



Lutz Preparatory School

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

Board Approval of Minutes: 9/28/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Workshop and Meeting Minutes

Board Meeting Date: Thursday, August 31, 2023 Time: 5:00 PM Location: LP Narkiewicz Hall

Workshop Meeting

I. Call to Order and Comments by Board Chair:

- Called to order at 5:11pm.
- Roll Call: Andrews (late – arrived 5:14p), Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Wieland
- Absent: Callahan, Ramirez
- Interim Principal: Kim Smallwood
- Parent Representative: Rachel Lunsford
- Board Chair welcomed everyone and stated the purpose of the Board meeting is to finalize details for interviewing candidates and hiring for the Director position. Asked DK about the revised contract for the new Director; LP employment attorney, Ford & Harrison, will be revising contract after finalizing the separation agreement with the former director. Mrs. Guertin's legal council is looking over the separation agreement and will follow-up with DK. The new Director contract will be revised in the following areas: PTO time and accrual guidelines, salary (based on experience), bonuses; Board discussed details and proposed revisions with the Business Manager. Attorney will be sent suggested revisions.

II. Candidates: Five (5) candidates (corrected; six (6) candidates were incorrectly stated in meeting) have been chosen By BoD to be interviewed.

III. Screening Committee: Board discussed first interview dates and decided on Monday, September 11th from 3:30p to 7:00p. Board arrives at 3:00p to review interview questions and scoring procedures. Board Liaison will set up interviews with candidates. The first interview panel will consist of the Board, PTA representative, and a Teacher/Staff representative. PTA President, if not available, then a member of the PTA Board. Teacher representative will be a person that staff votes on from a list of teachers who nominated themselves. Chair will call applicant references after interviews.

IV. Need for Final Interviews: After the first interviews, the Chair and 2 other Board members will score candidates and if there is a selection to take further then a final interview will be held. Board Chair will be consulting the Charter office for a recommendation of a former/current principal or educator to join in final interview. VG expressed concern with people joining to conduct final interview that are outside of the LP community; Board discusses. Evaluations, proof of degrees, and certifications will be requested for candidates to bring to second interview. A workshop will be scheduled following the interviews for Board to discuss.

V. Adjournment: Chair adjourns at 6:00pm.

Regular Meeting

I. Call to Order and Comments by Board Chair:

- Called to order at 6:00pm.
- Roll Call: Andrews, Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Wieland
- Absent: Callahan, Ramirez
- Interim Principal: Kim Smallwood
- Parent Representative: Rachel Lunsford
- Board chair thanked administration for including the Board at the Open House event. Commented that the Town Hall had a great turn out and was well-received. Seven (7) letters have come from the community after the Town Hall with parent and staff feedback regarding a new director. Chair shared a letter came to her from a concerned parent

regarding flashing lights and signage on Highway 41. Ms. Kaim updated the Board on possibility of flashing signs going up and will update the parent on behalf of the Board.

- II. Bolts Highlights** *(Student group, team, or individual will be introduced to share an accomplishment and give us an opportunity to congratulate them.)*
- Mrs. Fassett, LP Leader in Me Coordinator, presented about LIM at LP for 2023-24: Bolt Buddies, Staff Action Team, Morning Show led by students, Leadership houses for Middle School, Homework Help, Elem and MS Lighthouse Teams, etc. Plans for LIM activities and events this year.
- III. Approval of Minutes:** July 27, 2023 Regular Meeting Minutes; August 14, 2023 Town Hall Meeting Minutes
- KA motion to approve listed minutes with revisions noted to July's minutes; 2nd JP; unanimously approved
- IV. Public Comment** (for those with completed Public Comment Form): none
- V. Consent Agenda** *(Items for Board approval, but no discussion. Documentation provided in advance. Board members can remove from Consent and put on Discussion Agenda, if desired.)* JP motion to approve consent agenda; 2nd KA; unanimously approved
1. Updated LP Inventory – disposal/removal of items (Finance Committee)
 2. Form 2848 – Chair signature approval (Finance Committee)
 3. Amended Budget (Finance Committee)
 4. Director's term: D. Kouffman – expires August
- VI. Discussion Agenda** *(Items for Board approval that need discussion.)*
1. Teacher Salary Increase Allocation Plan (Finance Committee): Ms. Kaim reviewed plan with Board. DK motion to approve TSIAP; 2nd JP; unanimously approved.
- VII. Information Items** *(Items for the Board's information, no action required.)*
1. Covid Reporting Update from the district (Administration): Mrs. Smallwood gave update on revised requirements for schools to report Covid cases.
 2. July Financials Review (Finance Committee)
 3. Settlement/Separation Agreement for former Director – Update (Kouffman): updated Board at workshop
- VIII. Principal's Comments**
- CULTURE: Bullying Awareness=August Theme – BOLTS are kind!
 - ACADEMICS: State Assessment - PM1 has begun for K-8 testing (window ends 9/29); Parent/Teacher Conferences 9/20
 - LEADERSHIP:
 - PD's in PrePlanning
 - Bolts of Blue – kickoff, CG asks about communicating more to families where BoB dollars go. Ms. Kaim explains what we have been able to do in the past with monies raised. DK suggested informing what BoB funds have done in the past years.
 - SCHOOL OPS:
 - Completing compliance tasks to district & state via Charterslink
 - Comprehensive Evidence-Based Reading Plan {CERP} – Mrs. Smallwood reviews CERP noting one change of utilizing IXL instead of iReady as a whole for all grades. VOTE: DK motion to approve CERP; 2nd CG; unanimously approved
- IX. Current Committees of the Board**
- Building Construction
 - Facilities
 - Will have an update for HVAC service agreement.
 - Finance
 - Policy and Procedures
 - Principal Evaluation
 - School Surveys
- X. Round Table**
- RN updates on community outreach opportunity for ALS to help Fox family.
- XI. Adjournment:** Chair adjourns meeting at 6:50pm.