



Lutz Preparatory School

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

Board of Directors Meeting

Minutes August 29, 2019

Board Approval of Minutes:

Approved: September 26, 2019

Board Chair's Signature:

Director's Signature:

[Handwritten signatures]

- 1) Meeting Call to Order by Board Chair at 6:00 PM
 - a. Attendees Board: Abou-Jaoude, Andrews, Gaudi, , Moore, Narkiewicz, Paladino, Ramirez, & Weiland
 - b. Absent Board: Dapcic & Lambert
 - c. Administration: Mrs. Guertin
- 2) Public Comment: None
- 3) Previous Minutes Approval:
 - a. June 27, 2019 minutes – **VOTE. CM motion to approve, 2nd JP, unanimously approved. RN** abstain from voting.
- 4) Chair Statement:
 - a. Review guidelines for public comment to mirror HCPS - **VOTE. CM motion to accept new guidelines, 2nd RN, unanimously approved.**
- 5) Director Statement:
 - a. Mrs. Trinkaus and Mrs. Gonzalez review Leader In Me – presentation/discussion
 - b. 2018-19 Data Analysis, learning outcomes. We had another incredible year, one of highest in the district. Thankful for our faculty for their incredible hard work.
 - c. Out of Field Letter 2019-20 Approval (see chart below) – **VOTE motion CM, 2nd RN, unanimously approved.**
 - d. Conflict of Interest Policy Acknowledgement, notification that Monica Dapcic, wife of Board member Steve Dapcic, hired as a substitute teacher at LP effective 9/1/2019.
- 6) Monthly Committee Reports
 - a. Finance (Moore Chair):
 - i. Review June and July financials
 1. Financials still running on track, excellent financial performance.
 2. Repairs and maintenance over summer, gym lights will be complete in 2019 fiscal year.
 3. Per student revenue will come in about 50K higher than what was estimated due to state payment. Waiting for capital outlay numbers from the state.
 4. Gym lights still under review for timing and cost effectiveness.
 5. Audit report will be available at the September meeting.
 - ii. Evaluation of the Financing RFP
 1. Four bond & one regular bank mortgage. Currently in historically low finance rate, would be great to lock in financing as quickly as possible. It takes 6 months to lock in interest rate. Finance committee recommends focusing on 35 year bond.
 - b. Advancement and Communications (Dapcic Chair):
 - i. Update from KA, she is working with SD on a bid for the Foundation; they should have an update at the next meeting.

c. Facilities Committee Update (Abou-Jaoude Chair):

i. Review of building RFP

1. Reached out to 7 firms, 3 came back with designs. Gaps in the proposals: clear fee structure, not detailed designer information, permitting, furniture, etc. The selection committee is working on a schedule of values clearly outlining items we are looking for to ensure we can compare designs equitably. Sent back to the firms; highlight the design intent with focus on security. Package to go out next week giving companies two weeks to put together; once complete they will meet with each firm for 30 minutes, goal is to have final recommendation to board at the next meeting.

d. Governance (Lambert Chair): No update

e. Principal Evaluation & School Surveys (Wieland Chair): No update

7) Meeting close at 7:06 PM

Chart for 5) c) OOF Letter for Parents

Teacher	Assignment Start Date	Classes Taught Assignment(s)	Certification(s) Held	Out-of-Field Area/Classes
Cataldo, Carrie	8/12/2019	1 st Grade All Subjects	Elementary Education K-6	English for Speakers of Other Languages (ESOL)
Choate, Clare	8/12/2019	Kindergarten All Subjects	Prekindergarten/Primary Education	
Moore, Kellie	8/12/2019	4th Grade Reading	Elementary Education K-6	
Rodriguez (Klein), Stephanie	8/12/2019	6 th Grade English Language Arts	Elementary Education K-6, Prekindergarten/Primary Education	
Luginbuehl, Christina	8/12/2019	6th Grade Math	Elementary Education K-6, English for Speakers of Other Languages	Gifted Endorsement
Pedraza, UndreCia	8/12/2019	6th Grade Science	General Science	
Robles, Linda	8/12/2019	Gifted	Elementary Education K-6, English for Speakers of Other Languages	