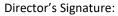
Board Approval of Minutes: 9/28/2023

Board Chair's Signature:





Lutz Preparatory School

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

Board of Directors Minutes Director Interviews

September 11, 2023 5:00 PM – Guidance Office (Room 222)

- 1. Meeting called to order by Board Chair at 3:05 PM.
 - a. Interview Team:
 - i. Board of Directors: Andrews (left at 5:30 PM), Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Wieland (Absent: Ramirez)
 - ii. Staff Representative: Mae Adkins, LP Student Services Coordinator; Kellie Moore, LP Teacher (back-up for interview team covered after KA left meeting)
 - iii. PTA President: Pilar Topping
- 2. Chair Statement: Board Chair held training for interview committee on interview process.
 - a. The Chair introduced all applicants upon their scheduled arrival and reviewed procedures of
 - b. Each applicant was assigned a letter for reference when Board deliberated after interviews.
 - c. Applicants were asked a series of pre-determined questions by the interview committee.
 - d. Each member of the interview committee then completed their own score sheet for each applicant.
 - e. Each applicant had the opportunity to make closing remarks or ask any questions.
- 3. Applicant Interviews:
 - a. "Applicant E"
 - i. Applicant interviewed by the Board (3:30-4:00 PM)
 - ii. Board deliberated regarding "Applicant E" and scored applicant.
 - "Applicant D"
 - i. Applicant interviewed by the Board (4:15-4:45 PM)
 - ii. Board deliberated regarding "Applicant D" and scored applicant.
 - "Applicant A"
 - i. Applicant interviewed by the Board (5:00-5:30 PM)
 - ii. Board deliberated regarding "Applicant A" and scored applicant.
 - "Applicant B" Applicant was unable to attend interview.
 - e. "Applicant C"
 - i. Applicant interviewed by the Board (6:20-6:40 PM)
 - ii. Board deliberated regarding "Applicant C" and scored applicant.
- 4. Interview team held roundtable discussion after interviewing applicant.
- 5. Score sheets were individually tallied and turned in to the Board Chair.
- 6. Board determined final totals for each applicant from all score sheets and shared scores with interview team: Applicant A: 497, Applicant B: no score, Applicant C: 432, Applicant D: 314, Applicant E: 409
- 7. Board discussed next steps and determined there was no need for final interviews.
- 8. Chair will call "Applicant A's" references.
- 9. NC motion to extend offer for Director to "Applicant A"; 2nd VG; unanimously approved
- 10. DK updated Board on new Director's contract. Board discussed details of contract evaluations, bonuses, goals, life insurance, 401k. Director's contract will be discussed in full at the next board meeting.
- 11. Next Board meeting on September 28th will be in-person.
- 12. Board Chair adjourned meeting at 7:00 PM.