

Board Approval of Minutes: 06/27/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Pia Smaller*



Lutz Preparatory School

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

Board of Directors Meeting Minutes

May 18, 2023

- 1) Meeting called to order by Board Co-Chair at 5:09 PM.
- 2) Meeting held via Zoom
- 3) Public comment:
 - a. VG reads Public Comment Guidelines.
 - b. First speaker who signed up did not join zoom meeting.
 - c. Mrs. Christen Grey spoke to the Board about her concerns regarding an incident that happened at LP. She asks questions for the Board to consider regarding video surveillance reviewing policy with students and parents and behavioral procedures of the school.
- 4) Attendance:
 - a. Present: Andrews (Zoom signed out-5:38, in 5:53, out 6:24), Callahan, Gaudi (signed out 6:09), Gonzmart, Kouffman, Narkiewicz, Paladino, Ramirez
 - b. Absent: Lambert, Wieland
 - c. Administration: Mrs. Guertin
 - d. Parent Representative: Rachel Lunsford
- 5) Previous minutes approval:
 - a. April 27, 2023 Meeting Minutes Approval - VOTE - KA motion to approve as written; RN 2nd; unanimously approved
- 6) Chair Statement: none
- 7) Director statement:
 - a. Mrs. Guertin reviewed annual goals: update regarding Advisory Committee with JW and teacher representatives, mental health strategies for students, reviewed LP's new state testing implementation. DK asked question regarding what teacher representatives make up the advisory committee and who was asked to report committee update to the BoD. Mrs. Guertin replied that committee members were chosen and all were asked to write a report to present to the Board. DK suggests rotating members on committee. JP asked for clarification from the attorney on what Board members can attend advisory meetings; Mrs. Guertin said that she will get back with the BoD on this matter. KA voices her concern of an additional BoD member joining meetings and the perception to the teacher representatives.
 - b. Marjorie Stoneman Douglas High School Public Safety Act - School Security options: Mrs. Guertin reviewed with BoD – VOTE – NC motion to ratify Chair signature; CG 2nd; unanimously approved
- 8) Committee Reports
 - a. Building Construction Subcommittee (Callahan - Chair)
 - i. NC updated Board on concept budget put together by Invision Advisors; committee recommends pausing project due to inflation but push Hillsborough County to move forward with sewer/water. Possibly moving forward with having plans drawn. Board decision needed on how to move forward. Board discussed and decided to revisit decision next month.

- b. Facilities (Narkiewicz Chair - Interim)
 - i. Lightning Protection project and HVAC project will start 5/29.
 - ii. DK asks for an update on forecasted projects for school. Mrs. Kaim says software for project is in use and in the process of being updated.
 - c. Finance Committee (Callahan Chair)
 - i. April Financials reviewed with Board.
 - ii. Final 23-24 Budget reviewed with Board - VOTE – RN motion to approve LP & LPP 23-24 Budgets; JP 2nd; unanimously approved
 - iii. Audit engagement approval needed to move forward - VOTE – FR motion to approve 2023 Audit Engagement with King & Walker; RN 2nd; unanimously approved
 - iv. Package Insurance quote reviewed with Board - VOTE FR motion to approve Philadelphia quote for the package insurance renewal up to but not exceeding \$53k; RN 2nd; unanimously approved
 - v. Reviewed approval needed to ratify DK’s signature on the Owners Authorization for the PD modification – VOTE – FR motion to ratify Co-Chair Signature; JP 2nd; unanimously approved
 - vi. Reviewed approval needed to ratify JW’s signature on Moody’s Bond Renewal – VOTE – DK motion to ratify Chair signature; RN 2nd; unanimously approved
 - d. Policy and Procedures (Wieland Chair): no update
 - e. Principal Evaluation (Wieland Chair): update next month from JW
 - f. School Surveys (Andrews Chair): no update
- 9) New/Old Business:
- a. 2023/24 Board Meeting Proposed Schedule: Board discussed schedule and location of meetings; change made to meet on campus in November, January, and April with all other dates on Zoom. Times may be revisited at a later date depending on location of meetings – VOTE – NC motion to approve BoD Meeting schedule with noted location changes; JP 2nd; unanimously approved
 - b. Sunshine laws and Board Involvement at Teacher Advisory Meetings will be addressed next month after speaking with attorney.
 - c. DK reminds the Board that the Director’s contract expires on June 30, 2023 and that JW will review Mrs. Guertin’s evaluation at the June BoD meeting.
 - d. Director’s July Bonus Stipend: Board approval needed based on Mrs. Guertin’s goals presented earlier in the meeting – VOTE – RN motion to approve Director’s stipend per contract; FR 2nd; unanimously approved.
 - e. NC asks to address the current policy on surveillance video reviewed by parent which was brought up in the beginning of the meeting. Mrs. Guertin explains policy and who reviewed and reported findings from the video of incident. If any adjustments are needed to the policy then the matter will be brought before the Board.
- 10) Meeting Close at 6:49 PM.