

Board Approval of Minutes: 01/27/2022

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Conrad Guertin*



Lutz Preparatory School

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

Board of Directors Meeting Minutes October 28, 2021

- 1) Meeting called to order by Board Chair at 5:02 PM
- 2) Attendance:
 - a) Present: Andrews (in at 5:10, out at 5:45, in at 6:00), Gaudi, Kouffman, Moore, Narkiewicz, Ramirez, & Wieland
 - b) Absent: Paladino & Lambert
 - c) Administration: Mrs. Guertin
- 3) Guest Speaker: Jonathan Moore, InVision Advisors, update regarding the county sewage treatment plant being purchased by HC; touching base again mid-November with county for update; pipe due to be online November of 2023. Need to work on new building site work strategizing, i.e. start engineering early next year to meet 2024 school year opening. Showed board various options that county may go with that LP can connect to. He will attend November meeting with update.
- 4) Public comment: One member of the public spoke
- 5) Previous minutes approval:
 - a) August 23, 2021 Emergency Meeting – **VOTE DK motion to approve as written, 2nd RN – unanimously approved.**
 - b) September 30, 2021 – **VOTE CM motion to approve as written, 2nd FR – unanimously approved.**
- 6) Chair Statement:
 - a) Looking to set up another workshop for January/February
- 7) Director statement:
 - a) Mrs. Agard gave overview of the Centegix CRISIS Alert system for our buildings.
 - b) Updated Administrative Policies (Parental Rights, Shared Parental Responsibility, Emergency Card) – **VOTE – CM motion to approve, KA 2nd – unanimously approved.**
 - c) Mrs. Guertin reviewed her annual goals that are in addition to the academic goals for the school that were previously discussed at past meeting.
- 8) Committee Reports
 - a) Building Construction Subcommittee (Moore Chair): project currently on pause
 - i) JM gave update at the beginning of the meeting.
 - b) Facilities (Vacant Chair):
 - i) Discuss chair replacement – from 8/26/2021 meeting; very important role – has not had long-term consistent members on committee. Team discussed need for external company to create 5-year repair and maintenance plan - would be less than \$10K, team in agreement to put together RFP (Ms. Kaim, Mr. Wheaton, CM, & RN volunteered to assist). A board subcommittee will be created to review the bids.
 - c) Finance Committee (Moore Chair):
 - i) Bond meeting: next week Ms. Kaim has meeting with Bond Company for the annual check-up. Timeline on construction progress is that we are working with county on utilities over the next three months; first

half of 2022 will be planning/engineering; second half of 2022 will be contract; then second bond will be issued by end of 2022; construction 2023; open 2024

ii) Monthly financials review

- (1) Pre-Prep doing incredibly well, positive \$26K above budget due to grants that Mrs. Hume applied for and summer program. Prep no significant changes, capital outlay coming through on budget. Tremendous support for the Bolts of Blue Campaign; right now at \$150K and silent auction will add to that, other donations still coming in. Overall surplus in Prep budget of \$366K, remainder due to no loan amortization for 2 years, extra grants, and Bolt of Blue. The school is positioned very well for new bond next year.
- (2) The facilities committee will have proposal at the November meeting regarding banking relationships that are more efficient with sweep accounts.

iii) EC3, VPK, & aftercare fee increase proposed due to change in starting wage, harder to get quality staff, reviewed local market of other preschools. - **VOTE – CM motion to approve the proposed tuition increase for EC3, VPK, and increase in fees for after/before care, 2nd KA – unanimously approved.**

d) Principal Evaluation (Wieland Chair): no update

e) Policies, Procedures, & School Surveys (Wieland Chair): survey is ready for January publication

9) New/Old Business:

- a) From the 8/26/21 meeting - continue to discuss options for in-person board meetings – KA motion to table – unanimous by all directors.
- b) From the 8/26/2021 meeting – discussion to add additional of directors with the resignation of two in the last six months. CM feels that it takes up to four months to onboard new director, then one year before they are fully functioning. JW/VG/RN/DK/KA agree it is time consuming but all would like specific job/backgrounds/criteria needed to round out the board's expertise. DK/KA would like to put notice out in January, after workshop discussion. JW – will look at dates in early January.
- c) Mrs. Guertin addressed inquiry from public comments regarding starting tutoring again, previously had to scale back due to COVID. She hopes to roll this back out again very soon.
- d) Mrs. Guertin – volunteering on campus opening back up – information being communicated to families very soon. New SafeVisitor system requires background checks that are fee based for parents and must be pre-approved before volunteering on campus.
- e) Mrs. Wieland attended staff gathering, on behalf of the board she thanked the staff for all their hard work over the last year and a half. Board members are volunteering at the 5th grade field trip to BizTown next week.

10) Meeting adjourn at 6:35 PM.