



Lutz Preparatory School

A Hillsborough County Public Charter School of Choice Serving Grades K-8
Board of Directors Meeting
Minutes September 26, 2019

Board Approval of Minutes:

Approved: October 24, 2019

Board Chair's Signature:

Director's Signature:

Joyce Wieland
Doree Jett

- 1) Meeting Call to Order by Board Chair at 6:00 PM
 - a. Attendees Board: Abou-Jaoude (dialed via teleconference), Andrews, Gaudi, Lambert, Moore, Narkiewicz, Paladino, & Ramirez
Chris Moore Acting Chair
 - b. Absent Board: Dapcic & Weiland
 - c. Administration: Mrs. Guertin
- 2) Public Comment: None
- 3) Previous Minutes Approval:
 - a. August 26, 2019 minutes – **VOTE: Motion to approve minutes RN, 2nd BL – unanimously approved.**
- 4) Chair Statement: none
- 5) Director Statement:
 - a. Present 2019-20 Goals (Safety/Security, School Branding, Leader in Me, Academic)
 - b. Video Surveillance Policy and Handbook Addition – **VOTE – motion by BL to approve with the small changes as discussed, 2nd RN, unanimously approved.**
 - i. KA drafted handbook addition and policy. Primary purpose of school's video surveillance system is to provide for and promote the security of the school's campus and the safety of all individuals will on school campus. Board discussed public records law, FERPA, and Florida Law prior to vote.
 - ii. System backed up on battery packs just like computer network.
- 6) Monthly Committee Reports
 - a. Finance (Moore Chair):
 - i. Review August financials
 1. No significant changes since last month
 2. PP: summer camp finals totals have come in, another great year for the program.
 3. Prep:
 - a. 1st round of funding from state for capital outlay 22K higher than forecast (reminder percentage goes to trust for mortgage)
 - b. # of staff that took medical plan finalized
 - ii. Approve/sign audit letter for King and Walker, CPA; – **VOTE: Motion to approve the signing of the representation letter; CM will sign as acting board chair KA, 2nd JP, unanimously approved.**
 - iii. Review draft audit

1. Clean audit report, auditor extremely complimentary of our schools financial condition.
 2. **VOTE: BL motion to accept audit as drafted by King and Walker, FR 2nd, unanimously approved.**
- iv. Approve Underwriter Engagement Letter for PiperJaffray for Bond Company.
1. BL & KA – questions based on the laws of the state of NY, would need to be laws of FL so we can keep sovereign immunity given to us by Florida Charter Laws, in addition questions about the liquidated damages and fee structures. Would like lawyers familiar with this type of contract to review.
 2. **VOTE: Motion by CM to set up a limited relationship with Arnold Law firm to review/negotiate PiperJaffray agreement. Once Arnold Law makes final judgement, new agreement letter will be circulated to board, BL 2nd - unanimously approved.**
- v. Ask for permission for RFP for bond council.
1. Recommendations from Finance Committee:
 - a. 35 year bond (can be flexible with this before going to market 30 vs. 35), move forward with PiperJaffray, \$17 million for contingency, employ attorney to act on our behalf for the issuance of the bond.
 - b. 90-120 day process to issue bond.
 - c. **VOTE: FR motion to approve appointing PiperJaffray as investment bank, 2nd KA – unanimously approved.**
 - d. **VOTE: KA motion to move forward with 35 (can be adjusted to 30 depending on market) year bond, 2nd FR – unanimously approved.**
 - e. **VOTE: RN motion to pursue bond of \$17 million for new build, JP 2nd – unanimously approved.**
 - f. **VOTE: BL motion to issue RFP for bonding attorney, 2nd KA – unanimously approved. Next meeting will come back with recommendation.**
- b. Advancement and Communications (Dapcic Chair): No update
- c. Facilities Committee Update (Abou-Jaoude Chair):
- i. Update on new building:
 1. DA and LP Team given presentations by three companies last week; the review team is currently completing scorecards to make final decision on the company to recommend to the board. The largest differential of firms is tied to campus/off campus work required, design, and cost sections.
 2. The review team will be sharing scorecard results with the contractors next week.
 3. Discussion with group: Flex space for multipurpose use, current security system can expand and work with new building, design input team will have admin, teacher, & staff members.
 4. DA will put together tabulations, interact with firm on short list, meet with staff, publish to those contractors, and then prepare a formal recommendation to the board at the October 24th meeting to start negotiating with the specific company. Will take 20-30 days, once contract is issued design will start, December 1st, sign the contract with financing in place.
- d. Governance (Lambert Chair): No update
- e. Principal Evaluation & School Surveys (Wieland Chair): No update

7) New Business:

- a. VG discuss social media marketing: FB page up and running as of this week. Goals: community engagement of parents, school scores pushed out, brand building, reputation management, help with teacher recruitment. Videos put together to help with recruiting and fundraising. Content strategy, highlighting teachers, highlight students, and build the LP brand.
 - b. KA latest state legislation session, big initiative to get teacher's salaries increased. LP just went through process to get our teacher up to district levels over the next 2 years. We need to keep a close watch on what the district is doing with teacher salaries.
- 8) Meeting Close at 7:26 PM.