



Lutz Preparatory School

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

Board of Directors Meeting Minutes May 19, 2022

- 1) Meeting called to order by Board Chair at 5:05 PM.
Meeting held via zoom:
 - a. Present: Andrews (left at 6:28 PM), Gaudi, Kouffman, Lambert (left at 7:00 PM), Narkiewicz, Paladino, Ramirez, Wieland
 - b. Administration: Mrs. Guertin
- 2) Public comment: Mr. Robert Rinaldi – (VG read Public Comment Guidelines) Mr. Rinaldi, Lutz Prep Gifted & STEAM Teacher, wanted to convey the need for more space for specials teachers. The hardship placed on teachers that need to travel from class to class strains the learning time for students.
- 3) Previous minutes approval:
 - a. February 24, 2022 meeting minute approval – **VOTE – RN motion to approve as written, 2nd DK – unanimously approved**
 - b. March 31, 2022 meeting minutes approval – **VOTE – RN motion to approve as written, 2nd DK – unanimously approved**
 - c. April 28, 2022 email vote minutes approval – **VOTE – RN motion to approve email vote minutes, 2nd FR – unanimously approved**
- 4) Chair Statement:
 - a. Board Meeting Schedule for 2022-23 – **VOTE** – Board discussed and wants to edit schedule with some dates on Zoom and some in-person. Schedule will be re-drafted and revisited at next board meeting.
 - b. Resumes, Ranking, and Interviews for Board Openings
 - i. Board has decided to open back up the advertisement for 24 hours to accept resumes from those who may have missed the window to submit.
 - ii. (Item 7a on Agenda) Dates to interview for board openings (Gaudi) - discussed procedures to interview candidates. Board agrees to interview all candidates who have applied. Dates for interview need to be decided before the end of the meeting in order to inform candidates and set up interviews.
 - c. Judy O'Sullivan recognized for her retirement and willingness to attend every Board meeting.
- 5) Director statement:
 - a. 8th Grade Graduation Update – location, time and some details of graduation given to Board. Chris Moore will be honored at the graduation for his service and leadership to LP.
 - b. HCPS Marjory Stoneman Douglas High School Public Safety Act - Memorandum of Agreement for a School Safety Officer to be assigned to LP. Officer Vito will be at LP until he retires in December and a new SSO will be assigned to us – **VOTE – JP motion for Signature by Board Chair, 2nd DK, unanimously approved**
 - c. Update from Kinder Graduation and update for upcoming Field Day that parents will attending on May 26th.
 - d. Update for staff that will be leaving LP and not returning in the Fall. Exit Surveys being completed by all of those leaving and those who have left this school year. Board would like to see the surveys to address any trends. KA offered to compare Instructional Perception Surveys results completed earlier in the year with the Exit Interviews from those leaving this year to see where LP can improve. JW would like to revisit at next meeting.
- 6) Committee Reports
 - a. Building Construction Subcommittee (Ramirez Chair-Interim):
 - i. Building Project Update – FR and Ms. Kaim put together a presentation to show the Board options on how to move forward with expanding and modular buildings.
 1. No changes: keep school as is, continue to lease the mods. Budget would fall into a deficit after 2 years.

2. Original Expansion Plan: \$14.6M expansion project – projected revenue \$2.34M, additional projected expense \$2.57M put LP at a deficit of \$230k plus regular budget deficit.
 3. Replace Mods with Portable Building (no addition to student enrollment): would remove \$148k from budget for modular lease payments, additional projected expenses \$175k (\$385k if site work is needed), puts budget in the deficit long term.
 4. Replace mods with brick/mortar building (no addition to student enrollment): \$148k mod lease payments would be removed from budget, cost \$4M (\$7M with site work if needed), puts budget in a deficit.
 5. Purchase/renovate current mods: \$148k added back into budget, purchase comes from cash reserves so no additional debt service, no additional expenses in budget. \$1.5M cost. This option helps budget but still eventually going into a deficit.
 6. Purchase/renovate mods and expand brick/mortar to expand students (16 classes): cost \$8.5M, \$2.34M additional revenue, \$2.17M additional expenses, netting \$170k added to budget, by year 5 still in a deficit
 7. Purchase/renovate mods and build portable for pre-prep expansion (add 1 & 2 yo classes): \$7M project, \$1.21M added revenue, \$780k additional expenses, \$382K added in to budget
 8. Purchase/renovate mods and build brick/mortar for pre-prep expansion (add 1 & 2 yo classes): cost \$8.5M, \$1.21M added revenue, \$883k additional expenses, \$282K added in to budget
- ii. Finance Committee recommendations
 1. Mods are structurally sound and purchasing (from cash reserves) and renovating is recommended. Lease for current mods is expiring on 6/14/22; need to make a decision.
 2. Look into options #6-8 to review in the Fall.
 - iii. Decision on Original Expansion Project – **VOTE – FR motion to deny \$14.6M construction project, 2nd RN – unanimously approved**
 - iv. Decision to Purchase or Renew Lease for Current Modulars – **VOTE – FR motion to buy current modulars (and ramps), 2nd RN – unanimously approved**
- b. Facilities (Narkiewicz Chair - Interim): Scott Baker and Mark Hardee have been appointed to this committee. Working with Mr. Wheaton.
 - c. Finance Committee (Ramirez Chair-Interim):
 - i. Monthly financials review – no real changes
 - ii. Budget for 22/23 – **VOTE – FR motion to approve 22/23 budget, 2nd BL – unanimously approved**
 - iii. Audit Engagement – **VOTE – FR motion to engage King & Walker for annual audit, 2nd RN – unanimously approved**
 - iv. Package Insurance Policy Renewal – **VOTE – FR motion to approve policy , 2nd JP – unanimously approved**
 - v. Arbitrage Rate Contract – **VOTE – FR motion to approve 5 year contract, 2nd DK – unanimously approved**
 - d. Policy and Procedures (Wieland Chair): no report
 - e. Principal Evaluation (Wieland Chair): no report
 - f. School Surveys (Andrews Chair): See item 5d. Will revisit at next meeting.
- 7) New/Old Business:
- Dates to interview for board openings (Gaudi) - item moved under Chair statement and then revisited for roundtable with Board. Interviews scheduled for 6/12/22, 1:00PM – 4:00PM (15 minute increments) via ZOOM.
- 8) Meeting Closed at 7:13 PM