

Board Approval of Minutes: 04/27/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Conner Guertin*



Lutz Preparatory School

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

Board of Directors Meeting Minutes

March 30, 2023

- 1) Meeting called to order by Board Chair at 5:05PM
- 2) Meeting held via Zoom
- 3) Public comment
 - a. Jessica O'Connor – addressed her concerns about safety measures at Lutz Prep.
- 4) Attendance:
 - a. Present: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Ramirez, Wieland
 - b. Absent: Lambert
 - c. Administration: Mrs. Guertin
 - d. Parent Representative: Rachel Lunsford
- 5) Previous minutes approval:
 - a. February 23, 2023 Meeting Minutes Approval - **VOTE** – JP motion to approve minutes as written; 2nd FR; unanimously approved (absent BL)
- 6) Chair Statement: no items
- 7) Director statement
 - a. Discussed upcoming details for graduation ceremonies for 8th grade, Kinder, VPK.
 - b. Gave update on Summer Camps, Summer VPK classes, Field Day for elementary students.
 - c. Update on the district coming out for site visit.
 - d. Reviewed Progress Monitoring scores that LP has received.
 - e. Mrs. Guertin informed the BoD that she is working along with JW on ways to incentivize teacher retention and recruiting quality teachers for the 23/24 school year.
- 8) Committee Reports
 - a. Building Construction Subcommittee (Callahan - Chair)
 - i. Guest Speaker, Jonathan Moore presented at the beginning of the meeting. Updated BoD on the current building project including site work (water, sewer, road work) and new PD (plan development) with the County. He recommends getting started on the sewer/water soon. FR asks about whether reimbursement from County for water/sewer is guaranteed. JP asks about type of building plan for brick and mortar expansion.
 - ii. Decision on Walbridge Contract - VOTE – no vote; revisit at a later time
 - b. Facilities (Narkiewicz Chair - Interim)
 - i. HVAC update - CG has been working with BAL Engineering for HVAC system equipment replacement.
 - ii. Updated BoD on lightning protection policy. Lightning rod currently on building. Vendor recommends increasing protection.

- c. Finance Committee (Callahan Chair):
 - i. Ratify Chair signature on Sunbiz filings - **VOTE** – RN motion to ratify Chair signature; 2nd KA; unanimously approved (absent BL)
 - ii. Review Pre-Prep roof RFP responses – **VOTE** – KA motion to approve Protex Roofing proposal (pending Facilities Committee approval); 2nd NC; unanimously approved (absent BL)
 - iii. Updated Procurement Policy – **VOTE** – RN motion to approve new procurement policy including raising limit from \$5k to \$10k; 2nd FR; unanimously approved (absent BL, CG)
 - iv. February Financials Review
 - 1. LPP: one time increase on voucher for salary; increased misc expense for lightning
 - 2. LP: decreased capital outlay from state; increase in substitute teacher expense; decrease in rent due to purchase of modulars; debt expense increased.
 - v. 2023-2024 Draft Budget Review: cleaning company removed and staffing custodians in-house; things to consider including monies budgeted for roof replacement in the future and teacher appreciation (bonuses, etc)
- d. Policy and Procedures (Wieland Chair): no report
- e. Principal Evaluation (Wieland Chair): no report
- f. School Surveys (Andrews Chair): Reviewed Perception Survey results
 - a. Mrs. Adkins discussed the structure and participation of perception surveys: all families, teachers, and non-instructional staff were sent the survey to complete.
 - b. KA reviews takeaways for BoD to note:
 - i. Instructional Survey takeaways: Advisory Group created by JW & Mrs. Guertin to address teacher concerns. Group made up of a representative from every grade level and group. JP recommends rotating the representatives from each grade level/group.
 - ii. Family Survey takeaways:
 - 1. KA suggests reviewing exit interviews/surveys along with what has been brought to the advisory committee to address teacher turnover that is currently high in education.
 - 2. Behavioral policies and processes improved this year to address student behavioral concerns/bullying.
 - iii. Survey format should be revised for next year to better accommodate groups being surveyed and for more accurate data.
 - iv. Comments section from faculty and families will be reviewed by Board. DK and JP discuss 22/23 exit surveys and current exit interviews for staff leaving this year.

9) New/Old Business:

10) Meeting Close by Chair at 7:50 PM.