



# Lutz Preparatory School

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

## Board of Directors Meeting Minutes October 27, 2022

- 1) Meeting called to order by Board Chair at 6:07 PM.
  - a. Meeting held via Zoom.
  - b. Present: Andrews, Gaudi, Gonzmart, Lambert (sign in 6:09p), Paladino, Ramirez, Wieland
  - c. Absent: Callahan, Kouffman, Narkiewicz
- 2) Consent Items: KA motion to ratify in-person action by written consent items listed in consent agenda; 2<sup>nd</sup> BL; unanimously approved
  - a. Open Works as the selected janitorial vendor for the 2022-2023 school year – APPROVED 7/26/22
  - b. King and Walker, CPA to prepare the district quarterly financials based on the attached financial statements – APPROVED 7/26/22
  - c. Mental Health Plan – APPROVED 7/26/22
  - d. 2022-2023 Proposed Salary Scale – APPROVED 8/31/22
  - e. 2022-2023 Teacher Salary Increase Allocation Plan to be submitted to the district – APPROVED 8/31/22
  - f. CPA Representation Letter – Vote to approve the Representation Letter – APPROVED 9/29/22
  - g. King & Walker Independent Auditor's Report for the fiscal year ended on June 30, 2022 – APPROVED 9/29/22
  - h. FTE Out-of-Field Notification Letter to parents – APPROVED 9/29/22 3
- 3) Public comment: none
- 4) Previous minutes approval: KA motion to approve minutes listed below as written, 2<sup>nd</sup> FR, unanimously approved (BL absent)
  - a. August 16, 2022 minutes approval – VOTE to approve as written
  - b. August 31, 2022 minutes approval – VOTE to approve as written
  - c. October 7, 2022 minutes approval – VOTE to approve as written
- 5) Chair Statement: Board will be holding a workshop following the November monthly board meeting to review bylaws and discuss board meetings moving forward.
- 6) Director statement:
  - a. Reviewed Annual Goals: Corroboration and organizational procedure through advisory council, mental health strategies implemented school-wide, professional development for new testing standards,
  - b. Reviewed of State Assessment performance goals with Star and FAST testing
  - c. Out of Field Parent Notification Letter Update - FR motion to approve as written, 2<sup>nd</sup> JP, unanimously approved
  - d. Reviewed FTE Projections which were required to be submitted to district. No changes from last year's student projections.
- 7) Committee Reports
  - a. Building Construction Subcommittee (Ramirez Chair-Interim): Ms. Kaim gave update; Mrs. Guertin and Ms. Kaim met with Hill, Ward, & Henderson, the firm handling the PD. Waiting on County Rep for cost projections and estimated timeline for LP paying for the water/sewer connections and then

County reimbursing LP. Edward Briggs should have update this month. Working with Walbridge on tweaking cost of construction.

- b. Diversity Inclusions Committee (Andrews Chair): no update
  - c. Facilities (Narkiewicz Chair - Interim): Narkiewicz absent – no update
  - d. Finance Committee (Callahan Chair): Callahan absent Ms. Kaim gave update
    - i. Update on financials:
      - 1. LPP projecting over budget for Summer VPK, over budget for interest revenue, only change in expense is projected over budget due to cleaning expense due to new vendor, surplus projected over original budget.
      - 2. LP increase revenue over original projected budget due to FTE funding for teacher salaries growth allocation fund, revenue over budget for Bolts of Blue. Consumable costs up for curriculum which is offset by increase on consumable fees from families. Expense: increase in instructional salary, curriculum over budget, over budget in substitutes expense due to additional PTO days given to staff, over in guidance counselor budget, under budget since media center position was changed, facilities: decrease expense for modular rent and increase for modular improvements, facilities wages: decrease in cleaning expense due to hiring on day porter. Overall over budget in profit for charter but next year we will be making principle payment on bond not just interest.
    - ii. King and Walker, CPA to prepare the district quarterly financials based on the financial statements (sent to Board prior to meeting for review).
  - e. Policy and Procedures (Wieland Chair): no update this month will have more next month.
  - f. School Surveys (Andrews Chair): wants to coordinate timing to start survey
- 8) New/Old Business:
- a. Board discussed moving November meeting and workshop to Zoom instead of in-person. December will be zoom as well.
  - b. Mrs. Hume gives an update on Bolts of Blue success this year. Silent Auction coming up in November. Will give update on auction results at next Board meeting.
- 9) Meeting Closed at 6:35PM.