



# Lutz Preparatory School

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

## Board Approval of Minutes:

Board Chair's Signature: *Kim Smallwood*

Director's Signature: *Joyce Wieland*

## Board of Directors Meeting Minutes

Board Meeting Date: Thursday, February 29, 2024 Time: 5:00 PM Location: ZOOM

### Pre-Meeting

#### I. Called to Order by Board Co-Chair at 5:01 PM via Zoom.

- Roll Call - Present: Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Wieland
- Absent: Andrews, Ramirez
- Administration: Kim Smallwood
- Parent Representative: Rachel Lunsford

#### II. Public Comment (for those with completed Public Comment Form): none

#### III. Parent Notification Letter for out of field Teachers dated 2/15/24 – JW motion to approve Out-of-Field Notification Letter to parents dated 2/15/24, 2<sup>nd</sup> by NC – unanimously approved (Absent: Andrews, Ramirez)

#### IV. CoChair adjourned Pre-Meeting at 5:02 PM.

### Regular Meeting

#### I. Call to Order by Board Co-Chair at 5:02 PM via Zoom.

- Roll Call: Andrews (late 5:08p), Callahan, Gonzmart, Gaudi, Kouffman, Narkiewicz, Paladino, Ramirez (late 5:34p), Wieland (left 5:12p)
- Absent: none
- 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.):

1. (moved to second item by CoChair) Mrs. Thames, LP MS Technology Teacher: Black History Month Art Contest Submissions 2024 – Mrs. Thames introduced herself to the Board and commented on how much she enjoys working for Mrs. Smallwood as Principal. LP took part in the Brooks DeBartolo art competition again this year; 11 students made the cut to attend festival for “Pioneers of Black History” hosted by Brooks DeBartolo Charter School. One of LP’s 7<sup>th</sup> graders was specifically recognized at festival.
2. (moved to first item by CoChair) Phil Carr, Mentor/Coach: JW introduced Mr. Carr to the Board and shared his role with Mrs. Smallwood as guide and mentor. Mr. Carr thanked the Board for the opportunity to work with LP and gave an update of his time with Mrs. Smallwood this far as well as shared his resume. Items covered so far: management systems, time management, communication, roles/responsibilities of a principal/director, observations/evaluations, connections with district various contacts. Mrs. Smallwood accounts for the help Mr. Carr has been able to provide to her in her role as principal.
3. Edward Briggs, VP of Government Relations & Community Affairs: current session in Tallahassee is wrapping up and he provided session update for items pertaining to LP:
  - FL Education Finance Program – increased funding for schools or funds given per pupil, a little over 2% increase, increase in ESE funding; teacher salary increase to remain.
  - House Bill One (social media bill) – would limit age access to certain platforms; waiting on Governor approval/veto.
  - Education de-regulation – universal voucher bill: money follows student to charter, magnet, private school, homeschool. Removing regulation for school buildings to be hurricane-rated to serve as shelters as long as enough shelters are in the area. Teacher apprenticeship program expanded where those currently in college can participate in apprenticeship and lessening experience required of mentors.
  - School Chaplain Bill – would allow a chaplain program in schools (optional) to mentor students as a supplement to a guidance counselor.
  - LP’s Tallahassee trip was not able to be scheduled this year but hoping to be able to next year.
  - Working with LP to enhance Civics program with speakers for students.
  - RN asked about the longevity of the voucher program; Mr. Briggs feels this bill will be here to stay and program to be expanded. CG asked about private schools receiving this funding increasing income and allowing private schools to offer things such as higher teacher pay; Mr. Briggs said they have not seen that occur and that some private school have opted not to take part in the voucher program due to state regulation impact to those schools. DK asked about funding for voucher program being taken away from public schools; Mr. Briggs said the money has been shifted not necessarily taken away from district schools due to the money following the student.

#### III. Approval of Minutes:

- January 25<sup>th</sup> Mtg Mins – JP motion to approve minutes as written; 2<sup>nd</sup> VG; unanimously approved (absent JW)
- February 29<sup>th</sup> Pre-Mtg Mins – CoChair asked Mrs. Lunsford to review changes that will be made to these minutes: call to order 5:01 P, adjourned at 5:02 P, revising roll call, noting JW motion to approve, 2<sup>nd</sup> by NC and approved; revising CoChair led meeting – NC motion to approve with noted changes, 2<sup>nd</sup> KA; unanimously approved (absent JW)

**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.) – FR motion to approve consent agenda; 2<sup>nd</sup> JP; unanimously approved (absent JW)

1. Pre-Prep Fictitious Name Sunbiz filing

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

1. BoD Officers (voted in the first quarter of every year) – Board discussed current slate and whether to keep officers the same or make any changes – KA motion to keep slate as currently exists; 2<sup>nd</sup> FR; unanimously approved (absent JW)

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

- January Financials (Finance Committee) – NC reviewed financials – LPP: had an increase for healthcare grants for early childhood education, no major changes in expenses. LP: had an increase for ESSER grants, and capital outlay, expenses increase - for laptop equipment covered by ESSER grant, mentor expense, HVAC upgrade (design and construction)
- Pavilion Update – Ms. Kaim reviewed pavilion with update including the covered walkway that was requested by the BoD; Board discussed and agrees to move forward with metal covering position of covering noted on revised drawings. JP asked to verify that the walkway will have the proper pitch or gutters. Ms. Kaim reviewed current TDS invoice. Next step vendor selection – TDS recommended to start the bidding process now which would get us a better estimate and moving forward with a July completion. This would require Board approval by RFP. RN does not feel like we are ready to move forward with bidding. Ms. Kaim asked for RN to assist on a zoom call to give specifics of what he would feel comfortable before we can move forward with RFP. Ms. Kaim advised that we may need an emergency board meeting to keep the timeline of completion in July attainable.
- 41 Traffic Update: HCSO has been picking up days to cover the front of the school to slow traffic down. Board discussed that it seems to be helping and effectively slowing down traffic. Board discussed and agreed to continue with HCSO for April and then randomly throughout the year and the beginning of the new school year.

**VIII. Principal's Comments**

- **CULTURE**
  - Bullying Awareness: February Theme – BOLTS are FRIENDLY!
  - Talent Show – Feb. 23<sup>rd</sup>: Mr. Bethune shared about the success of the talent show last week. The entire event is student-led from tickets, to MC at the event, voting, usher, etc.
  - MS events coming up are the MS dance and the 8<sup>th</sup> Grade dance.
  - 8<sup>th</sup> Grade Graduation - May 23<sup>rd</sup> 6p – 8p, Crossover Church on Fowler & Florida
  - Mr. Bethune informed BoD of LP's spelling bee and one of our students moving on to the National spelling bee in DC.
- **ACADEMICS**
  - PM1 – PM2 School Data Summary: Mrs. Smallwood reviewed statistics of assessment data of LP students vs district students. Mrs. Adkins broke down the data for the Board to review.
- **LEADERSHIP**
  - LIM MRA Spring Survey: survey is currently running (2/26 - 3/8). Once complete Board will be presented with the results.
  - PAC #2 – Parent Admin Connections this week for families. Will continue but may tweak how events are structured and offered to families for better turnout.
- **SCHOOL OPS:**
  - Student Conduct Forms – updated warning letters (attendance, conduct); at-risk form – Mrs. Smallwood reviewed warning letters being implemented by admin. The “at-risk status” letter requires Board approval and will go along with the existing student dismissal policy in the LP student handbook. DK suggested clarifying on the at-risk form the wording for “parent pick up”. The current Policy on Dismissal of Students previously adopted by the Board will be reviewed by KA and Mrs. Smallwood – KA motion to approve at-risk letter subjected to be reviewed by KA to make any minor tweaks that do not change substantive nature of the document; 2<sup>nd</sup> JP; unanimously approved (absent JW)

**IX. Current Committees of the Board**

- |                         |                         |                        |
|-------------------------|-------------------------|------------------------|
| ● Building Construction | ● Finance               | ● Principal Evaluation |
| ● Facilities            | ● Policy and Procedures | ● School Surveys       |

**X. Round Table**

- JP interested in LP getting a mascot. Would like to discuss with Mrs. Smallwood in hopes to move forward.
- RN suggested expanding the Board in the future.

**XI. CoChair adjourned meeting at 7:00 PM.**