



# Lutz Preparatory School

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

Board Approval of Minutes: 11/19/2020

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Connie Guertin*

## Board of Directors Meeting Minutes

October 29, 2020

### Regular Meeting Minutes

- 1) Meeting Call to Order by Board Chair at 6:10 PM
  - a) Meeting held via Zoom
  - b) Attendees Board: Abou-Jaoude (arrived at 7:00), Andrews (arrived at 7:20), Gaudi, Kouffman, Lambert, Moore, Narkiewicz, Paladino, & Wells (arrived at 6:15)
  - c) Absent: Wieland & Ramirez
  - d) Administration: Mrs. Guertin:
- 2) Public Comment: None
- 3) Previous Minutes Approval:
  - a) October 29, 2020 pre-meeting minutes – **VOTE: Motion by VG to accept minutes as presented, 2nd JP – unanimously approved (not in attendance for vote Abou-Jaoude, Andrews, & Wells)**
  - b) September 24, 2020 regular meeting minutes – **VOTE: Motion by RN to accept minutes as presented, 2nd BL – unanimously approved (not in attendance for vote Abou-Jaoude, Andrews, & Wells)**
- 4) Board Chair Statement: (CM for JW): None
- 5) Director Statement:
  - a) MoA for Safe School Officers approved by the School Board of Hillsborough County and official agreement received at LP from district.
  - b) Updated budget from district for Safety and Security of School Buildings FY20/21 Grant – new attestation letter – board signature required – **VOTE Motion by CM for approval for board signature and submission, 2nd JP – unanimously approved (not in attendance for vote Abou-Jaoude & Andrews)**
  - c) Mrs. Guertin reviewed annual goals submitted to the district
    - i) COVID monthly dashboard for school
    - ii) iReady reports K-8, reviewed Fall 2020 as compared to Fall 2020
- 6) Committee Reports
  - a) Building Construction Subcommittee (Moore Chair): project currently on pause.
    - i) Will look closer to December/January for potential discussion on project
    - ii) From the county - there will be no impact fee to connect to water.
  - b) Finance Committee (Moore Chair):
    - i) Review September Financials
      - (1) Both schools running on track from forecast
      - (2) Pre-Prep received 20K grant for COVID related expenses and Mrs. Hume is working on an additional grant.
      - (3) The Bolts of Blue campaign has been extremely successful; special thanks to Mrs. Hume and her team for all their hard work and planning. YW suggested sending out details on the COVID tax relief (he will send wording to Mrs. Jenkins).
      - (4) CM points out that \$160K worth of repairs and maintenance that has been paid for by the HC half-penny sales tax has been a huge help to our budget. Facilities will continue to look for and submit items for approval to the county.

- ii) Pre-Prep new tuition pricing – **VOTE: motion by RN to approve 21-22 tuition increase as presented: 3% EC3, 2.5% VPK, and minimal aftercare increase, 2<sup>nd</sup> YW – unanimously approved (not in attendance for vote Abou-Jaoude & Andrews).**
  - (1) Adding new part time free (voucher) VPK 5 day program.
- iii) CM reviewed details outlined by the finance committee regarding current mortgage and proposal for refinance and bond issuance. No vote taken tonight, CM inviting Piper Sandler to November meeting to present a detailed proposal for a vote. Will take approximately 30-45 minutes.
- iv) PO 3284 Brut Lighting for gymnasium lighting and emergency lighting (will be reimbursed by county from sales tax proceeds)
  - (1) Previous project (A/C) HCPS issued PO, for this project in order to get the work done over the winter break LP is issuing PO and getting reimbursement by the half-penny sales tax project – **VOTE RN motion to approve PO 3284, 2<sup>nd</sup> BL – unanimously approved (not in attendance for vote Abou-Jaoude & Andrews).**
- c) Facilities (Abou-Joude Chair):
  - i) Has been working diligently with LP staff and will have full list for LCCA by next meeting. Will have detailed plan with maintenance and replacement schedule by year. Notates that 2022 will be a large mechanical expense year. Will continue to add to the Facilities committee; will advertise for volunteers in the NEWSFLASH. CM thanked DA and his team for their hard work; the LCCA is something that is key to assisting the Finance Committee plan the future financial stability for the school.
- d) Principal Evaluation (Wieland Chair): No update
- e) Policies, Procedures, & School Surveys (Wieland Chair): No update
- 7) New Business:
  - a) RN presented the LP Family Connect software. Goal is to connect LP community professionals, raise money for LP, and tie into student learning experience.
    - i) Discussion by Directors to research: legal relationship between project and school, need for liability insurance (privacy/data breaches), ensure no funding from state dollars used towards project, get school auditor & attorneys' opinions. Could not roll under PTA as they have national guidelines they have to follow. Agreement from the directors that project would be a potential better fit under a Foundation.
  - b) Discussion of how to start Foundation:
    - i) DA has invited Phuong Cottie, the consultant that helped set up the Bullard Family Foundation, to the 11/19/20 meeting to give guidance.
    - ii) DK can assist on a Foundation committee.
  - c) Will discuss in upcoming months a potential reschedule of the May 27, 2021 board meeting due to 8<sup>th</sup> grade graduation.
- 8) Meeting Close at 8:12 PM, motion KD, 2<sup>nd</sup> YW – unanimously approved.