



# Lutz Preparatory School

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

Board Approval of Minutes: 05/19/2022

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Conna Guertin*

## Board of Directors Meeting Minutes

March 31, 2022

- 1) Meeting called to order by Board Chair at 5:03 PM.
- 2) Meeting held via Zoom:
  - a. Present: Andrews, Gaudi, Kouffman, Moore, Narkiewicz, Paladino (left at 6:21 PM), Ramirez, Wieland
  - b. Absent: Lambert
  - c. Administration: Mrs. Guertin
- 3) Public comment: none
- 4) Guest Speaker: Jonathan Moore, InVision Advisors
  - a. Expansion Cost Update – In early 2020, costs estimated at \$12.5 million - building cost \$7.7 million, on-site work \$1.2 million, water/sewer connection \$1.4 million, soft costs (permitting, architects, fixtures, furnishings, and equipment) \$2.3 million. Updated building cost estimation is \$14.6 million due to 18-23% increase in cost of construction. Any additional square footage added on campus requires on-site improvements to be made (parking lots, ponds, etc.)
  - b. Update on water/sewer line - County is moving forward but no final plan yet. We should know more later this year. DEP and DOH are willing to write letters of support. There is a discrepancy between statutes and inter-local agreement whether charter schools are considered public schools which would prohibit LP from connecting to County line. Edward with RSA participated in writing a bill to fix this discrepancy that states that you cannot exclude a charter school. Bill has passed House/Senate and waiting on Governor's signature.
  - c. A Property Condition Assessment can help to determine the improvements needed for the modulars and the usability of the current modulars.
  - d. Mr. J Moore would like to get with Mrs. Guertin, Ms. Kaim and Ms. Hume on modular budget – improvements needed, possible expansion to be able to present at next meeting.
- 5) Previous minutes approval:
  - a. February 24, 2022 meeting minutes approval on hold to be redrafted with noted changes.
  - b. February 24, 2022 workshop minutes approval – **VOTE – RN motion to accept workshop minutes with corrections noted, 2<sup>nd</sup> DK, unanimously approved**
  - c. March 17, 2022 email vote minutes approval – **VOTE – CM motion to approve, 2<sup>nd</sup> VG, unanimously approved**
- 6) Chair Statement:
  - a. The Board must have a Treasurer in place. Treasurer must attend weekly finance committee meetings. Needs a board member or two to fill in as Interim Treasurer. FR volunteered. DK as backup. Per Mrs. Guertin, Ms Natalie is stepping in to sit on the Finance Committee.
  - b. Thanking a colleague who is a friend to all! Farewell to Chris Moore.
- 7) Director statement:
  - a. Volunteer/Chaperone policy – guidelines based on Florida statutes for misdemeanor/felonies that would exclude approval to volunteer/chaperone – **VOTE – CM motion to accept policy with noted changes, 2<sup>nd</sup> KA – unanimously approved**
  - b. Diversity – Mrs. Guertin suggests a committee for diversity and inclusion to gain more understanding and to embrace and brainstorm ideas through discussion with parents. **VOTE – KA motion to create diversity inclusions committee, 2<sup>nd</sup> FR – unanimously approved**
    - i. KA volunteers to chair committee.
- 8) Committee Reports
  - a. Building Construction Subcommittee (Moore Chair):

- i. Decision needs to be made on direction to move forward with expansion, modulars, etc. Considering increase in construction costs, state funding not increasing as projected verses mandated salary increases, and federal funding ending at some point.
  - ii. There is enough money in reserves to connect to the sewer, if we get approval from the County. Water connection can wait.
  - iii. A new bond would need to be raised with any expansion route chosen which would be at a higher interest rate due to current rates. Whether or not we can get financing for a modular will have to be determined.
  - iv. Pre-Prep contributes about \$200k, Bolts of Blue add \$130k. Would need another \$500k from another source to fund building expansion.
  - v. Ms. Kaim added that she and Mr. Wheaton met with the company who put in the Pre-Prep building. They gave a rough estimate of \$125/sq ft, total rough estimate \$1.6 million. Will be giving a better estimate soon.
- b. Facilities (Narkiewicz Chair - Interim):
- i. Current 5 Year plan review - Moore
- c. Finance Committee (Moore Chair):
- i. New quarterly financial board resolution – district requires financials to be voted on. CM recommends continuing to review financials monthly and vote quarterly on report submitted to district.
  - ii. Monthly financials review –
    - 1. LPP: Revenue has increased about \$60k largely due to \$45k grant received. Expenses down. Surplus \$329k, \$42k above projections.
    - 2. LP: expenses down. Surplus \$740k for the year, \$45k of that will go to sunshades.
  - iii. 2022/2023 School budget review – no federal grants are in the budget, planning on 1.5% state revenue increase, budgeted salaries only have step increases budgeted not cost of living increases, existing modulars budget increased, maintenance to school increased. Budget has LP breaking even. LPP budgeted surplus of \$225k.
    - 1. Ms Kaim and Mrs. Guertin spoke with RSA - advised that LP is required to have all staff up to \$15/hr by beginning of next school year. Budget will be revised and brought to board next month.
  - iv. CM notes that additional Covid costs were around \$120k and will slowly continue to decrease as Covid numbers have declined.
  - v. Sunshade selection of vendor – CM recommends Apollo Sunshade - **VOTE – CM motion to approve accepting vendor, 2<sup>nd</sup> VG - unanimously approved**
  - vi. Janitorial Service Invitation to Bid – **VOTE – CM motion to approve ITB, 2<sup>nd</sup> FR – unanimously approved**
  - vii. Janitorial Supplies Invitation to Bid – **VOTE – CM motion to approved ITB, 2<sup>nd</sup> KA – unanimously approved**
- d. Principal Evaluation (Wieland Chair): no report
- e. School Surveys (Andrews Chair): KA wants to meet with survey team and non-instructional staff for feedback over the Summer.

9) New/Old Business:

- a. Board Development (Narkiewicz) – draft created to start advertising for board openings/committees. FR and DK will give input and return to RN to finalized and then openings can be posted. Dates for interviews for open positions will be determined after advertisement is posted and resumes are gathered.
- b. Mrs. Guertin’s contract (Kouffman): current contract expires 6/30/22 and can be extended for 1 year. Next year a new contract will be drawn up. Bonnie accept extension of existing terms. **VOTE – DK motion to extend contract to June 30, 2023, 2<sup>nd</sup> FR – unanimously approved**
- c. Mrs. Guertin and JW will be looking at administration positions’ job descriptions.

10) Meeting Close: 8:10 PM