



# Lutz Preparatory School

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

## Board of Directors Meeting Minutes

June 30, 2022

- 1) Meeting called to order by Board Chair at 5:03 PM.
  - a. Meeting held via Zoom.
  - b. Present: Andrews (arrived at 5:06 PM), Gaudi, Kouffman, Paladino, Ramirez, Wieland
  - c. Absent: Lambert, Narkiewicz
  - d. Administration: Mrs. Guertin
- 2) Public comment: no guest speakers
- 3) Previous minutes approval:
  - a. May 19, 2022 meeting minutes approval – **VOTE – FR motion to approve as written, 2<sup>nd</sup> DK – approved (KA absent for this vote)**
- 4) Chair Statement:
  - a. Board Meeting Schedule for 2022-23 (revised) – **VOTE – JP motion to approve, 2<sup>nd</sup> FR – unanimously approved**
    - i. Discussed future board meetings including the quarterly in-person meetings and how they will be structured moving forward.
    - ii. Discussed required number of board members needed to have a quorum and needed to vote at each meeting.
    - iii. Workshops – RN wanted to discuss possible workshops. Discussion tabled until next meeting for RN to present.
  - b. Board Openings: JP presented committee recommendations after interviewing candidates
    - i. Director Seat Openings – Board recommends adding Casey Gonzmart, Jr and Natalie Callahan to the two open seats on the LP Board of Directors – **VOTE – JP motion to accept new directors to Lutz Preparatory Board of Directors, 2<sup>nd</sup> DK – unanimously approved**
    - ii. Committee Openings - JP recommends adding an item to future board meeting agenda to discuss revising committee descriptions.
- 5) Director statement:
  - a. Mrs. Guertin gives update on Summer Camps.
  - b. Discussed protocols for the school safety plan that the school has in place with monthly drills, trainings, etc.
  - c. Went over annual goals met - school awarded Leader in Me Lighthouse status, growth shown for students on I-Ready data, implemented Covid monitoring/reporting
  - d. Went over Policy for Physical Inventory. FLDOE changed limits so LP policy will reflect that change. Note: items may be removed from this year's inventory that were on last year's due to changes in the \$5k threshold. – **VOTE – KA motion to approve inventory policy, 2<sup>nd</sup> FR – unanimously approved**
  - e. Discussed an anonymous complaint that came in from Auditor General; claim was investigated by LP administration with students and teachers. After investigation, findings were that the claim was unsubstantiated.

6) Committee Reports

- a. Building Construction Subcommittee (Ramirez Chair-Interim):
  - i. Inspection on modulars is next Tuesday. Currently on a month-to-month lease for modulars. Will move forward with buying modulars as long as inspection goes well.
- b. Facilities (Narkiewicz Chair - Interim): no report
- c. Finance Committee (Ramirez Chair-Interim): no financial committee meeting for June due to no new updates
  - i. FR invited Dennis Alvarez and Eric Taylor to join to finance committee.
  - ii. Monthly financials review - \$900k net income due to grants that have come in; no other changes.
- d. Policy and Procedures (Wieland Chair): no report
- e. Principal Evaluation/bonus (Wieland Chair): JW sent evaluation report on June 14<sup>th</sup> to all board members for the Principal Evaluation. The bonus for Mrs. Guertin is tied to this evaluation and is set to be paid.
- f. School Surveys (Andrews Chair): KA will revisit school surveys in the Fall and will meet with focus groups to identify opportunities for improvement.

7) New/Old Business:

- a. Board wants to schedule a luncheon on August 16<sup>th</sup> at 1:00 PM. Location TBD
- b. Roundtable to welcome new board members.

8) Meeting Closed by Board Chair at 5:56 PM.