



# Lutz Preparatory School

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

Board Approval of Minutes: 01/28/2020

Board Chair's Signature:

Director's Signature:

## Board of Directors Meeting December 10, 2020 Meeting Minutes

- 1) Meeting Call to Order by Board Chair at 6:04 PM
- 2) Meeting held via Zoom
- 3) Attendees Board: Abou-Jaoude, Gaudi, Kouffman, Lambert, Moore, Narkiewicz (arrived at 6:40 PM), Paladino, Ramirez, & Wieland
  - a. Absent: Andrews & Wells
  - b. Administration: Mrs. Guertin:
- 4) Public Comment: None
- 5) Previous Minutes Approval:
  - a. November 19, 2020 regular minutes - **VOTE BL motion to approve minutes as written, 2<sup>nd</sup> DA – unanimously approved (RN not present for vote).**
- 6) Board Chair Statement:
  - a. None
- 7) Director Statement:
  - a. Update new Directors to Sunbiz.org (amend the previously submitted annual report), JW electronic signature required – **VOTE CM motion to approve JW signature on behalf of the board, notate typo in FR name, will update in January 2021 annual report, 2<sup>nd</sup> VG – unanimously approved (RN not present for vote).**
  - b. Spring 2021 Education Plan and Assurances (for submission to school district/state)– **VOTE & Board Signature FR motion to approve plan as written, 2<sup>nd</sup> CM – unanimously approved (RN not present for vote).**
  - c. COVID Dashboard December reviewed with Board
  - d. Walbridge Flyer for Bolts of Blue Campaign donation level. Board discussion/agreement: as the project is currently paused, use the one without the building rendering.
  - e. Declaration for 2<sup>nd</sup> second semester complete: 83% of students on campus; to assist with social distancing and balancing classes some homeroom teachers will be changed; support staff added to assist with eLearners in some grades.
- 8) Committee Reports
  - a. Building Construction Subcommittee (Moore Chair): project currently on pause. Nothing new to report.
  - b. Facilities (Abou-Joude Chair):
    - i. Follow up from October meeting with LCCA: gave overview of key items, adding four new members to committee; two are LP parents.
    - ii. Thank you from the board especially CM's Finance Committee – the LCCA is a huge asset to the school long term planning.
  - c. Finance Committee (Moore Chair):
    - i. Refinancing update and next steps: CM reviewed five year projection for refinance & construction
      - Discussion on the impact of COVID environment on supply chain and construction;

may take longer and cost more.

ii. Capital Trust Agency, Charter School Revenue Bonds: Timetable

- Discussion to add Special Board meeting on Thursday, January 14<sup>th</sup> at 6:00 via Zoom to review and approve bond documents. Piper Sandler and Bond Attorney will be present to answer any questions.

d. Principal Evaluation (Wieland Chair): No update

e. Policies, Procedures, & School Surveys (Wieland Chair): No update

9) New Business:

a. Follow up from the Sept/Oct/Nov meetings: RN stated the LP Family Connect software will be put on pause. Push forward with creating Foundation; looking into options for start-up costs; drafting documents for name, mission, vision, governance, admin staff for record keeping, start-up board, articles, bylaws, etc.) Will have draft documents at the 1/28/2021 meeting.

- i. Discussion from the group: be strategic with who is on the foundation board – connections and contacts to the community/large corporations and potential donation dollars; start modest - this is a long term project; look for corporate sponsors for startup; is it possible to have the golf tournament be 1<sup>st</sup> fundraiser for the foundation; if the golf tournament moves under the foundation this takes the proceed (normally 10K) out of the school budget. DK knows some pro-bono colleagues at his company he will contact for potential assistance.

b. Set up Lutz Preparatory School, Inc. Board Workshop in the 1<sup>st</sup> quarter:

i. Agreement from group for Thursday, February 18, 2021 at 6:00 PM Board Workshop

- Please continue to send JW or Mrs. Toso your agenda items: expansion project, staffing/cross training/continuity, foundation, how to maintain our school's top rating in the district, continuing to build brand, etc.

c. From the Lutz Preparatory School, Inc. Board Bylaws: 4.02. Selection of Officers: Each of the Officers will be elected and appointed annually by the Board of Directors. Each Officer will remain in office until a successor to such office has been selected and qualified. Such election will take place at the regular meeting of the Board of Directors taking place in the first calendar quarter of each year.

i. January 14, 2021 take nominations for officers (Chair, Vice Chair, Treasurer, and Secretary).

ii. January 28, 2021 – vote on officers that will start term at the Board Workshop in February.

10) Meeting Close at 7:26 PM