


Board Approval of Minutes: 10/7/2022

Board Chair's Signature:



Director's Signature:



Lutz Preparatory School

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

Board of Directors Vote Via Email

Email sent 9/29/2022 to Board Members:

Good Morning Directors,

Firstly, we sincerely hope that you and your families are safe and that your homes and businesses as well as the school campus were not damaged while we rode out Hurricane Ian. Also, we want to thank you all for being flexible and patient with us while we put all of this together to meet our deadlines this week while we all dealt with the storm and power outages and such.

We have 4 items for review since we cannot meet tonight for our monthly BoD meeting. Three of those items need board approval. Please see explanations below:

Please note, the 3rd item (out-of-field notification letter to parents for FTE) will be submitted to the district and not only needs a vote of approval but we also need to submit approved minutes of the letter approval. I will send a draft of those minutes in a different email to be approved, once I gather all of the responses from this email. Therefore, I need a motion and a 2nd noted on the minutes (see detailed wording on item #3 below). Would two of you be so kind to include in your email reply firstly a motion to approve and then can someone reply with a second? Once I compile the votes, I will send the minutes to approve at a later time (later district deadline for this part).

Attached you will find the following items:

1. CPA Representation Letter – **Vote to approve the Representation Letter**
2. King & Walker Independent Auditor's Report for the fiscal year ended on June 30, 2022 – **Vote to approve 2022 audit report**
*note: this was presented to the finance committee. Per Natalie, no concerns on the audit report.
3. FTE Out-of-Field Notification Letter to parents
 - a) **Motion to approve Out of Field Notification Letter to parents for FTE – needed by a director**
 - b) **2nd – needed by a director**
 - c) **Vote to approve**
4. August Financials – Projecting \$82k above budget due to the purchase of modulars and removal of the modular rent expense from the budget. Reminder: This brings Lutz Preps projected profit to \$102k. We are currently in interest only on the bond and will have about \$100k per year more in debt service expense beginning next year. – **No vote needed**

*Please remember to number your votes when replying - 1, 2, 3 (no vote #4).

Please reply by tomorrow, Friday September 30th at 10AM.

If you have any questions on any of these items please reply to this email. I will then compile the questions and email the Board back with answers to any questions.

We appreciate all you do for LP teachers and staff! Please let us know if there is anything you need while we all try to get back to normal as soon as possible.

Board Votes:

1. CPA Representation Letter – **Vote to approve the Representation Letter** – NC, VG, DK, FR, JP, BL, KA, CG - **APPROVED**
2. King & Walker Independent Auditor’s Report for the fiscal year ended on June 30, 2022 – **Vote to approve 2022 audit report**– NC, VG, DK, FR, JP, BL, KA, CG - **APPROVED**
3. FTE Out-of-Field Notification Letter to parents
 - a) **Motion to approve Out of Field Notification Letter to parents for FTE** – NC
 - b) **2nd – VG**
 - c) **Vote to approve** – NC, VG, DK, FR, JP, BL, KA, CG - **APPROVED**