



# Lutz Preparatory School

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

## Board of Directors Minutes September 23, 2021

### Regular Meeting

- 1) Meeting called to order by Board Chair at 5:08 PM (after the conclusion of the pre-meeting)
- 2) Attendance:
  - a. Present: Andrews, Gaudi, Kouffman, Lambert, Moore, Narkiewicz, Paladino, Ramirez, & Wieland
  - b. Administration: Mrs. Guertin
- 3) Chair Statement:
  - a. Mrs. Wieland reviewed the different type of meetings that have been scheduled recently. Regular monthly meetings, emergency meetings (called by 3 or more directors or a special meeting to approve school documents), and workshops (informational gathering meetings to help educate the directors on a topic and strategic planning).
  - b. The Directors work as a group, not as individuals. If a parent has a concern the process is to discuss with the teacher first, then assistant principal, then the director.
  - c. If a parent raises an individual concern during the public comment section of the board meeting, Mrs. Wieland asks that they go through the steps outlined above as the Board cannot comment or answer questions posed during the public comment time.
- 4) Guest: Michelle Martinez from King & Walker, CPAs, PL Certified Public Accountants to review annual audit
- 5) Public comment: Thirteen members of the public spoke during the comment section of the meeting regarding facial coverings at school.
- 6) Previous minutes approval:
  - a. September 23, 2021 **Pre-Meeting** Minutes – **VOTE – KA motion to accept as written, 2<sup>nd</sup> RN – unanimously approved.**
  - b. August 2, 2021 Emergency Meeting - **VOTE – KA motion to accept as written, 2<sup>nd</sup> FR – unanimously approved.**
  - c. August 18, 2021 Board Workshop - **VOTE – CM motion to accept as written, 2<sup>nd</sup> KA – unanimously approved.**
  - d. August 23, 2021 Emergency Meeting – **VOTE - Directors not in full agreement on wording. CM motion to recirculate original meeting minutes for vote at the October meeting, 2<sup>nd</sup> BL – unanimously approved.**
  - e. August 26, 2021 Regular Board Meeting – **VOTE CM motion to with slight changes to wording in 4)a), 2<sup>nd</sup> BL, unanimously approved.**
  - f. September 13, 2021 – Emergency Meeting – **VOTE CM motion to accept as written, 2<sup>nd</sup> RN – unanimously approved.**
- 7) Director statement:
  - a. Bolts of Blue campaign running on track as last year.
  - b. Amended annual report for Lutz Preparatory School, Inc. to Sunbiz to update DA resignation from the board and Mrs. Kaim as the registered agent – **VOTE - CM motion to ratify Mrs. Wieland signature on amended annual report dated 9/1/2021, 2<sup>nd</sup> JP (FR not present for vote- dropped off meeting for a few minutes)**
  - c. School annual goals due to district – notification only – no vote.
  - d. Mrs. Agard, Student Services Coordinator, presented Leader in Me update (JP mentioned the school wide shirts are a big hit – can those be brought back)
  - e. Mrs. Guertin reviewed the details of the Lutz Prep school grade from the FLDOE for 2020-21
  - f. FAST (Florida Assessment of Student Thinking) update from FLDOE

- g. Covid dashboard update
- 8) Meeting break from 6:53-6:56 PM
- 9) Committee Reports
  - a. Building Construction Subcommittee (Moore Chair): project currently on pause
    - i. Nothing new to report, Mr. Jonathan Moore will attend at the October meeting to give an update.
  - b. Facilities (Vacant Chair):
    - i. CM stated that this committee is critical; the new bond requires a five year R&M plan updated each year. Mrs. Guertin will connect CM with parent that may be a good fit for this committee.
  - c. Finance Committee (Moore Chair):
    - i. Monthly financials review. For Pre-Prep the risks continue to be COVID and any potential shutdowns. Pre-Prep continues to operate incredibly well. For Lutz Prep the per student funding and capital outlay are right on budget; ESSER funds have assisted; \$300K surplus was assisted by our two year interest only loan that saves over \$100K each year.
    - ii. RFP for copier contract – motion to remain with Clearview (current company) for 60 month contract – **VOTE –BL motion to remain with Clearview (current company) for 60 months as recommended by the committee, 2<sup>nd</sup> FR – unanimously approved.**
    - iii. King & Walker, CPA representation letter – **VOTE CM motion to approve the representation letter, 2<sup>nd</sup> RN – unanimously approved.**
    - iv. King & Walker Independent Auditor’s Report for the fiscal year ended June 30, 2021 – **VOTE – CM motion to accept the auditor’s report, 2<sup>nd</sup> RN – unanimously approved.**
  - d. Principal Evaluation (Wieland Chair): no update
  - e. Policies, Procedures, & School Surveys (Wieland Chair): no update

10) New/Old Business:

- a. From 8/26/21 continue to look at options for in person board meetings – not discussed.
- b. From 8/26/2021 discuss potential addition of directors – not discussed.
- c. KA was given 10 minutes to discuss the new Emergency Rule (64DER21-15) from the Department of Health.
  - i. Stated that she believes that our board does not have the right to not follow the current law. She presented the latest emergency rule from the state and the Q&A sent to parents on 8/24/2021. Discussion from the group: BL wants the board to follow the emergency rule. DK stated our current policy is a valid exercise in board authority and the board is following its fiduciary obligations to the students/staff at the school and for consistency we are following HCPS decisions. CM stated he believes we are being selective in following the laws.
  - ii. **VOTE- KA motion to follow the Department of Health Rule, 2<sup>nd</sup> BL (Yay – CM, BL, KA; Nay – RN, JP, DK, VG, FR) – motion did not pass.** Lutz Prep will continue to follow HCPS guidelines with regards to facial coverings and quarantine policy.

11) Meeting Close at 7:55 PM