



Lutz Preparatory School

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

Board Approval of Minutes: 02/29/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Thursday, January 25, 2024 Time: 5:00 PM Location: Narkiewicz Hall

I. Call to Order and Comments by Board Chair: Called to order at 5:00 PM.

- Roll Call - Present: Andrews (left early at 7:10 PM), Callahan (arrived at 5:10 PM), Gonzmart, Gaudi, Kouffman, Narkiewicz, Paladino (arrived at 5:05 PM), Wieland; Absent: Ramirez
- Administration: 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.*): (*spoke later in the meeting*) Coach Smyth, LP Athletic Director: Coach Smyth gave update for athletics for this school year including 3 championships for LP so far this school year. Cross Country team made it to state championship and won the league championship.

III. Approval of Minutes:

- Nov 16th Meeting Mins – KA Motion to approve minutes as written; 2nd DK; unanimously approved (absent NC, JP, FR)
- Nov 27th Finance Comm Meeting Mins – KA motion to ratify the Finance Committee's decision to select the Lloyds of London proposal for 23-24 property insurance renewal; 2nd DK; unanimously approved (absent NC, JP, FR)

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.*) – DK motion to approve consent agenda items; 2nd CG; unanimously approved (absent NC, JP, FR)

1. Safety & Security Grant Attestation – Chair signature used
2. Annual Sunbiz Filing - Chair signature used

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

1. Instructional Continuity Plan (Finance Committee)
2. ESSER Plan (Finance Committee)

Ms. Kaim updated the Board on the changes made to the ICP & ESSER Plans after public survey results were accounted for and plans revised. NC motion to approve final ICP & ESSER Plan; 2nd RN; unanimously approved (absent FR)

3. Dec Financials (Finance Committee) – Ms. Kaim reviewed December Financials with the Board. LPP: expense for for partition to divide classroom, interest increased. LP: reviewed grants, expenses for IT, supplies, state revenue went up for school recognition funds, interest revenue increased, legal fees decreased, reviewed custodial expenses. HVAC project coming up. Quarterly financials to be prepared for submission to district. NC motion to approve King & Walker to prepare quarterly financials; 2nd JP; unanimously approved (absent FR)
4. Building Project Update (Building Construction) – NC reviewed options to move forward now that PD has been approved. Building Construction Committee recommends moving forward with site work and getting more precise pricing to move forward. Site work would be needed for any future expansion, new builds, or improvements to existing buildings. Also discussed adding 4 additional classrooms in current buildings. KA asked about financing for site work. Adding 4 additional classrooms will increase funding. Board discussed.
5. VHB Quote (Finance Committee) – Board discussed moving forward with VHB to get more accurate figures for both site work and 12 classroom building project for preschool. We used VHB for the original building project. NC motion to approve up to \$215k with VHB pending approval of contract; 2nd DK; unanimously approved (absent FR) (Chair moved Item VII.2 up)
6. Proposed Pavilion (Building Construction) – Ms. Kaim updated the Board on the proposed pavilion. Reviewed 3 concept designs from Tharin Design Studio; all designs include fans. Board discussed. KA suggested having a covered walkway to the pavilion. JP suggested using the vinyl siding along perimeter of structure from additional protection from weather if needed. 6-8 month allowance to build. Board discussed including opportunities for

families/businesses to donate and have their names on the structure and even tables. Board decided to move forward with TDS getting bids for concepts A & B for both metal and shingle roof options. DK asked for a more clear estimate of sunk cost with TDS if contractor bids come too high and we decide not to move forward. DK also suggested monitoring monthly TDS cost with detailed billing for BoD to review. DK motion to approve TDS contract as written; 2nd NC; unanimously approved (absent FR)

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

- BoD Officers (voted in the first quarter of every year) – Chair asked Board to think about Officer positions and be prepared to vote in February.
- Chair reminded BoD of attendance policy in the bylaws. Board will get a report of board member attendance for each meeting in order to follow the attendance policy in the bylaws.
- Board discussion on attendance:
 - Staff Attendance: Chair updated Board on request made to Mrs. Smallwood to track PTO taken by staff throughout the year. JP expressed concern with tracking days off due to lack of context from a report without situational background information to support the data. Board discussed. Chair withdrew request for staff PTO report.
 - Student Attendance: KA asked to see a report for student attendance with common days absent for use during next year's calendar planning. Mrs. Smallwood noted that student absence has not been an issue to date. DK suggested as a solution instead to review student performance with extra PTO days given. KA suggested adding a Board member to Mrs. Smallwood's committee to create the academic calendar. Revisit topic when next calendar is due for 2025/26.
- School Zone/Traffic on Hwy 41 – (Discussed after item VI.4) Ms. Kaim/Mrs. Smallwood updated the Board on the ongoing plan with FLDOT/County for flashing lights on 41 to help make the entrances safer for families and staff. Flashing lights that are approved will cost around \$30k. If we move forward with site work these signs will likely have to be moved. BoD decided to hold off on new signs and revisit once we know if we are moving forward with site work. Another option proposed: contracting HCSO to sit out front of the school with cruiser/lights on to slow traffic down and bring awareness to school entrances. JP will be looking into a speed trap being set up to help address speeding. KA asked to have verbiage go to families to ask for families to partner to make arrival/dismissal safer. NC motion to approve HCSO to be contracted in the morning during arrival for the next 30 days; 2nd JP; unanimously approved (absent FR)

VIII. Principal's Comments

- **CULTURE**
 - **Bullying Awareness: Dec/Jan:** Mrs. Smallwood reviewed with Board December theme – BOLTS are Open-Minded. January Theme – BOLTS are BACK! Bullying stats: 2022/23 vs 2023/24 school year; bullying investigations are down from last year. Will revisit Dismissal Policy in February.
 - **Mid-Year Culture updates:** positive feedback with attempt school-wide to create a more positive culture for students, staff, and families.
- **ACADEMICS**
 - Updated Board on developing, implementing, & monitoring an additional instructional resource for 3rd-8th grades with a focus on stretching our high students in ELA; trial for 2nd semester.
 - DOE announced 2022-23 school grades in December: Lutz Preparatory received an "A" again.
- **LEADERSHIP**
 - Mentor/coaching update: Mr. Carr has been working with Mrs. Smallwood on school matters to increase knowledge and skills in her Director role; positive feedback so far for the mentorship.
- **SCHOOL OPS:**
 - Updated Board on Site Visits from the district coming up Jan/Feb.
 - Board updated on Synergy now being used by district for grading and student scheduling. Training and required changes will be implemented specifically to Master Student Schedule. A committee was created for teachers to have input on the schedule changes.

IX. Current Committees of the Board

- Building Construction
- Finance
- Principal Evaluation
- Facilities
- Policy and Procedures
- School Surveys
- Principal Evaluation: mid-year principal evaluation has been extended to end of February.

X. Round Table: none

XI. Adjournment: meeting adjourned at 7:25 PM.