

Board Approval of Minutes: 06/27/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*



Lutz Preparatory School

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

Board of Directors Emergency Meeting Minutes

June 5, 2023

6:15 PM

1. Meeting called to order by Board Chair at 6:33 PM.
2. Meeting held at Lutz Prep Cafeteria (Narkiewicz Hall)
3. Public comment: none
4. Attendance
 - a. Present: Andrews (arrived at 6:40), Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz, Ramirez, Wieland
 - b. Absent: Lambert, Paladino
 - c. Administration: Mrs. Smallwood & Mr. Bethune
 - d. Parent Representative: Rachel Lunsford
5. JW informed the Board that Mrs. Guertin has resigned via letter of resignation sent to the Board Chair.
 - a. The Director's contract expires June 30, 2023.
 - b. Mrs. Guertin requests in her resignation letter to the Board Chair that Mrs. Smallwood be named Interim Director. JW suggests a different title for Mrs. Smallwood while we advertise the Director's position. NC recommends that Mrs. Smallwood be named Interim Director so that the position is not vacant in the transition. RN confirmed with Mrs. Smallwood that she is willing to step in as Interim Director. VOTE: NC motion to approve Mrs. Smallwood as Interim Director; KA 2nd; unanimously approved
 - c. Due to the resignation we will need to advertise the Director's position after Board approves Director's job description to be posted at a later meeting.
 - d. Board requests for the district to ensure that Mrs. Smallwood has access to all district items needed prior to Mrs. Guertin's last day on campus.
 - e. JW requests that Mrs. Guertin give a list of the items that need to be done before the first day of school in August. Board asks what Mrs. Smallwood and staff need over the summer to be ready for school to start and to make an action plan with due dates and staff responsible for the items.
 - f. KA suggests that the Board look over contract for new Director to make revisions to correct any issues in the future.
 - g. Chair requests Board approval on Director's resignation. CG asked what the remainder of Mrs. Guertin's time looks like; her last day on campus will be Thursday, June 8th and last day for Lawson purposes will be June 30, 2023, using PTO until that date. VOTE - RN motion to accept Mrs. Guertin's resignation; 2nd FR; unanimously approved
 - h. NC informs the Board of Mrs. Guertin's accrued PTO and her expectation of payout on the accrued PTO. The Board discussed policy and background on past PTO payouts. Board discussed how to move forward. DK recommends consulting Shawn Arnold for guidance.
 - i. JW suggests school staff responding on behalf of the Board on concerns from staff and families to communicate the steps being taken after this resignation. The Board requests Mrs. Smallwood and Mr. Bethune work with teachers on an open invitation for staff moving forward.
 - j. RN asked about next Board meeting scheduled for June 27th and suggests a possible workshop before then to discuss items needed to move forward in the transition after Director's resignation. Monday, June 12th suggested @ 6 PM via Zoom. CoChair will chair workshop.
6. Meeting Closed at 7:50 PM.