



Lutz Preparatory School

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

Board of Directors Meeting Minutes August 26, 2021

- 1) Meeting called to order by Board Chair (Mr. Moore for Ms. Wieland) at 5:05 PM
- 2) Attendance:
 - a) Present: Andrews, Gaudi, Kouffman, Lambert, Moore, Narkiewicz, & Paladino
 - b) Absent: Abou-Jaoude, Ramirez, & Wieland
 - c) Administration: Mrs. Guertin
- 3) Public comment
- 4) Previous minutes approval:
 - a) August 23, 2021 – not ready to vote at this time. CM would like to add a statement with his vote. DK stated that if one director added a statement that all directors that voted that night should also have the option to add a statement. Certain directors would like additional text outlining the discussion that occurred with school council, Shawn Arnold, Arnold Law Firm. There is not consistent agreement among the directors on Mr. Arnold's advice with regards to the mask mandate discussion. Coverage of D&O liability insurance also in question by some. RN notated that Mr. Arnold specifically stated he would represent LP either way the board voted on the topic and have a defensible case. Group will vote on revised minutes at 9/23/2021 meeting.
- 5) Chair Statement:
 - a) Mr. Abou-Jaoude sent his official resignation to the board effective 8/26/2021.
 - i) In the coming months we will look at adding additional directors to the board; in addition review the Facilities Committee that DA chairs.
 - b) Welcome Emily Kaim to the Operations Manager position for the school.
- 6) Director Statement:
 - a) In receipt of Memorandum of Agreement from the HCPS District for the Safe School Officer at LP in compliance with the Marjory Stoneman Douglas High School Public Safety Act.
 - b) **VOTE: School grades for 2020-21 – opt in letter to HCPS District. RN motion to accept a letter grade of "A" for the 2020-21 school year based on Lutz Prep's possible points earned calculation. 2nd JP – unanimously approved.**
- 7) Committee Reports:
 - a) Building Construction Subcommittee (Moore Chair): project currently on pause
 - i) Jonathan Moore, InVision Advisors will be at the September meeting to give update to the board.
 - ii) Facilities (Abou-Joude Chair): No update
 - iii) Finance (Moore Chair):
 - (1) **Board of Directors' Resolution Approval for Bank Signatories – updated remove Mrs. Stevens and replace with Ms. Kaim. Update the managing bank authority for all banks – remove Lori Toso, add Chris Moore and Bonnie Guertin. – VOTE CM motion to update the Board of Directors' Resolution for signatories and managing authority as written, 2nd RN – unanimously approved.**
 - (2) Review full year 2020/2021 results
 - (a) Surplus largely due to (1) PPP loan forgiveness of 967K, (2) new financing – lower interest rate, no principal for last four months of year, no capital outlay required to go to Trust, (3) grants – both federal and state in Prep and Pre-Prep.
 - (b) Pre-Prep had an extremely good year, summer camp programs and additional VPK class.
 - (c) Draft audit will be reviewed at the 9/21/2021 finance committee meeting and presented to the board for vote on 9/23/2021. Due to the district by 9/30/2021.

- (3) First look at 2021/2022 – CM reviewed summary document with highlights and risks. Applied for \$700K in grants that will reimburse for expenses from last year and to assist with this year.
 - (4) Funding from State is right on budget where expected; capital funding is determined in September; athletics programs are gearing back up (indoor still on hold).
 - iv) Principal Evaluation: (Wieland Chair): No update
 - v) Policies, Procedures, & School Surveys (Wieland Chair): No update
- 8) New/Old Business:
- a) BL motioned to set aside vote from the 8/23/2021 meeting regarding mask mandates and have it contingent upon the outcome of court case in Leon County, CM 2nd. After much discussion the board opted not to move forward with this motion and no vote was taken.
 - b) From 8/23/2021 meeting, Mrs. Hume asked to present Pre-Preps mask and quarantine procedures.
 - i) Discussion on state VPK requirements for attendance policy and VPK hours for program. Mrs. Hume hoping state will give guidance on quarantine vs. required VPK hours; at this time quarantine is counted against VPK hours just like a regular absence. Concern is the ability to graduate from the VPK program's required hours with full funding from the state. JP suggested the RSA assist to find answer to attendance issue.
 - ii) Pre-Prep is a private tuition based preschool and morning care/aftercare are fee based programs that fall under the umbrella of Lutz Preparatory School, Inc. Discussion by the board that no separate vote is needed for face coverings because of this. Pre-Prep & Before/Aftercare should follow guidelines of Lutz Preparatory School plus any additional stricter requirements by law for DCF and Hillsborough County Children's Services/Child Care Licensing; Mrs. Hume forwarded letter dated 8/24/2021 regarding mask recommendations.
 - c) **VOTE: CM motion to change the next meeting date to 9/23/2021 from 9/30/2021 to ensure the 2020-21 board approved audit is complete on time for submission to the district deadline, 2nd JP – unanimously approved.**
 - i) Michelle from King & Walker will be in attendance to review the audit and answer any questions from the board – will be 1st item on agenda on 9/23/2021.
 - d) **VOTE: Request from parent to have board meetings recorded for viewing at a later date: BL motion to not record meetings, 2nd DK – unanimously approved.**
 - e) BL requested the option for in-person meetings rather than via zoom. At this time we don't have a location to hold meetings as our school is only open to students and staff. CM requested that we keep this on our agenda to discuss for the future.
- 9) Meeting Close: KA motion to adjourn at 6:48 PM by 2nd by DK – unanimously approved.