



Lutz Preparatory School

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

Board Approval of Minutes: 10/26/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Thursday, September 28, 2023 Time: 5:00 PM Location: LP Narkiewicz Hall

I. Call to Order and Comments by Board Chair:

- Called to order at 5:09 PM
- Roll Call: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Wieland
- Absent: Narkiewicz, Ramirez
- Interim 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.*): Ms. Hall, LP Art Teacher presented the Board with information about the Bullying Awareness initiatives taking place in the classroom every month.

III. **Approval of Minutes:** August 31, 2023 Regular Meeting Minutes; September 11, 2023 Director Interview Minutes – JP motion to approve minutes as written; 2nd KA; 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.*) – KA motion to approve consent agenda items; 2nd NC; unanimously approved

1. Management Letter – Board Approval consent for Chair signature
2. Grant Assurance – Board Approval

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

1. Teacher Salary Increase Allocation Plan (revised district template): Ms. Kaim reviews TSIA and the changes to the district's form; NC motion to approve revised TSIA; 2nd CG; unanimously approved
2. Annual Audit (Finance Committee): NC reviewed audit report with the Board; CG motion to approve King & Walker Independent Auditor's Report for the fiscal year ended on June 30, 2023; 2nd DK; unanimously approved
3. Director Contract - DK reviewed revised contract for the new LP Director. The Board will review the contract and hold a special-called meeting (zoom) to approve contract. DK motion to formally offer Mrs. Smallwood the Director position; 2nd JP; unanimously approved

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

1. August Financials Review (Finance Committee) – NC reviewed with Board. Noted that ESE projections were incorrect and will be corrected retroactive.
2. Settlement/Separation Agreement for former Director – DK updated Board that separation agreement has been signed and settlement paid.

VIII. **Interim Principal's Comments**

- CULTURE
 - Bullying Awareness: September Theme – BOLTS are inclusive! Recapped Ms. Hall's presentation and explains what LP is doing for Bullying Awareness and the plan behind the initiative.
 - Sharpen the Saw Action Team offered an optional staff morale activity this month outside of work.
 - PTA – Upcoming events School Beautification Day is on October 7th, Trunk or Treat on October 21st

- **ACADEMICS**
 - State Assessment (PM1) was completed before window closed; 100% of students tested.
 - 2023-24 State Assessment Performance Goals – reviewed report to be sent to the district on predicted scores for PM1, PM2, and PM3 for this school year. DK motion to approve goals as written; 2nd NC; unanimously approved
 - Scheduling a PAC#2 – “Let’s Talk Data”: Save the date will be sent to families, This PAC will be geared towards sharing/explaining data to families.
- **LEADERSHIP**
 - Informed the Board that an evaluation system will be implemented along with goals for non-instructional staff this year.
 - Adoption of policies based on new/amended state rules (prepared/amended by Shawn Arnold)
 - ❖ Name Deviation Policy – discussed with Board; KA suggested that language go in the Newsflash about policy changes to Student/Parent handbook to abide by new state laws. NC motion to adopt Policy for Name Deviation with additional suggestions by Board; 2nd KA; unanimously approved
 - ❖ Internet Safety Policy – Board reviewed and discussed. JP motion to approve as written; 2nd NC; unanimously approved
 - ❖ Policy on School Bathrooms, Locker Rooms, and Dressing Rooms – Board discussed revisions made to policy by Shawn Arnold. NC motion to approved revised policy; 2nd KA; unanimously approved
 - Curriculum to dispose/donate – Board reviewed report and process; DK motion to approve disposal/donation report; 2nd JP; unanimously approved

IX. Current Committees of the Board

1. Building Construction – NC updated Board on a piece of property near campus for sale; Board discussed options.
2. Facilities
3. Finance
4. Policy and Procedures
5. Principal Evaluation
6. School Surveys

X. Round Table

1. Chair appointed Mrs. Kim Smallwood as new Director of Schools for Lutz Preparatory School
2. Next steps for administrative staffing; Assistant Principal position will be posted.

XI. Adjournment: Chair adjourned meeting at 6:39 pm.