

Board Approval of Minutes: 10/27/2022

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Connie Hunter*



# Lutz Preparatory School

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

## Board of Directors Special Called Meeting Minutes August 16, 2022

- 1) Meeting called to order by Board Chair at 5:04 PM.
  - a. Meeting held via Zoom.
  - b. Present: Andrews (arrived at 5:06 PM), Callahan, Gaudi, Gonzmart, Kouffman, Lambert (left at 638p), Narkiewicz, Paladino, Ramirez, Wieland
  - c. Absent: None
- 2) Public comment: no guest speakers
- 3) Previous minutes approval:
  - a. June 30, 2022 meeting minutes approval – **VOTE – DK motion to approve as written, 2<sup>nd</sup> FR - unanimously approved**
  - b. July 26, 2022 email vote minutes approval – **VOTE – DK motion to approve as written, 2<sup>nd</sup> FR - unanimously approved**
- 4) Chair Statement: Chair welcomes everyone to the special called board meeting.
- 5) Director statement: The school year is off to a great start. iReady testing starts this month. September starts FAST assessment testing. New curriculum has been rolled out this year.
- 6) Committee Reports
  - a. Building Construction Subcommittee (Ramirez Chair-Interim):
    - i. Presentation on Building Project - Ms. Kaim presents building project options to the Board
      1. 2 expansion project options
        - a. PrePrep Expansion: 2 options to house new students. Additional projected revenue - \$2.5M. Expanding 141 PrePrep students and 18 Charter Kinder students.
          - i. Portable – additional projected expense - \$2.08M. Net additional profit - \$428K
          - ii. Brick & Mortar – additional projected expense - \$2.18M. Net additional profit - \$328K
        - b. Brick & Mortar K-8 Expansion: Additional projected revenue - \$2.6M. Additional Projected expense - \$2.46M. Net additional profit - \$140K. Expanding 200 K-8 students & 45 PrePrep students.
      2. Finance Committee Recommendation - move forward with a PrePrep expansion.
      3. **VOTE – FR motion to expand PrePrep, 2<sup>nd</sup> KA – unanimously approved**
    - ii. Approval for Hill Ward & Henderson to submit application for PD change – **VOTE – DK motion to approve Hill Ward & Henderson to submit application for PD change, 2<sup>nd</sup> NC – unanimously approved**

- iii. **VOTE – KA motion to approve moving forward with PrePrep Brick and Mortar expansion, 2<sup>nd</sup> BL – unanimously approved**
  - iv. Review of Market Analysis Proposal – HCP & Associates to do market analysis to see what interest the community would have in a Pre-K expansion. RN offered to allow his firm’s research department to do market study instead. JP suggests holding off on this study and later doing a focus group before opening PreK expansion for feedback on potential price point for tuition, curriculum, etc. Board want to survey families at a later time for current family’s interest. (no vote needed)
  - b. Facilities (Narkiewicz Chair-Interim): Committee is seeking to build the facilities committee and will be working with the new Facilities Manager.
  - c. Finance Committee (Ramirez Chair-Interim):
    - i. Monthly financials review – Not much to report since we are at the beginning of the school year. LPP – Summer VPK was \$11k over projection. LP – salaries were updated. Removal of mod rental expense helps offset extra salary expense. \$76k overall more profitable than budgeted. Combined net profit \$355k.
  - d. Policy and Procedures (Wieland Chair): update on advisory committee that are meeting with JW and Mrs. Guertin. Will give an update in September.
  - e. Principal Evaluation (Wieland Chair): no update
  - f. School Surveys (Andrews Chair): no update
- 7) New/Old Business: **VOTE - KA motion to cancel August meeting and resume in September in-person, 2nd FR – approved (BL absent for this vote)**
- 8) Meeting Closed by Board Chair at 6:55PM