



Lutz Preparatory School

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

Board of Directors Meeting Agenda

July 27, 2023 5:00 PM via ZOOM

Pre-Meeting Agenda

1. Meeting called to order by Board Chair
2. Updated Parent Notification Letter for out-of-field teachers: **VOTE to approve**
3. Meeting adjourned by Board Chair

Regular Meeting Agenda

1. Meeting called to order by Board Chair
 - a. Meeting held via Zoom
 - b. Attendance:
 - i. Present: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Wieland
 - ii. Absent: Narkiewicz, Ramirez
 - iii. Administration: Kim Smallwood
 - iv. Parent Representative: Rachel Lunsford
2. Public comment:
3. Previous Meeting Minutes Approval: June 27, 2023, July 27, 2023 Pre-Meeting Minutes: **VOTE to approve**
4. Chair Statement:
 - a. New agenda format
 - b. Update from Shawn Arnold, Education Law Attorney
5. Interim Director Statement:
 - a. 2023/24 LP Employee Handbook – see noted changes: **VOTE to approve**
 - i. Revisions to PTO and further example of overuse of PTO (Section 302)
 - ii. Leave of Absence – updates for FMLA (Section 306)
 - iii. Wall and Window care – based on fire inspection (Section 613)
 - iv. Pre and Post Testing & Universal Screener {previously iReady} (Sections 712 and 713)
 - b. 2023-24 Mental Health Application (due by 7/27/23): **VOTE to approve**
 - i. *Required to be submitted in ChartersLink and CIMS*
 - c. New Staff Members
 - d. Parent/Admin Connection event – 7/31/23 (flyer attached)
 - e. Save the Dates List (tentative list for 23-24 school year)
 - f. Meet the Teacher / Open House – 8/7/23 (invitation for BOD table)
6. Committee Reports
 - a. Building Construction Subcommittee (Callahan-Chair)
 - b. Facilities Committee (Narkiewicz Chair-Interim)
 - c. Finance Committee (Callahan Chair)
 - i. June Financials Review
 - ii. Quarterly Financials: **VOTE to approve King & Walker to prepare quarterly financials**
7. New/Old Business
 - a. Update on former Director's settlement and separation agreement (Kouffman)
 - b. Discuss scheduling Town Hall and Interviews
 - i. Town Hall Meeting: Tuesday 9/5 or Thursday 9/7
 - ii. Interviews:
 1. Reviewing resumes – deadline for BoD to pick their top two applicants: 8/10
 2. Screening of Applicants: Tuesday 9/12 or Wednesday 9/13 (If no Town Hall, push up to 9/5 or 9/7)
 3. Final Interview of Top 3 Candidates: Tuesday 9/19 or Wednesday 9/27
 4. Present at Interviews: Board, Teacher Representative, Parent Representative, PTA President
 - c. New Director's Contract
8. Meeting adjourned by Board Chair