



Lutz Preparatory School

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

Board Approval of Minutes: 03/31/2022

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Constance Guertin*

Board of Directors Workshop Minutes February 24, 2022

- 1) Meeting called to order by Board chair at 5:47 PM
- 2) Attendance:
 - a. Present: Andrews, Gaudi, Kouffman, Moore, Narkiewicz, Paladino, & Wieland
 - b. Absent: Lambert & Ramirez
 - c. Administration: Mrs. Guertin
- 3) Chair statement: We have a strong, stable board but need to bring on new board members. Replacement for CM needed. Committee chairs need to be replaced.

As a board, there is need to build the infrastructure.

- 4) Construction Project Update: CM-There is still a lot of work going on with the sewage and water connection. New scope of project needs to be worked on, need to look at the alternatives. David is going to pull some costs for the pre prep building and replacing modules so those numbers will be coming in shortly. Discussion to be continued once more information is gathered.
- 5) Board Members Roles and Responsibilities:

There are 3 BOD openings and there are current committee roles that need to be filled.

JW: Currently, there is a need for the following: School Survey Liaison, Policies/Procedures Chair, Construction/Facilities Chair and Treasurer/Finance Chair.

Plan to advertise positions based on the board's current needs. Discussion.

School Survey liaison- KA volunteered to be the school survey liaison. Responsibilities include working with Megan Agard on the school survey project, evaluating the questions/results, and create action plan to address any deficits found through the survey.

Policies/ Procedures committee hasn't met since 2018. Committee will be closed out due to inactivity.

Construction/Facilities –RN volunteered to be the interim chair to replace CM until we can find a suitable replacement. Responsibilities include supporting David and strategic planning of what the school needs to be thinking about so we can start to plan out repairs/maintenance.

Treasurer – This person will also be the Finance committee chair. Need to recruit an individual with finance/accounting background. 10-14 hours a month commitment. Responsibilities include working with Emily Kaim and the finance committee. Provide support and a forum where the school's finances can be discussed.

- 6) School Survey Discussion- JW- address any results that came in 75% or lower and let us look at what may be causing that perception, especially the question about the board. We should consider changing the question to I want to know more about the BOD. Student conference question – need to learn more about this and address with BG, possible teacher perception issue. Parents want tours and there may be a disconnect because parents are allowed in the building for things such as mystery reader but parents aren't signing up. There is also trouble getting volunteers for school events which could be due to dropping the volunteer hours due to COVID. Possible solution is to reinstate the volunteer hours and to connect them to the school events.
- 7) Principal evaluation review – JW gathers the information from the school to complete this evaluation which is a 2-page document. The different components include curriculum, problem solving, FTE, inventory.
- 8) Strategic fundraising and foundation- A plan to have funding that comes from beyond the parents and doesn't interfere with Bolts of Blue is important. The foundation is the vehicle to do this. Access to funds dedicated for the advancement of education at a broader level is necessary. Development/Advancement committee necessary. Fundraising would be one component and BOD development should be the other. Future annual board retreat/training activity was discussed.
- 9) Governance – The BOD is a governance body that helps guide and provide strategy to the operational leadership.

Next steps: Advertise the open the BOD positions. RN will write up the advertisement for board openings and circulate it to the BOD to approve before posting. Once those advertisement is approved, RL will post it. Open positions will be posted for 2 weeks. JP and VG will work with RL on the process to collect resumes. BOD will meet on March 31st and decide on the dates for the interviews and decide which directors are available to conduct the interviews via zoom.

Meeting Close at 7:27 PM