



Lutz Preparatory School

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

Board of Directors Meeting Minutes

July 27, 2023 5:00 PM via ZOOM

Pre-Meeting Agenda

1. Meeting called to order by Board Chair at 5:05 PM
2. Guest Speaker: Shawn Arnold, Education Law Attorney – updated Board on Sunshine Laws as it applies to the interview process in order to prepare for screening applicants to fill Director position.
3. Out-of-Field Parent Notification Letter: VOTE – KA motion to approve out-of-field notification letter to parents dated 07/13/2023, 2nd JP – unanimously approved
4. Meeting adjourned by Board Chair at 5:39 PM.

Regular Meeting Agenda

1. Meeting called to order by Board Chair at 5:39 PM.
 - a. Meeting held via Zoom
 - b. Attendance:
 - i. Present: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Ramirez, Wieland
 - ii. Absent: Narkiewicz
 - iii. Administration: Kim Smallwood
 - iv. Parent Representative: Rachel Lunsford
2. Public comment: none
3. Previous Meeting Minutes Approval: June 27, 2023 Meeting Minutes, July 27, 2023 Pre-Meeting Minutes – VOTE: NC motion to approve; 2nd KA; unanimously approved
4. Chair Statement:
 - a. Discussed new agenda format and implementation at next meeting.
 - b. Update from Shawn Arnold, Education Law Attorney: spoke first at pre-meeting.
5. Interim Director Statement:
 - a. Mrs. Smallwood reviewed changes for the 2023/24 LP Employee Handbook with the Board – see noted changes – VOTE: JP motion to approve; 2nd CG; unanimously approved
 - i. Revisions to PTO and further example of overuse of PTO (Section 302): JP asked for clarification about PTO rolling over; Ms. Kaim explained PTO is forfeited when an employee leaves (willfully or terminated).
 - 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. Reviewed 2023-24 Mental Health Application (due by 7/27/23) – VOTE: JP motion to approve; 2nd FR; unanimously approved
 - i. *Required to be submitted in ChartersLink and CIMS*
 - c. Updated BoD about new staff members that have joined LP for the 23/24 school year.
 - d. Informed Board of Parent/Admin Connection event on 7/31/23.
 - e. Asked Board to save the dates listed for some of the events for this school year.
 - f. Reminded about Meet the Teacher/Open House on 8/7/23.
6. Committee Reports

- a. Building Construction Subcommittee (Callahan-Chair) – Updated on project. The County met about proposed traffic changes to our entrances. Formal proposal will be submitted to FDOT.
 - b. Facilities Committee (Narkiewicz Chair-Interim - absent) – CG discussed ongoing projects with the lightning mitigation project and the HVAC project. Potential new project for a HVAC Preventative Maintenance program; getting quotes will possibly include quarterly or monthly maintenance for a/c system.
 - c. Finance Committee (Callahan Chair)
 - i. Reviewed June Financials with Board.
 - ii. Quarterly Financials – VOTE: NC motion to approve King & Walker to prepare quarterly financials; 2nd FR; unanimously approved
7. New/Old Business
- a. DK updated BoD on former Director’s settlement and separation agreement. DK negotiated and Mrs. Guertin has agreed on an amount with execution of an acceptable separation agreement. Our employment attorney will draft the separation agreement. – Vote: KA motion to approve settlement of \$7500 with a signed separation agreement for Bonnie Guertin, former LP Director, for accrued PTO along with and approval for DK to have authority to execute a reasonable separation agreement for Bonnie Guertin’s signature upon payout; 2nd NC; unanimously approved
 - b. Board discussed scheduling a Town Hall meeting, reviewing resumes and scheduling interviews for Director’s position.
 - i. Board decided to schedule a Town Hall meeting on Monday, August 14th 5:30PM – 7:30PM in-person in the LP gym; purpose is for Board to hear staff and parent input regarding what they want in a new director for LP.
 - ii. Applicant selection and interviews for Director:
 - 1. Board members will review resumes and choose their top two applicants to submit by 8/10. Chair will touch base with these applicant’s references after the interviews.
 - 2. Workshop to be held after town hall meeting discussions; scheduled immediately before August Board meeting at 5:00PM on 8/31. Workshop agenda will have 3 items: candidates, screening committee, and need for final interview. If vote needed, that can take place at regular meeting immediately after workshop.
 - 3. Interviewing top candidates potentially scheduled for 9/5 or 9/7; will revisit interview date at workshop.
 - 4. Present at Interviews: Board, a Teacher Representative, PTA President.
 - 5. Chair will organize interview questions and score sheets.
 - c. New Director Contract – employment attorney will draft new contract to be put in place for new director.
8. Meeting adjourned by Board Chair at 7:35 PM.