

**Board Approval of Minutes:**

Approved: November 21, 2019

Board Chair's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_



# Lutz Preparatory School

A Hillsborough County Public Charter School of Choice Serving Grades K-8  
Board of Directors Meeting  
Minutes October 24, 2019

- 1) Meeting Call to Order by Board Chair at 6:00 PM
  - a. Attendees Board: Abou-Jaoude, Gaudi, Moore (dialed in via teleconference), Narkiewicz, Paladino, Ramirez, & Weiland  
Absent Board: Andrews, Dapcic, & Lambert
  - b. Administration: Mrs. Guertin
- 2) Public Comment: None
  - a. Previous Minutes Approval: September 26, 2019 minutes – **VOTE Motion to approve as presented RN, 2<sup>nd</sup> FR – unanimously approved.**
- 3) Chair Statement:
  - a. Accept resignation of SD
- 4) Director Statement:
  - a. Kindness Counts presentation by Mrs. Gonzalez
  - b. Mrs. Trinkaus and Mrs. Gonzalez update on LIM
  - c. A+ Funds – Mrs. Guertin presented staff vote to board, JW signed the state form on behalf of the board.
  - d. Best and Brightest Awards Program JW motions to accept the policy as stated, RN 2<sup>nd</sup> – unanimously approved.
- 5) Monthly Committee Reports
  - a. Finance (Moore Chair):
    - i. Monthly financials:
      1. Points out that the peripheral programs are what gives us the extra income, pre-prep tuition, summer programs, and the Bolts of Blue Fundraiser. The school runs close to break even with the per student state funding; as it should.
    - ii. Vote to sign reimbursement resolution for Bond – provided by Arnold Law Firm. VOTE JW motion to accept resolution as presented, 2<sup>nd</sup> RN – unanimously approved.
    - iii. Review Borrower Council RFP – vote to sign engagement letter for Arnold Law Firm – included in Bond Council packet. Motion JW, 2<sup>nd</sup> JP – unanimously approved.
    - iv. Review and sign Piper Jaffray engagement letter; board agrees to have JW sign the letter.
    - v. The committee recommends hiring a program manager to represent LP during the build. Questions: RN – RFP required, has a few names he can give the board, JW housing space for person, CM recommends Ken Burdinski; RN has some contacts

also. VOTE: FR motion for an RPF to advertise for a program manager, VG 2<sup>nd</sup> – unanimously approved.

vi. DAJ: Option 1 (hourly rate) 2 (percentage of project 1, 2% provided they do all the services). Structure RFP for both options for 16-18 month hire.

b. Advancement and Communications (Dapcic Chair): No update

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

i. Selection committee recommendation on contractor; requesting contract with Walbridge and Long and Associates.

1. Met with staff to firm up a basic plan: minimum classroom square feet, separate upper and lower division grades, 982-student size.

2. VOTE: Motion to enter into contract negotiation of the design build with Walbridge and Long and Associates - RN 2<sup>nd</sup> FR.

a. Comfort level that they can complete the scope within the budget or negotiation will end.

d. Governance (Lambert Chair): No update

e. Principal Evaluation & School Surveys (Wieland Chair):

i. Before we bring back to board, get input from staff. February or March timeframe.

6) New Business:

a. Discussion on 8<sup>th</sup> grade graduation date, may need to reschedule board meeting on 5/28/2020. Suggested dates will be sent out to the board ASAP (doodle to reschedule).

7) Meeting Close at 7:40 PM.