



Lutz Preparatory School

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

Board of Directors Minutes

January 27, 2022

Pre-Meeting Minutes

- 1) Meeting called to order by Board Chair at 5:03 PM.
- 2) Meeting held via Zoom
 - a. Attendees Board: Wieland, Moore, Paladino, Andrews, Kouffman, Narkiewicz, Gaudi
 - b. Absent: Lambert, Ramirez
- 3) Director statement:
 - a. Out of Field Notification Letter for FTE – **VOTE to acknowledge/approve letter for distribution**
 - b. **Motion by RN to approve the OOF notification letter as presented, 2nd by JP – unanimously approved**
- 4) Pre-Meeting closed at 5:07 PM.

Regular Meeting Agenda

- 1) Meeting called to order by Board Chair at 5:08 PM.
 - a. Attendees Board: Wieland, Moore, Paladino, Andrews, Kouffman, Narkiewicz, Gaudi, Lambert
 - b. Absent: Lambert (attended a portion of meeting)
- 2) Guest Speaker: Jonathan Moore, InVision Advisors
 - a. Mr. J. Moore still working to get clarification on the sewage/water project. Working with Edward Briggs, County Administrator, and County Commissioner for answer on whether LP can connect to county lines. The interlocal decision should be reached soon. Discussion on where hookup may occur, potential for either side of US Highway 41 based on development in that area.
 - b. Timeline: CM believes by the end of March the Board will need to reach a decision on whether to move forward or delay building project.
- 3) Guest Speaker: Mrs. Megan Agard, LP Student Services Coordinator & School Survey Committee Member
 - a. Will have *Perception Survey* results compiled for the February meeting. Survey open 1/10-21/2022. Sent individually to email addresses; two email reminders and one Facebook reminder. Broken into three different surveys: Parent, instructional staff, non-instructional staff. Parent survey had one general comment box at end; instructional has comment box after each section. Approximately 400 responses from family (important to notate that higher number of responses than the Leader in Me survey) and high number of staff completed.
 - b. Leadership Day overview: massive event, 350 students across the K-8 will be presenting/speaking, pre-prep students will be singing, band playing, dance team dancing, etc. Focusing on student genius. Hundreds of students created the backboards that will highlight our students' genius – these will be showcased at the event. No adults will be presenting at this student-led leadership event.
- 4) Public comment: None
- 5) Previous minutes approval:
 - a. October 28, 2021 – **VOTE – CM motion to approve minutes as written, 2nd KA – unanimously approved.**
 - b. December 7, 2021 email vote – **VOTE – CM motion to approve minutes as written, 2nd FR – unanimously approved.**

- c. January 27, 2022 Pre-Meeting minute approval – **VOTE – JP motion to approve as written, 2nd RN – unanimously approved.**
- 6) Chair Statement:
 - a. Mrs. Guertin’s contract expires 6/30/2022, DK volunteered to review contract. CM and JW available to assist him if needed.
- 7) Director statement:
 - a. Amended annual report for Lutz Pre-Prep, LLC to Sunbiz to update Registered Agent from Diana Jenkins to Emily Kaim – **VOTE CM motion to ratify Mrs. Wieland signature on amended annual report filed with Sunbiz.org on 1/20/2022, 2nd RN – unanimously approved.**
 - b. Annual Report filed for Lutz Preparatory, Inc. and Lutz Pre-Prep, LLC – **VOTE – CM motion to ratify Mrs. Wieland’s signature on 2022 annual report filed with sunbiz.org on 1/25/2022, 2nd FR – unanimously approved.**
 - c. Mrs. Guertin presented the Fall iReady data, showing students on the right track for this part of the school year.
 - d. Property Control Policy – removed from the agenda by JW.
- 8) Committee Reports
 - a. Building Construction Subcommittee (Moore Chair): project currently on pause
 - i. Jonathan Moore gave update at beginning of the meeting. CM summarized that the board should remain focused on decision to move forward with building project or delay another year. End of 1st quarter will need to vote. DK inquired about outstanding questions that need to be reviewed for decision. CM will have Jonathan Moore come to February/March meeting with updated budget and cost estimates. Finance committee will relook at 5 year plan and target debt service. JP inquired about modular contracts – per Ms. Kaim current contract ends 6/22, can be renewed through 2024. CM confirmed if board votes to move forward again that they will reconnect with Walbridge April/May timeframe.
 - b. Facilities (Vacant Chair):
 - i. From 8/26/2021 meeting - discuss chair replacement – no discussion at tonight’s meeting.
 - c. Finance Committee (Moore Chair):
 - i. Monthly financials review
 - 1. LPP strong financial position, tracking on budget.
 - 2. LP has decrease in operational (plant and wages), positive financial position. Both schools combined have \$389K surplus
 - ii. Consolidation of banking relationships and approve Board Resolution for bank signatures – **VOTE – KA motion to approve updated board resolution and bank signatories that includes closing Wells Fargo, Capital One, Synovus and BB&T and open Valley National Bank for Pre-Prep. Update bank signatories as outlined in new resolution. Ratify Mrs. Wieland signature on updated board resolution, 2nd FR – unanimously approved.**
 - iii. Approval for issuance of RFP for the Sunshades vendors. JP inquired about covering for dismissal areas for students and staff. Per CM will be part of review with the new build – **VOTE – CM motion to approve RFP issuance for playground areas, 2nd KA – unanimously approved.**
 - d. Principal Evaluation (Wieland Chair): No discussion
 - e. Policies, Procedures, & School Surveys (Wieland Chair):
 - i. School Survey – Mrs. Agard gave update at beginning of meeting. Will attend February meeting for presentation of the survey results.
- 9) New/Old Business:
 - a. From the 10/28/2021 meeting, set up dates in January for the board workshop and discussion on potentially adding additional director.

- i. Workshop to determine what type of skills needed in new directors. Roundtable discussion – eleven directors is maximum number from bylaws. CM notated that he will be resigning around March timeframe due to professional commitments that he needs to dedicate his time and expertise to. Feels at least two new directors should be added.
 - ii. RN feels workshop should be broken up into two separate meetings instead of one four hour session, he also wants to host lunch for group. Decision to hold first workshop in conjunction with the 2/24 board meeting. Regular board meeting 2/24 start at 4:00 PM, then close and hold workshop from 5:00–7:00.
 - iii. JP asked for open ended thought provoking questions from JW to start the strategic discussion about the school, help spark conversations at workshop. JW requests that every member oversees some type of committee or project, 5 year financial plan, really think about the skillsets that any new directors should bring to the table.
- b. Annual selection of officers from section 4.02 of the Board Bylaws – discussion and **VOTE – FR motion to select the following directors to officers for the 2022 year, 2nd JP – unanimously approved (absent: Lambert).**
 - i. Chair – Mrs. Wieland
 - ii. Co-Chair – Mr. Kouffman
 - iii. Secretary – Mrs. Gaudi
 - iv. Treasurer – no vote at this time
- c. Parent Representative (required by FSS 1002.33 for all charter schools) board appoints Mrs. Guertin to appoint Rachel Lunsford for this role effective immediately.

10) Meeting close at 6:51 PM.