. RN - Lutz Prep Leadership Program he spearheaded.
 - c. YW (new board member beginning term on 9/24/2020) offered to consult/assist with annual fund.
 - d. KA brought up point - is there a market for fundraising for charter schools? Should we focus on grant writing?
 - e. DK has contacts that can give advice regarding setting up foundation. Recommends hiring consult/grant writer through foundation, not school.
 - f. JP will research job descriptions for a Development/Advancement/Grant Writer Consultant.

9) Meeting Close at 8:05 PM.