

Board Chair Signature:



Director Signature:



Lutz Preparatory School

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

Board of Directors Meeting Minutes

November 17, 2022

- 1) Meeting called to order by Board Chair at 5:06 PM.
 - a. Meeting held via Zoom.
 - b. Present: Andrews (sign in 5:16pm), Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Ramirez, Wieland
 - c. Absent: Lambert
 - d. Administration: Mrs. Guertin
- 2) Public comment: none
- 3) Previous minutes approval:
 - a. October 27, 2022 minutes approval – JP motion to approve as written, 2nd RN, unanimously approved (absent KA).
- 4) Chair Statement: Thanked FR for serving as interim Treasurer. Board discusses appointing NC as new Treasurer – RN motion to appoint Natalie Callahan as Treasurer, 2nd DK, unanimously approved (absent KA).
- 5) Director statement: Reviews the 3 new policies from policies and procedures that the State Board of Education has adopted – NC motion to approve policies as written, 2nd FR, unanimously approved
 - a. Policy on School Bathrooms, Locker Rooms, and Dressing Rooms
 - b. Policy on Protection of Student Information in Connection with Online Educational Services
 - c. Policy on Complaints Related to House Bill 1557 (2022)
- 6) Committee Reports
 - a. Building Construction Subcommittee (Ramirez Chair-Interim): Ms. Kaim and Mrs. Guertin met with Edwards Briggs and Hill, Ward, & Henderson this month. Waiting to touch base with Jonathan Moore for traffic study and survey.
 - b. Diversity Inclusion Committee (Andrews Chair): no report; trying to build committee, reevaluate committee moving forward.
 - c. Facilities (Narkiewicz Chair - Interim): RN asks for an update from Mrs. Guertin & Ms. Kaim on the Facilities team and department so the committee can move forward. Wants to set up a meeting.
 - d. Finance Committee (Callahan Chair): RM motion to approve all items as written under Finance Committee agenda, 2nd FR, unanimously approved
 - i. King and Walker, CPA district quarterly financials based on last quarter financial statements – Motion to approve King and Walker to prepare quarterly financials
 - ii. Reviewed Pre-Prep tuition rates for 2023-24 school year. Increase is in line with other school rates. JP asks about discount for families for payments in full (already being offered), check payments vs credit card payments (cc not currently being accepted). Board would like to look into accepting credit cards for tuition. – Motion to approve 2023-24 tuition rate schedule
 - iii. Review Board Bank Resolution - Close Service First CD – Motion to approve closing Service First CD
 - iv. Board to approve FR to sign 990 (tax exempt) – Motion to approve FR signature on 990
 - v. Property Insurance renews on December 9th. We are waiting on insurance quotes. Delay due to recent storm – Motion to approve up to 20% increase.

- vi. Review October Financials – not much change from last month. LP increase from school recognition fund; these monies go straight to staff salaries. LP up in expenses due to cleaning costs.
 - e. Policy and Procedures (Wieland Chair): advisory committee will meet again in February.
 - f. School Surveys (Andrews Chair): working with Mrs. Guertin to roll out school survey in January.
- 7) New/Old Business: none
- 8) Meeting Closed at 6:16 PM.