



Lutz Preparatory School

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

Board Approval of Minutes: 12/10/2020

Board Chair's Signature:

Director's Signature:

Board of Directors Meeting November 19, 2020 Meeting Minutes

- 1) Meeting Call to Order by Board Chair at 6:06 PM
- 2) Meeting held via Zoom
- 3) Attendees Board: Abou-Jaoude, Andrews, Gaudi, Lambert, Moore, Narkiewicz, Paladino, Ramirez, Wells, & Wieland
 - a. Absent: Kouffman
 - b. Administration: Mrs. Guertin:
- 4) Public Comment: None
- 5) Previous Minutes Approval:
 - a. October 29, 2020 regular minutes – **VOTE CM motion to approve minutes as written, 2nd BL – unanimously approved.**
- 6) Board Chair Statement:
 - a. The Board has previously discussed a workshop; please email your workshop items (discussions, formats, agenda ideas) to Lori Toso so a workshop can be scheduled towards the beginning of 2021.
- 7) Director Statement:
 - a. Review November COVID Dashboard
 - b. All schools are eagerly awaiting FLDOE Commissioner Cochran's details regarding extending the emergency order and if eLearning will continue. Our LP staff is currently looking at creative ways to continue to improve our eLearning program that will benefit both our staff and students.
- 8) Committee Reports
 - a. Building Construction Subcommittee (Moore Chair): project currently on pause. Nothing new to report.
 - b. Facilities (Abou-Joude Chair):
 - i. Add follow up from October meeting with LCCA to the December meeting.
 - c. Finance Committee (Moore Chair):
 - i. Guest Speaker @ 7:00 PM: Jay Hromatka & Wes Olson from Piper Sandler reviewed the executive summary for refinancing of current mortgage now through the issuance of a 35 year bond, with the new building being financed with a second bond when we are ready to proceed with the building project.
 - ii. **VOTE: With the strong recommendation from the Finance Committee CM motions to proceed with refinancing the current mortgage through the issuance of a 35 year bond as presented by Piper Sander, 2nd FR – unanimously approved.**
 - iii. Review October Financials
 - Pre-Prep has secured a \$12K grant.
 - Overall \$150K surplus between the two schools is a very strong position to end the year with.
 - iv. The Bolts of Blue Campaign has exceeded our goal and will end up at approximately \$150K for the school; huge thank you to Mrs. Hume and her staff for all their hard work.
 - v. PO 3285 Professional Insurance Services; increase from previous year due to overall rates

going up and the school's claim from the lighting strike. **VOTE – CM motion to approve PO 3285 for the Lloyds of London 20/21 Property Insurance, 2nd YW – unanimously approved.**

- vi. 990 from King & Walker: Mrs. Jenkins and the finance committee have reviewed in detail, needs CM signature – **VOTE: CM motion to sign, JP 2nd – unanimously approved.**
- d. Principal Evaluation (Wieland Chair):
 - i. **VOTE: JW motion to wave Mrs. Guertin's December evaluation, 2nd CM – unanimously approved.**
 - ii. **VOTE: JW motion to approve and issue 50% of Mrs. Guertin's semi-annual bonus, 2nd KA – unanimously approved.**
- e. Policies, Procedures, & School Surveys (Wieland Chair):
 - i. School survey in draft form at this time, can share with group if they would like. On pause at this time, waiting to find out FLDOE decision for 2nd semester. So much change for our teachers and students with the on campus vs. remote learning environments; feels that these would cause outliers on surveys.
 - ii. JP inquired about mental health of teachers and staff during these unprecedented times. Mrs. Guertin offered an opportunity for staff to meet with our district psychologist; two of the grade level teams took part. JP asked us to promote EAP through our insurance (Mrs. Jenkins will research and get information out to staff ASAP). Also mentioned that TGH may have package program we can look into with our partnership with them.

9) New Business:

- a. Follow up from September meeting regarding LP Family Connect software. Guest Speaker @ 6:10 PM: Shawn Arnold, Arnold Law, attended to clarify any questions the board had on the guidance he sent via email to Mrs. Guertin.
 - i. Discussion on advertisement vs. sponsorship and what is allowed by laws for non-profit. Foundation gives more flexibility than being under the umbrella of the school.
 - ii. RN will work on a plan to clarify the project to the board. He wants to make it clear that this project would not impact the PTA or the Bolts of Blue campaign; it is a tie in to the annual golf outing. The plan is to engage with local companies and corporate America for involvement.
- b. Foundation discussion from September meeting DA invited guest speaker @ 7:45 PM Phuong Nguyen from Bullard Family Foundation (offices located at Sligh Middle Magnet School – incredible programs they have brought to the school).
 - i. Ms. Nguyen gave her personal insight and a ten step overview of setting up a foundation.
 - ii. Key highlights: Choosing board members is key (ability to donate or have access to those who can donate); for grants important question always is how many board member are givers and how much do they give; how much of every dollar goes to programming (Bullard at 97%); look for corporate partners in our community; record keeping is key for repeat and new donors – all contact important. Great resources can be your volunteers, students, parents, and parent contacts.
 - iii. Successful Foundation is all about your story – the programs you offer and the success stories of your students.
 - iv. JP asked what her fee would be to assist us with set up. Ms. Nguyen would consider a reduced rate of \$7500 to get up and running, then monthly/annual retainer.

10) Meeting Close at 8:15 PM