



# Lutz Preparatory School

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

## Board of Directors Meeting Minutes February 24, 2022

- 1) Meeting called to order by Board chair at 4:01 PM
- 2) Meeting held via Zoom:
  - a. Present: Andrews, Gaudi, Kouffman, Moore, Narkiewicz, Paladino, Wieland
  - b. Absent: Lambert, Ramirez
  - c. Administration: Mrs. Guertin
- 3) Public Comment: none
- 4) Previous minutes approval:
  - a. January 27, 2022 – **VOTE – CM motion to approve as written, 2<sup>nd</sup> DK – unanimously approved**
- 5) Chair statement: workshop to follow regular meeting
- 6) Guest Speaker: Mrs. Meg Agard, LP Student Services Coordinator & School Survey Committee Member
  - a. Perception Survey results – there were three different multiple choice surveys: Teacher, Non-Instructional and Parents. Survey results were overwhelmingly positive with the following notations for improvement:
    - i. Only 5 out of 17 non-instructional staff participated due to the small sampling
    - ii. Parents noted they would have liked to see a “N/A” option for items that did not apply to them.
    - iii. Need to increase parental awareness and understanding of student-led conferences.
    - iv. JW noted the results in the parent survey regarding knowing the role and duties of the Board – 58% agreed. Topic to be addresses at a later time.
    - v. JP asked about the parent survey question regarding mental health support awareness. Mrs. Agard reported that a monthly mental health newsletter and Facebook posting from the guidance department has been discussed.
  - b. Update that LP has met their certification and we are now a Lighthouse School. We will be showcased as the school spotlight on Monday with a community leadership day with all of the Leader in Me schools in the region. We were the first to be reviewed in 11 days with a unanimous vote. Only 3 Lighthouse Schools in all of Hillsborough County.
- 7) Director Statement:
  - a. Proposed Academic Calendar for the 22/23 school year. Note: Pasco County has off a week before Christmas. Hillsborough County starts their Winter Break on 12/23/22 so LP will meet in the middle with Winter break as 12/22/22-1/4/23.
    - i. JP suggested to add a note that “TWD” stands for “Teacher Work Day” – **VOTE – RN motion to approve calendar with suggested changes, 2<sup>nd</sup> JP – unanimously approved.**
  - b. Instructional Continuity Plan – Required to have an approved plan that is posted for 60 days in order to receive the Federal Government ESSER 3 funds of \$1.6M to assist with COVID related expenses. The money is earmarked for specific items: learning loss, HVAC system upgrades, etc. Consulted with IT consultants and other charter schools. Funds can be used from March 2020 – September 2024. CM added that grant money should not be used for permanent infrastructure. **VOTE to approve ICP - KA motion to approve ICP, 2<sup>nd</sup> JP – unanimously approved.**

## 8) Committee Reports

### a. Building Construction Subcommittee (Moore Chair):

- i. CM has been consulting with Jonathan Moore. 2 years ago project was approximately \$12.6M which included nearly \$1M contingency money and \$1.5M utility connections and construction. Walbridge is estimating 23% increase for basic construction cost which is about \$2M increase bringing the new estimation to \$14.6M. If we borrow another \$14.6M as a bond for 35 years plus the estimated increase in rates by the end of 2022 the total annual debt service would be \$1.26-1.4M.
- ii. In the previous 5 year forecast from 2020, a 2% increase in state revenue was projected due to the expected funding increase to cover mandated instructional salary increases. Given the history of the last 4 years state revenue may grow 1.5% per year. JP added that funding per pupil is lessening and instead being put into specific programs. After budgeting in all extra expenses (salary increases, Covid related changes) and adjusting revenue, forecasted \$900K remaining for debt services but need potentially \$1.4M for debt service if expansion moves forward. Federal grants received in the last few years have helped with the budget but if federal funding went away next year, we would need to cut back on expenses to make up for the short fall. Ms. Kaim adds that the COVID related expenses which were added because of the federal funding will be removed which will free up the budget (ie: day cleaners, etc). Finance Committee will be consulting with RSA. Mrs. Guertin adds that a judgement call will need to be made on positions and programs moving forward. CM does not believe a decision needs to be made on building project until numbers are finalized. Recommends 30 days to consider. Ms. Kaim adds options to consider: replacement for portables with something similar, build a structure similar to PrePrep's building, block building to fit current student capacity, moving PrePrep offsite and utilizing that building for middle school. CM suggests consulting with Jonathan Moore on pricing our options. Regardless of whether or not we move forward with the build, the septic needs to be looked into moving forward. May be able to be funded out of reserves.

### b. Facilities (vacant chair): no report

### c. Finance Committee (Moore Chair):

- i. Monthly financials review: nothing has significantly changed with financials. Surplus for the year for LP & LPP is \$372,000.
- ii. Updated bank resolution to remove CM as Managing Bank Authority. This leaves BG as only authority on the account. CM suggests VG be added. **VOTE – CM motion to remove CM and add VG as Managing Bank Authority, 2<sup>nd</sup> KA – unanimously approved**
- iii. Invitation to Bid for laptop lease – Ms. Kaim added this is to replace one of Lutz Preps current leases that will be ending – **VOTE – CM motion to approved issuance of RFP for laptops, JP 2<sup>nd</sup> – unanimously approved**

### d. Principal Evaluation (Wieland Chair): no report

### e. Policies, Procedures, & School Surveys (Wieland Chair):

- i. School Survey – Mrs. Agard spoke earlier in meeting regarding Perception Surveys.

9) New/Old Business: Mrs. Guertin's Contract, DK is reviewing and will update at next meeting.

10) Meeting closed at 5:40 PM.