



Lutz Preparatory School

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

Board Approval of Minutes: 1/25/2024

Board Chair's Signature:

Director's Signature:

Board of Directors Meeting Minutes

Board Meeting Date: Thursday, November 16, 2023 Time: 5:00 PM Location: Narkiewicz Hall

I. Call to Order and Comments by Board Chair:

- Called to order at 5:25PM
- Roll Call: Andrews, Callahan, Kouffman, Paladino, Ramirez (arrived at 5:27p), Wieland
- Absent: Gaudi, Gonzmart, Narkiewicz
- Administration: Kim Smallwood
- Parent Representative: Rachel Lunsford
- Chair added agenda items for Property Insurance and removed Dismissal Policy to a later date.

II. Bolts Highlights (*Student group, team, or individual will be introduced to share an accomplishment and give us an opportunity to congratulate them.*): Welcome Mrs. Stover, LP's Assistant Principal of Elementary! Board introduced themselves and Mrs. Stover shared about herself and her education background.

III. Approval of Minutes:

- Oct 26th Meeting Mins – FR motion to approve as written, 2nd JP, unanimously approved;
- Nov 16th Pre-Meeting Mins – DK motion to approve as written with revised times and revised roll call, 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.*) – NC motion to approve consent agenda items, 2nd FR, unanimously approved

- School Mapping Data Grant Assurance – Chair signature used
- Bond Compliance Documents – Chair signature used

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

- Revisit Dismissal Policy/Student Code of Conduct (Board asked to review existing policy) – Chair pulled agenda items to be revisited at a later date.
- 24-25 PrePrep tuition pricing (Finance Committee) – The finance committee recommended 8% increase. NC explained the comparison to other preschools. Board discussed. DK motion to approve 24-25 PrePrep tuition pricing schedule; 2nd FR; unanimously approved
- Property Insurance Renewal – the policy is up for renewal on December 9th. Broker is getting quotes from other companies. Current company is quoting at a 38% increase. – FR motion to delegate authority to the Finance Committee to determine the property insurance company that we utilize at renewal except in the event that rate increase is above 38% then the BoD shall have 3 hours following receipt of an email to request an emergency meeting to discuss, 2nd JP, unanimously approved

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

- Oct Financials - not complete due to early Nov BoD mtg; to be reviewed at Dec mtg (Finance Committee)
- AP Stipends – the previous agreement for stipends for the assistant principals and staff has ended now that the Director role has been filled as well as the AP of Elementary (Finance Committee)
- KA asked for an update on the Bolts of Blue campaign this year after the silent auction has completed. BoD discussed ideas to add to auction next year.

VIII. Principal's Comments

- **CULTURE**

- Bullying Awareness: November Theme – BOLTS are thankful! Mrs. Smallwood reviewed the success of the school-wide initiative.
- Updated the Board on staff morale activities after school which is open to all staff.
- **ACADEMICS**
 - PM 2 will begin in December and run through late January. After testing is wrapped up we will be able to compare the data to PM1.
- **LEADERSHIP**
 - December 6th Leadership Event: staff and students will run the event for families. Other LIM schools are invited to join as well.
 - Tutoring/Summer Reading Program: ESSER funds will allow us to offer 2 types of tutoring (10+ sessions) during this school year, Tutoring Assistance Program (TAP) (all subjects) and Science of Reading tutoring, also the Summer reading program will be offered again this year. Both the tutoring and Summer Reading Program will be offered to students based on highest level of need.
 - Summer Camps: this year there will be 2 different levels of camps offered – classic and premiere which has a higher price point.
- **SCHOOL OPS:**
 - 2024-25 Academic Calendar
 - Mrs. Smallwood reviewed her proposed calendar for the 2024-25 school year with days off, teacher work days, and early release days. She compared the proposed calendar to the district’s calendar and the 2023-24 calendar.
 - Discussion: KA also provided two different proposed calendars for the Board to consider. KA advised the Board of her involvement with the previous director on prior year’s school calendars. Mrs. Smallwood clarified for KA which non-student days were teacher work days and days off; (TWD: 3 in 23-24 and 3 proposed for 24-25). KA suggested leaving the proposed non-student days and 3 teacher work days but reducing early release days. Mrs. Smallwood explained what each early release day is used for with staff and students and how crucial they are. Student ER days are designated time for social/emotional, LIM, etc; staff ER days are used for trainings, conferences, grading/report cards, etc. Board discussed the additional 5 PTO days given for the 2023-24 calendar originated from the previous director not the advisory committee. Board discussed all proposed calendars, keeping early release days, and removing 1 of the newly given 5 PTO days in the 2023-24 year. Board discussed which non-student date to remove. Mrs. Smallwood suggested removing the non-student on August 30th.
 - NC motion to approve calendar with exception of removing August 30th as a non-student day; 2nd DK; unanimously approved

IX. Current Committees of the Board

- Building Construction
- Finance
- Principal Evaluation
- Facilities
- Policy and Procedures
- School Surveys: Leader In Me (MRA) family and staff survey was completed. Mrs. Smallwood discussed if there was a need to do another survey possibly in January. Ms. Kaim suggested that the MRA survey does not achieve the feedback that we benefit from receiving and it is too specific to LIM. KA recommended doing a simpler survey possibly a short 5 specific question survey.

X. Round Table

XI. Meeting Adjourned at 7:25 PM.