



Lutz Preparatory School

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

Board of Directors Meeting Minutes

April 27, 2023

1. Meeting called to order by Board Chair at 5:04pm
2. Meeting held via Zoom
3. Public comment: none
4. Attendance:
 - a. Present: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Lambert (logged off at 6:01pm), Paladino (logged off at 6:07pm), Wieland
 - b. Absent: Narkiewicz, Ramirez
 - c. Administration: Mrs. Guertin
 - d. Parent Representative: Emily Kaim
5. Previous minutes approval:
 - a. March 30, 2023 Meeting Minutes Approval – **VOTE, JP motion to approve, CG 2nd unanimously approved (absent FR, RN)**
 - b. April 18, 2023 Special Called Board Meeting Minutes Approval – **VOTE, DK motion to approve, CG 2nd, unanimously approved (absent FR, RN)**
6. Chair Statement: In the summer, we can share ideas about the best way to communicate and share information with BG and implement it for the upcoming school year.
7. Director statement: VPK graduation 5/16 at 5pm, Kg graduation 5/17 during school day, 8th grade graduation 5/25. Annual site visit report shared with BOD. Working on a buddy program and mentor program. 2 teachers are leaving due to personal reasons. No openings for next year. Would like to have Mr. Bethune and Mrs. Smallwood come to next meeting to go over the school behavioral policy.
 - a. Mental Health Assistance Allocation – opt out – **VOTE to ratify Chair signature, DK motion ratify signature, NC 2nd, unanimously approved (absent FR, RN)**
8. Committee Reports
 - a. Building Construction Subcommittee (Callahan - Chair): no report
 - b. Facilities (Narkiewicz Chair - Interim): no report
 - c. Finance Committee (Callahan Chair):
 - i. March Financials – Review: no significant changes to financials from last month
 - ii. Quarterly Financials – **VOTE – NC Motion to approve King & Walker to prepare quarterly financials, 2nd DK, unanimously approved**
 - d. Policy and Procedures (Wieland Chair): no report
 - e. Principal Evaluation (Wieland Chair): JW said she will be starting Mrs. Guertin's evaluation and advised that it will take her until June 30th to complete.
 - f. School Surveys (Andrews Chair): KA confirms and reiterates the steps being taken to address the concerns from teachers and families from perception survey including the advisory committee, the behavioral policy and procedures that the schools is taking, and revising the survey next year.
9. New/Old Business:

- a. JP reviews items for the Board to discuss after reviewing the Perception Survey results and encourages the Board to read the perception survey comments.
 - i. Exit Interviews – requests to review and recommends the other Board members review the exit surveys.
 - ii. Communication between Admin/staff and Admin/parents – improve communication and increase parent interactions
 - iii. Parent/Teacher conferences – Admin to encourage in-person with the option of Zoom
 - iv. Concern over Middle School staffing and turnover
 - v. Moving BoD meetings to in-person for next school year. DK - discussed moving some to in-person and some on Zoom to accommodate schedules. **VOTE: JP motion to move August BoD meeting from Zoom to in-person, DK 2nd, unanimously approved** will discuss future meetings such as quarterly on-campus meetings or hybrid options. June and July to remain on zoom.
 - vi. Advisory Meetings – JP recommends more Board involvement at teacher advisory meetings. Discussion about needing confirmation regarding Sunshine laws to see if this is possible.
 - vii. Perception Survey Improvement - Review budget for possibility of hiring a consultant to administer the survey next year instead of in-house. KA: Survey data is skewed, need to encourage more participation.

10. Meeting Closed by Chair at 6:27.