



Lutz Preparatory School

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

Board of Directors Meeting Minutes

June 27, 2023 at 5:00 PM on ZOOM

1. Meeting called to order by Board Chair at 5:04PM.
2. Meeting held via Zoom
3. Public comment: none
4. Attendance
 - a. Present: Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Wieland (voting member for this meeting)
 - b. Absent: Andrews, Lambert, Narkiewicz, Ramirez
 - c. Administration: Mrs. Smallwood
 - d. Parent Representative: Rachel Lunsford
5. Previous Meeting Minutes Approval – VOTE: NC motion to approve as written; JP 2nd; unanimously approved
 - a. May 18, 2023 Meeting Minutes
 - b. June 5, 2023 Emergency Meeting Minutes
 - c. June 12, 2023 Special Called Meeting/Workshop Minutes
6. Chair Statement:
 - a. Brian Lambert resigned from the LP Board of Directors effective tonight.
 - b. Suggested a new format for Board meeting agendas including consent agendas and teach and learn or a designated time to celebrate LP with items/events going on around the school.
7. Interim Director Statement:
 - a. Student/Parent Handbook: Mrs. Smallwood reviews changes to the handbook with the BoD – VOTE: JP motion to approve 2023-24 Parent/Student Handbook as written; CG 2nd; unanimously approved
 - b. Meet and Greet/Open House: these events are combined this year and will be held on Monday, August 7th. Flyer will be sent to families & staff. Board members invited to attend and give a chance for families to connect with the BoD.
8. Committee Reports
 - a. Building Construction Subcommittee (Callahan-Chair): PD submitted to Hillsborough County. Not able to schedule meeting with FDOT until 7/25.
 - b. Facilities Committee (Narkiewicz Chair-Interim): no report
 - c. Finance Committee (Callahan Chair)
 - i. May Financials Reviewed with Board.
 - ii. Stipends for Interim Director and staff during transition: reviewed breakdown of finance committee's recommendation for stipends – VOTE: VG motion to approve monthly stipend proposal from Finance Committee; JP 2nd; unanimously approved
 - d. Policy and Procedures (Wieland Chair)
 - i. Advisory Committee:
 1. Mrs. Jeffers gave update about her time on the advisory committee and Mrs. Cataldo submitted a letter for the Board to review as well.
 2. JP, CG, & DK expressed their interest in being a part of the teacher advisory committee. DK asked Mrs. Jeffers her opinion on Board involvement at the Advisory Committee meetings; she expressed that they would be welcomed.

- e. Principal Evaluation (Wieland Chair): no report
 - f. School Surveys (Andrews Chair): no report
9. New/Old Business
- a. Sunshine laws on Board Involvement at the Advisory Committee meetings: will revisit when decisions are made on how meetings/committee will move forward.
 - b. Update on former Director's request for PTO payout: DK updated Board after speaking with LP's attorneys; legal counsel advised that LP is not required to pay out former Director for accrued PTO due to the fact that it is not stated in the contract or covered under FL law. DK suggested implementing a separation agreement that will include confidentiality agreement, non-disclosures, non-pouching, etc and settling on a payout amount. – VOTE: JW motion to approve DK to negotiate with Mrs. Guertin on a separation agreement with a settlement pending final Board approval; CG 2nd; unanimously approved
 - c. Job description for director position for advertisement: Board discussed approving job description and where to advertise. NC suggests and Board agrees to put a small description on the website and Indeed along with a link to a detailed description.
 - d. Potentially scheduling a town hall: Board discussed possibility of scheduling in order for faculty/staff to have input and bring matters to the Board. We will visit this idea in the future.
 - e. DK checks in with Mrs. Smallwood and Mr. Bethune for an update on how things are going and what they need while transitioning after former director's resignation and planning/preparing for the new school year.
10. Meeting Close by Board Chair at 7:11PM.