



# Lutz Preparatory School

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

## Special Called Board of Directors Meeting/Workshop Minutes June 12, 2023 at 6:00 PM

1. Meeting called to order by Board CoChair at 6:12 PM.
2. Meeting held via Zoom
3. Public comment: none
4. Attendance:
  - a. Present: Andrews (signed out: 6:22p, in: 6:33p), Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz (signed out: 7:30p), Ramirez
  - b. Absent: Lambert, Paladino, Wieland
  - c. Administration: Mrs. Smallwood
  - d. Parent Representative: Rachel Lunsford
5. CoChair statement: The purpose of the meeting/workshop is to review the ongoing transition after Mrs. Guertin's resignation and transfer to Mrs. Smallwood as Interim Director.
6. NC reviews the Bank Resolution needed to remove Mrs. Guertin and add Mrs. Smallwood – **VOTE**: RN motion to approve Bank Resolutions; FR 2<sup>nd</sup>; unanimously approved
7. DK asked administration and the Board if there are any items that need to be addressed to transfer access from Mrs. Guertin to Mrs. Smallwood. **VOTE**: KA makes motion to approve replacement of Mrs. Guertin with Mrs. Smallwood for all relative items to continue operation of the school; NC 2<sup>nd</sup>; unanimously approved
8. Board discussed what other access needs to be updated/deactivated.
  - a. LP email access to be suspended as of today's date. All new emails will be forwarded to Mrs. Smallwood.
  - b. LP credit/debit cards have been deactivated.
  - c. Fob and keys were turned in on 6/8.
  - d. District access – DK updated Board, after speaking with Shawn Arnold, having two principals listed for LP is not recommended. Board asks staff to speak with the Charter office regarding change and to move forward with recoding Mrs. Guertin in Lawson from principal to substitute teacher to reduce access for higher level items but still keep her in Lawson until 6/30/23 to give her access to her Personal Development items, etc.
9. Memorandum of Agreement: the district needs Board approval on a form regarding LP's SSO for 23/24; this is in addition to the previously Board approved form for a SSO. **VOTE**: RN motion to approve CoChair signature for Memorandum of Agreement for School Safety Officer; NC 2<sup>nd</sup>; unanimously approved
10. DK informs the Board of an issue that was brought to him regarding LP documents on a thumb drive in Mrs. Guertin's possession. Most documents are public records; the only concern is any documents that contain student information. Shawn Arnold advised making Mrs. Guertin aware that LP is requesting documents be returned to LP and/or destroyed. DK will advise Board if any further issue arises.
11. CoChair recommends covering the items on the workshop agenda in this special called meeting instead of closing and starting a separate meeting for the workshop.
12. RN states the Board's desire to be open to all staff to ensure all concerns and needs are met in this transition. Board discusses topic; including letters to the Board collected (possibly anonymous) and potentially holding a town hall meeting to give an opportunity for staff and families to bring matters to the Board.
13. Advertising Director Position – timeline: RN suggests possibly waiting to fill Director's position if needed. Board will review Director's job description to post and where to post opening – Indeed.com, recruiter, etc. In the meantime, reaching out to any contacts in the Charter or education field that LP is looking.

14. Board asks admin if during the interviewing/hiring process, staff is prepared to handle workload. Mrs. Smallwood advised the Board after meeting with staff, she suggests the idea of utilizing subs for front desk/office during increased/busier times which will allow current office staff to be pulled to fill in during busy times of the school year.
15. Update on Director's PTO Payout: Ms. Kaim provided the Board with the history of PTO payouts for non-instructional employees. Board discussed and is consulting employment attorney on how to move forward. KA suggested that DK take charge of PTO payout with the attorney on behalf of the BoD and report back.
16. NC suggests adding agenda item for June 27<sup>th</sup> - stipends for Interim Director and staff who are picking up additional responsibilities during transitions.
17. Mrs. Smallwood presented action plan to prepare for school to start: items delegated to staff, event(s) to boost staff morale and connect staff with the Board, possibly having a teacher rep attend Board meetings in the future, advisory committee meetings and how to move forward including surveying current members, and staying compliant with all items required by the district.
18. Meeting Closed at 7:57 PM.