



Lutz Preparatory School

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

Board Approval of Minutes: 11/16/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Thursday, October 26, 2023 Time: 5:00 PM via Zoom

I. Call to Order and Comments by Board Chair:

- Called to order at 5:04 PM
- Roll Call: Gaudi, Kouffman, Narkiewicz, Ramirez (signed out 5:20-5:40PM – no voting took place during this time), Wieland
- Absent: Andrews, Callahan, Gonzmart, Paladino
- Principal: Kim Smallwood
- Parent Representative: Rachel Lunsford

II. **Bolts Highlights** (*Student group, team, or individual will be introduced to share an accomplishment and give us an opportunity to congratulate them.*): Mrs. Hume presented an update to the Board on the Bolts of Blue Campaign to date. The school was able to raise \$170k during the drive. Next is the annual Parents Night Out event and the Silent Auction.

III. **Approval of Minutes:** September 28th – Regular Meeting Minutes & October 19th – Special-Called Board Meeting Minutes – FR motion to approve as written; 2nd DK; 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.*): none

VI. **Discussion Agenda** (*Items for Board approval that need discussion.*)

- Principal Evaluation - Mentor Request: JW updated the Board on a mentor request for Mrs. Smallwood. The mentor will work with Mrs. Smallwood as needed from November 2023-June 2024. Fee not to exceed \$5k. DK asks if the Board can see a resume for the mentor. RN motion to authorize moving forward with mentor; 2nd FR; unanimously approved

VII. **Information Items** (*Items for the Board's information, no action required.*)

- September Financials Review (Finance Committee – reviewed by Ms. Kaim) – Financials reviewed noting: \$11k more in grants, FTE errors will be corrected in January.
- Quarterly Financials (Finance Committee – reviewed by Ms. Kaim) – DK Motion to approve King & Walker to prepare quarterly financials; 2nd RN; unanimously approved
- Proposed Pavilion (Building Construction Committee-reviewed by Ms. Kaim): informed Board of a proposed pavilion for the school. Would be built behind the main building in the south courtyard. Looking into details and will present more to the Board at a later time.

VIII. **Principal's Comments**

- CULTURE: updated the Board on October Bullying Awareness theme: BOLTS are united! Students participated in a school-wide LIM assembly and the new LP Fight Song was first debuted.
- ACADEMICS:
 - Meetings were held with grade levels for PM1 review and PM3 goals for 23/24.
 - Vertical team meetings were held with grade levels this month.
 - LP was recognized for achieving LIM Lighthouse Academic Honor Roll again for the 2022-23 school year.
- LEADERSHIP:
 - Dismissal Policy and Student Code of Conduct: Board implemented policy last school year and KA and JP asked to review the policy again. Mrs. Smallwood recommended that we add it to the Student/Parent handbook. Board asked for more time to review the policy for possible revision next month.

- Adoption of policy for Special Magistrate for Teacher Empowerment required by state statutes. Shawn Arnold drafted the policy for Board adoption. Board reviewed. - DK motion to approve policy; 2nd FR; unanimously approved.
- SCHOOL OPS: Assistant Principal Update – Mrs. Stover has been hired to fill role of Assistant Principal of Elementary.

IX. Current Committees of the Board

- Building Construction
- Finance
- Policy and Procedures
- Principal Evaluation
- School Surveys

X. Round Table

- RN updated the Board on the Fox Family fundraiser from earlier in the month. It was a success! Many families from LP were in attendance.

XI. Adjournment: Chair adjourned meeting at 5:53 pm.