

Board Approval of Minutes: Dec 11, 2019

Approved: \_\_\_\_\_

Board Chair's Signature: J. Weiland

Director's Signature: B. Moore



# Lutz Preparatory School

A Hillsborough County Public Charter School of Choice Serving Grades K-8  
Board of Directors Meeting  
Minutes November 21, 2019

- 1) Meeting Call to Order by Board Chair at 6:02 PM
  - a. Attendees Board: Abou-Jaoude (teleconference), Andrews, Gaudi, Lambert, Moore, Narkiewicz, Paladino, & Ramirez  
Absent Board: Weiland  
Acting Chair: Chris Moore for Joyce Weiland
  - b. Administration: Mrs. Guertin
- 2) Public Comment:
  - a. Mrs. Hume, Pre-Prep Director: spoke about building project; requesting board not to run too fast and sacrifice culture for new building.
- 3) Previous Minutes Approval: October 24, 2019 minutes – **VOTE: Motion to approve as presented RN, 2<sup>nd</sup> JP – unanimously approved.**
- 4) Chair Statement:
  - a. See document created for Bond Company highlighting Lutz Prep's history and future.
- 5) Director Statement:
  - a. Working towards one of the 2019-20 goals of social media, team created Facebook schedule of posting.
- 6) Monthly Committee Reports
  - a. Finance (Moore Chair):
    - i. Monthly financials
      1. Financials tracking well
      2. Bolts of Blue Campaign 23K above estimate, with \$158K donated this year.
      3. Re-estimated bond in debt, 30K less.
      4. \$118K surplus in Pre-Prep
      5. TECO is running higher than budgeted
    - ii. Vote to approve bond trustee (collects and distributes money); US Bank is lowest cost provider and is largest provider (lower risk).
      1. **VOTE: Motion to contract with US Bank as Trustee for Bond BL, 2<sup>nd</sup> RN – unanimously approved.**
    - iii. Vote to approve Pre-Prep tuition and aftercare fee increase
      1. **VOTE: Motion to accept increase beginning with the 20-21 school year as presented on summary report RN, 2<sup>nd</sup> BL – unanimously approved.**
    - iv. PO 3248 Vote to approve Building Hope as municipal financial advisor – sign PO
      1. The Board has liability & fiduciary duty for the school; must have financial advisor to assist with the decisions regarding the bond. RP pushed down to

- iv. CM points out the following four risks: (1) Finances IR will go up (ok for 2-3 months) (2) timing need building by July 2021 (3) roadway out front has to be done in summer of 2020, apply for permitting by January – civil. (4) total cost of project.
  - v. Timing puts civil at risk. Idea is to get civil separate, get civil work done now. Looking into separate contract with Long and Associates (Lex) for civil.
  - vi. CM: current mortgage must be renegotiated before 2025. Most likely be getting bond - so the work done so far on that topic will assist us in future.
- c. Governance (Lambert Chair): No update
  - d. Principal Evaluation & School Surveys (Wieland Chair): No update

7) New Business:

- a. **Added Board meeting Wednesday, December 11, 2019 at 6:00 PM in the media center.**
- b. Change date of 5/28/2020 meeting due to 8<sup>th</sup> grade graduation, will give final date based on Board availability at December meeting.
- c. KA – attended PTA volunteer appreciation meeting. PTA asked for more communication between the board and PTA. It is great when board members can attend PTA meeting; Board also invites PTA members to attend the monthly Board meetings that are open to the public.
- d. Brainstorming to get more teacher retention - #1 asset.

8) **Meeting Close at 8:00 PM – motion RN, 2<sup>nd</sup> JP – unanimously approved.**