

Board Approval of Minutes: 1/26/2023

Board Chair Signature:

Joyce Wieland

Director Signature:

Bonnie Guertin



Lutz Preparatory School

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

Board of Directors Meeting Minutes

December 15, 2022

- 1) Meeting called to order by Board Chair at 5:02 PM.
 - a. Meeting held via Zoom.
 - b. Present: Andrews, Gaudi, Kouffman (sign in 5:06 pm), Lambert (signed out at 5:45PM), Narkiewicz, Paladino, Ramirez, Wieland
 - c. Absent: Callahan, Gonzmart
 - d. Administration: Mrs. Guertin
 - e. Parent Representative: Mrs. Lunsford
- 2) Public comment: none
- 3) Previous minutes approval:
 - a. November 17, 2022 meeting minutes approval – VOTE to approve as written
 - b. November 17, 2022 workshop minutes approval – VOTE to approve as written
 - c. December 2, 2022 emergency meeting minutes approval - VOTE to approve as written
 - d. KA motion to approve above minutes as written, 2nd FR, unanimously approved (absent DK,NC,CG)
- 4) Chair Statement: JW welcomed everyone. Revised bylaws will be adopted at this meeting and in January we will vote in officers and visit director terms. JW updated the board on her working with Mrs. Guertin this month on state reports, inventory, hiring procedures, and mid-year goals for the December Director bonus.
- 5) Director statement:
 - a. Mrs. Guertin updated the Board on her Mid-year Goals: developing and Advisory council committees for Elem & Middle School, mental health strategies for student support, professional development to staff for new testing.
 - b. Review of Policy on Dismissal of Students that Shawn Arnold wrote for LP. The Board would like to review and revisit in January to approve.
 - c. Baycare Health will be presenting to students in 5th through 8th grades on Wellness and Safety. Baycare will be at the next BoD's meeting to answer any questions.
- 6) Committee Reports
 - a. Building Construction Subcommittee (Ramirez Chair-Interim): Ms. Kaim is meeting with the traffic study vendor and then there will be more to report.
 - b. Diversity Inclusion Committee (Andrews Chair): committee is being put on hold until there is interest in building members.
 - c. Facilities (Narkiewicz Chair - Interim): committee will be meeting after the new year with the Facilities team to identify areas where they can use additional support.
 - d. Finance Committee (Callahan Chair): Callahan absent; Ms. Kaim gave update.
 - i. Review November Financials –
 1. LP applied for an Employee Retention Credit and was approved. These are Covid relief funds. We will receive a portion of wages back from employees retained during Covid.
 2. The Lightning claim from the beginning of this school year has been added to the budget. The work is not completely finished. Hoping it will be wrapped up in the next few weeks.
 3. Interest rates were doubled with Valley.

4. JW asked if increases have been seen in the budget for things like office supplies. Ms Kaim confirmed that many things have increased. Hoping that FTE funds are increased to help.
 - e. Policy and Procedures (Wieland Chair): no report
 - f. School Surveys (Andrews Chair): Mrs. Guertin reached out to teacher committee to roll out school survey in January. No changes to survey from last year.
 - g. Directory December Bonus: JW motion to approve; 2nd DK; unanimously approved (absent NC,CG)
- 7) New/Old Business:
- a. Revised Bylaws followup: Mrs. Guertin updated the Board on the questions from the prior meeting
 - i. Board meetings can be on Zoom.
 - ii. Conflict of Interest template from Shawn Arnold will replace the former one.
 - iii. The Board can encourage a Board member to leave during a meeting regarding a Conflict of Interest but cannot ask them to leave.
 - iv. JW leads a roundtable to discuss any additional questions or concerns regarding bylaws before approving.
 - v. DK motion to approve new bylaws with new Conflict of Interest Policy and implement effective immediately the revised Bylaws; 2nd KA; unanimously approved (absent NC,CG,BL)
- 8) Meeting Closed at 5:51 PM.