



# Lutz Preparatory School

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

## Board of Directors Meeting Minutes

June 24, 2021

- 1) Meeting called to order by Board Chair at 5:06 PM
- 2) Attendees:
  - a. Board: Andrews, Gaudi, Kouffman (arrived at 5:14 PM), Lambert, Moore, Paladino, Ramirez, & Wieland
  - b. Absent: Abou-Jaoude & Narkiewicz
- 3) Public comment: Six members of the public spoke on topics related to mask policies, classroom learning, and quarantine related to Covid cases/exposure. Two parents who were physicians, two teachers, one administrator, and one staff member.
- 4) Previous minutes approval:
  - a. May 20, 2021 meeting minutes – **VOTE – motion by CM to approve minutes as presented, 2<sup>nd</sup> BL – unanimously approved.**
- 5) Director statement:
  - a. Mrs. Guertin reviewed how the FLDOE calculates school grades in preparation for receiving our 2020-21 school grade later this summer; FSA results are part of the calculation and 4<sup>th</sup>-8<sup>th</sup> grade's results are expected to be released by end of July. Reminder, public schools will have 30 days to opt in or opt out of school grades once calculated.
  - b. Mental Health Assistance Allocation (due 6/27 with signature) & Charter School Deliverables for 2021-22 Mental Health Assistance Allocation Plan (due 7/22) – approval and signature required – **VOTE – motion by CM to opt out of the District Mental Health Assistance Allocation and approve the Lutz Prep Mental Assistance Allocation Plan, 2<sup>nd</sup> JP – unanimously approved.**
  - c. Memorandum of Agreement for School Security Officer for the district (MoA from the district tied to the vote from the May meeting for Lutz Prep to opt for the SSO option of the Marjory Stoneman Douglas High School Act) – (due 6/3 with signature) approval and signature required – **VOTE JP motion to approve the MoA as written, 2<sup>nd</sup> BL – unanimously approved.**
- 6) Committee Reports
  - a. Building Construction Subcommittee (Moore Chair): project currently on pause
    - i. Jonathan Moore currently working with Walbridge based on review by consultant. Looking at original plan to see if cost will increase or decrease based on economic changes over the last 18 months. For example, cost of wood has started to decrease over last six weeks, etc. The county sewage connection does appear to be moving forward, looking towards end of July for clarity.
    - ii. CM reminded the board that Aug/Sept is the timeframe to for the vote to move forward or not with the building project in order to meet deadline for opening in two years.
  - b. Facilities (Abou-Joude Chair): No update
  - c. Finance Committee (Moore Chair):
    - i. Monthly financials review
      1. Financials for both schools ended the fiscal year strong and on budget. Small COVID issue in first week of summer camps that will impact Pre-Prep tuition income.

2. Elementary and Secondary School Emergency Relief (ESSER) Grant which will benefit next year's budget currently being worked on diligently by staff to offset expenditures from COVID.
  - ii. Approval of updated budget amendment for 2020/2021 – **VOTE – CM motion to approve budget amendment as presented in his summary, FR 2<sup>nd</sup> – unanimously approved.**
  - iii. Approval of allocation of surplus funds to a R/M and capital reserve; this is a line item movement on the balance sheet to move \$500K from general reserves to a capital/maintenance reserve line item – reviewed by auditors – **VOTE CM motion to approve movement, JP 2<sup>nd</sup> – unanimously approved.**
    1. Finance committee looking at options on investing surplus cash – i.e. money market vs CD's, and/or prepaying next years expenses for a discount. Maintianing liquidity while decisions being made on construction project is important.
  - iv. Review quotes and PO 3329 DMI Paving and Sealcoating – **VOTE – CM motion to approve PO 3329, 2<sup>nd</sup> JP – unanimously approved.**
  - v. Request for Proposal #20210430 Copier – Replacement & Maintenance Contract - **VOTE – CM motion to move forward with RFP, 2<sup>nd</sup> FR – unanimously approved.**
  - d. Principal Evaluation (Wieland Chair):
    - i. Mrs. Guertin's evaluation has been completed, release of her bonus by June 30<sup>th</sup> as agreed to at the May meeting.
  - e. Policies, Procedures, & School Surveys (Wieland Chair):
    - i. Parents/Teachers/Students surveys will be presented to board at the July meeting; recommendation of committee will be to send out surveys Jan/Feb time frame.
- 7) New/Old Business:
- a. In depth discussion of upcoming school year with regards to mask policy, quarantine guideline questions, learning styles if quarantined (packets, recorded lessons, office hours for teacher, etc.), teacher PTO/pay with regards to quarantine whether due to COVID exposure or personal illness, TGH partnership and recommendations, what other mitigation strategies will we have in place, etc.
    - i. JP brought up concern regarding teacher PTO balance exhausted if multiple quarantines hit classrooms throughout the year; DK questioned if we could use PPP money to assist if this situation occurs; FR create monthly plan with deadline to revisit PTO assistance policy as quarantines increase or decrease.
    - ii. HCPS has made the decision to have masks optional for the 2021-22 school year.
    - iii. JW has requested:
      1. Mrs. Guertin and team to create a draft proposal to be emailed to the board by 7/2 with regards to these topics.
      2. A Special Board Meeting on 7/7 at 5:00 PM for the Board to discuss and vote on the proposal.
- 8) Meeting Close at 7:40 PM