



# Lutz Preparatory School

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

Board Approval of Minutes: 10/29/2020

Board Chair's Signature: *Jaime Wieland*

Director's Signature: *Bonnie Guertin*

## Board of Directors Meeting Minutes September 24, 2020 Regular Meeting

- 1) Meeting Call to Order by Board Chair at 6:08 PM
  - a. Meeting via Zoom
  - b. Attendees Board: Abou-Jaoude, Andrews (exit at 7:45 PM), Gaudi, Kouffman, Moore, Narkiewicz, Paladino (arrived at 6:15 PM), Ramirez, & Wieland
  - c. Absent Board: Lambert
  - d. Administration: Mrs. Guertin:
- 2) Public Comment: None
- 3) Previous Minutes Approval:
  - a. September 24, 2020 **pre-meeting** minutes – **VOTE. Motion by CM to approve minutes as presented, 2<sup>nd</sup> FR – unanimously approved (JP not in attendance for vote).**
  - b. August 27, 2020 minutes – **VOTE. Motion by KA to approve minutes as presented, 2<sup>nd</sup> CM – unanimously approved (JP not in attendance for vote).**
- 4) Chair Statement:
  - a. Welcome to our new members Dominic Kouffman (term began in August) and Yulander Wells (term begins tonight).
  - b. The Board has received electronic copies of the Board Bylaws, Board Meeting Guidelines, and Summary of Relationships (good overview on the role of the board in relation to school leader and staff – strategic planning, resource development, fiduciary & programmatic oversight) documents for reference.
  - c. KA reviewed ideas for Directors to assist with the Bolts of Blue Campaign.
- 5) Director Statement:
  - a. Discuss LP School Reopening Plan and Partnership with Infection prevention experts at TGH, received TPRO Seal of Approval.
  - b. Reviewed Leader in Me program evolution, 2020-21 implementation plan and action team framework.
  - c. Coronavirus Prevention and Response (Sanitation & Cleaning) Charter School Attestation Letter – **VOTE & board signature (signed with JW 9/8/2020). Motion to approve/acknowledge by CM, 2<sup>nd</sup> FR – unanimously approved.**
  - d. Annual goals will be presented at the October meeting.
- 6) Committee Reports
  - a. Finance Committee (Moore Chair):
    - i. Review August Financials
      1. Pre-Prep change to forecasts due to less income from before/after care, additional costs for sanitation, insurance slightly higher; overall \$26K less net income.
      2. Prep has a loss of \$116K this year; overall combined Prep & Pre-Prep \$47K net income. Finance Committee being very conservative with their estimates.
      3. With the impact of additional expenses this year the Bolts of Blue \$100K Campaign goal is critical.

- a. Mrs. Hume gave update on Bolts of Blue campaign - doing very well the first week. PTA is assisting with gathering auction items; contact them at [boltspta@gmail.com](mailto:boltspta@gmail.com). Deadline to send items is 10/16/2020.
    - ii. INDEPENDENT AUDITOR'S REPORT for the fiscal year ended JUNE 30, 2020.
      - 1. Melissa Martinez from King & Walker, CPAs, PL Certified Public Accountants reviewed audit with the group.
      - 2. **VOTE - CM motion to accept audit as presented, 2<sup>nd</sup> JP – unanimously approved.**
    - iii. King & Walker, CPAs Audit Management Representation Letter – **VOTE & Board signature. CM Motion to accept and sign representation letter, 2<sup>nd</sup> KA – unanimously approved.**
    - iv. Allocation of Construction Costs from last year against Capital Projects Fund – **VOTE. CM motion, 2<sup>nd</sup> FR – unanimously approved.**
  - b. Building Construction Subcommittee (Moore Chair): project currently on pause, discussion on when we should un-pause. Finance committee will bring back a recommendation in the next few months (refinancing current mortgage vs. waiting to lock in bond)
  - c. Facilities (Abou-Joude Chair):
    - i. Clarification with RN on the other committee talked about at last month's meeting. The long term facilities maintenance plan; the life-cycle cost analysis (LCCA) can fall under the current Facilities Committee's responsibility. DA has peer that he can task to assist and will also look at the previous Facility Committee members to see if they are still interested remaining on committee. He will report back at the next meeting. The LCCA will assist the Finance Committee with long term maintenance budget planning. (Example: air conditioning maintenance/replacement project \$115K is funded by the HC half-penny sales tax referendum that supports HC public schools).
  - d. Principal Evaluation Committee (Wieland Chair): No update
  - e. School Surveys & Policies and Procedures Committee (Wieland Chair):
    - i. Survey team is currently fine tuning survey but have decided to pause based on board discussion until further in school year.
- 7) New Business:
  - a. JP follow up from 8/27/2020 meeting with regards to 501(c)(3) and info on grant writer; must be funded through non-state dollars, may fit best under the foundation umbrella. The lawyers on the board can work through the process of setting up foundation, several directors gathering information from their peers who have assisted with other public educations groups with private foundations (Ballard Family Foundation, Pepin, etc.).
    - i. DK: takes a while to get grant money flowing into the school, what is the mission of the foundation?
    - ii. YW: does the board have a strategic mission in writing? The mission may be built into that strategic plan. Mrs. Toso researched back to the 2011-12 Board minutes, no official strategic board plan has been documented.
  - b. RN asked for a vote on the Parent Business Directory at the October meeting, he has a group of volunteers in place, he has funded the startup, need approximately \$900 a year commitment to keep up and running.
  - c. Board Workshop discussed (JW will not be available in October). Mrs. Guertin will send survey to gather input from members for time, length, location, etc.
- 8) Meeting Close at 8:14 PM, **motion JP, 2<sup>nd</sup> FR – unanimously approved.**