



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 interview.
 - 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.
 - b. "Applicant D"
 - i. Applicant interviewed by the Board (4:15-4:45 PM)
 - ii. Board deliberated regarding "Applicant D" and scored applicant.
 - c. "Applicant A"
 - i. Applicant interviewed by the Board (5:00-5:30 PM)
 - ii. Board deliberated regarding "Applicant A" and scored applicant.
 - d. "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.