

Board Approval of Minutes: 08/16/2022

Board Chair's Signature: *Joyce Nieland*

Director's Signature: *Conrad Hunter*



# Lutz Preparatory School

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

## Board of Directors Vote Via Email July 26, 2022

Email sent 7/26/2022 to Board Members:

Good Evening LP Board Members,

With this Thursday's meeting being cancelled there are **four** items that need the Board's input, three of which need a vote:

1. **Janitorial ITB – VOTE** - See the bid results below. After review the finance committee's recommendation is to move forward with Open Works.

Company	Proposal Status	\$/month	Notes
<i>Todays</i>	Declined via phone	N/A	Declined to bid
<i>SG360 Clean</i>	No response	N/A	No response from vendor
<i>Coverall</i>	No response	N/A	No response from vendor
<i>City Wide</i>	Submitted	\$7,471.13	Price only includes cleaning on scheduled school days- did not follow ITB guidelines (would be about \$10,800/month if they bid 260 days like other vendors)
<i>Peace of Mind (Current Vendor)</i>	Submitted	\$11,967.92	Current Vendor- have had major issues in quality this year
<i>Gator Cleaning</i>	Submitted	\$ 9,440.00	Smaller company similar to what we have now - concern is that we will have the same issues we are having now- not enough staff to clean building leading to poor quality work
<i>Open Works</i>	Submitted	\$ 9,944.00	Management company- larger company with an extra layer of management. Will pull the crew and offer out to a new crew if there are issues. Gives us more flexibility when things are going wrong

2. **Quarterly Financials – VOTE** - See the attached year end financials. Overall, we ended the year really well with a Net Income of \$966,675. I do want to stress that this is a very unusual year with all of the grants we received, being interest only on the bond currently, etc.

Breakdown of the extra income we had this year:

Net Income	\$ 966,675.45
Charter Grants	- \$387,265.71
Pre-Prep Grant	- \$ 97,000.00
Reduced debt service	- \$110,000.00
<b>True Net Income</b>	<b>\$ 372,409.74</b>

3. **Emergency meeting request** – We found out that the original PD for the construction project specified how many K-8 and preschool students we were expanding to. I reached out to Hill Ward Henderson, the firm that originally submitted our PD, and they said switching to preschool students shouldn't be an issue since they typically create less traffic than K-8 students. They also can apply to get us an equivalency matrix so going forward we are able to flex back and forth between our preschool and K-8 student ratio. We are on a very tight timeline so we need to get this going. The next submission date for this would be August 26<sup>th</sup>. HWH said the absolute latest date we can let them know would be August 22<sup>nd</sup> in order for them to meet the 26<sup>th</sup> deadline. I would like to request an emergency board meeting on one of the proposed dates: August 10<sup>th</sup>, 11<sup>th</sup> or 13<sup>th</sup>. Use link below to advise of availability for each date.
4. **Mental Health Plan – VOTE** - The attached MH plan needs to get Board approval. Per Bonnie - we just received the template last week and it is due on 7/27/22 prior to our next board meeting in August. The district told me to submit it on time and get board approval when the board is to meet again.

**Action Items: Complete all items no later than 2pm Thursday, July 28th**

1. Respond to this email with your votes on the below three items. Please number your votes 1-3.
2. Respond with your availability for an emergency meeting through the link below. Please enter your name in each date that you are available not just your preference. Once all Board members have responded we will choose the date with the most board member availability.

**Needed Votes:**

1. Vote to approve Open Works as the selected janitorial vendor for the 2022-2023 school year – **VOTE TO APPROVE** – DK, JP, VG, FR, JW, BL, RN, KA – unanimously approved
2. Vote to approve King and Walker, CPA to prepare the district quarterly financials based on the attached financial statements – **VOTE TO APPROVE** – DK, JP, VG, FR, JW, BL, RN, KA – unanimously approved
3. Vote to approve Mental Health Plan as written – **VOTE TO APPROVE** – DK, JP, VG, FR, JW, BL, RN, KA – unanimously approved

**Emergency Meeting Dates Link:** <https://www.signupgenius.com/go/5080F44A8AF23A4F49-emergency>