



Lutz Preparatory School

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

Board Approval of Minutes: 6/3/2024

Board Chair's Signature:

Joyce Wieland

Director's Signature:

Kim Smallwood

Board of Directors Meeting Minutes

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

I. Call to Order and Comments by Board Chair at 5:06 PM at Lutz Preparatory School.

1. Roll Call: Gonzmart, Gaudi, Kouffman, Narkiewicz, Ramirez, Wieland
2. Absent: Andrews, Callahan, Paladino
3. Administration: Kim Smallwood
4. 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. Smallwood introduced Jordin O, 8th Grade LP Student – Regional Spelling Bee champ. Jordin shared with the BoD her experience representing LP at the Regional Spelling Bee and that she will be moving on to the National Spelling Bee in Washington DC in May.

III. Approval of Minutes: February 29th Mtg Mins; March 9th Special-Called Mtg Mins; April 11th Special-Called Mtg Mins – **BOARD APPROVAL** – RN motion to approve the 3 meeting minutes listed as written; 2nd CG; unanimously approved (absent KA, NC, JP)

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.) - **BOARD APPROVAL** – RN motion to approve consent agenda items; 2nd FR; unanimously approved (absent KA, NC, JP)

1. Marjory Stoneman Douglas - School Security
2. School Recognition Funds - Expenditure Report
3. Annual Audit Engagement Letter
4. Mental Health Plan - Opt-in/out

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

1. Quarterly Financials (Finance Committee) – Ms. Kaim reviewed; not much change with the exception of grants increasing funding; Board approval to have King & Walker prepare quarterly financials
2. Proposed Teacher Pay Scale (Finance Committee) – Ms. Kaim reviewed pay scale for 24/25 and explained comparison to Hillsborough and surrounding counties. Pasco & Pinellas passed a tax referendum for teacher's salaries; Hillsborough will have this on the ballot this year which would increase funding if passed. Board discussed.
3. 24/25 Proposed Budget (Finance Committee) – state funding estimated to increase but due to variation in what is actually received budgeted reflects a 3% increase. Instructional wages cost increased; health insurance increased from 12%-15%. Property insurance increase budgeted for 30%. Construction costs budget increase due to site work and renovations of MOD.

RN motion to approved item 1-3; 2nd DK; unanimously approved (absent KA, NC, JP)

4. Bidirectional Amplifier Project - Vendor selection (Finance Committee): this is an amplifier to increase radio frequencies for first responders; mandated by Hillsborough County/Tampa. 3 quotes were received; finance committee recommended Bearcom. Project will more than likely happen over the Fall break. DK motion to approve Bearcom for BDA project; 2nd RN; unanimously approved (absent KA, NC, JP)
5. Middle School MOD bathroom renovation – vendor selection (Finance Committee): received 3 bids; finance committee and LP Facilities Manager recommended Artisan to complete work. Project will include 12 bathrooms with in-kind upgrades; budgeting split between this fiscal year and next. FR motion to approve Artisan as MOD bathrooms renovation vendor; 2nd VG; unanimously approved (absent KA, NC, JP)
6. HVAC Project – owner direct purchase selection (Finance Committee): BAL Engineering handled RFP process; 3 quotes received for owner-direct purchase of equipment (for tax-exempt purposes) and then and RFP for install later. Ms. Kaim explained equipment quotes and warranty quotes proposed. Finance Committee recommended Trane and 2 of the warranty quotes. Install would more than likely be over Christmas break. DK motion to approve Finance Committee's recommendation for equipment purchase and warranties (Trane and Joe Powell); 2nd FR; unanimously approved (absent KA, NC, JP)
7. Construction Update – water/sewer connection (Finance Committee): held meeting with Hillsborough County on sewer/water connection; connection could be funded by LP with an agreement to reimburse but would end up costing LP more. Other option is to wait for County to connect now that funds have been slated for project which is proposed to be completed in 2026; this would save LP \$250k plus \$100-150 upfront for larger piping that County requires. NC and Finance Committee recommended waiting for County to connect. Other site work can progress

while we wait for connection (surveying, site plans, etc). BoD discussed. FR motion to wait on County to connect water/sewer instead of LP funding and being reimbursed; 2nd CG; unanimously approved (absent KA, NC, JP)

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

1. Pavilion Update (Finance Committee): RFP sent to 4 different companies. Bidding closes on May 3rd and then will need board approval for vendor selection. TDS believes that there are water lines under mulch area where pavilion will go; moving them will cost about \$5k.

Mr. Bethune gives details about upcoming 8th Grade Graduation on May 23rd and invites Board members.

2. Principal Evaluation Review (Evaluation Committee): Chair reviewed evaluation system and updated BoD about completion of mid-year eval and upcoming end of year eval.

VIII. Principal's Comments

1. CULTURE

- Bolts Brag Box (NEW): rolled out in Newsflash an opportunity for families to send in positive feedback about staff.
- PTA/BoD/Staff connection events this year and BoD discussed interest in continuing the events.
- Bullying Awareness: March Theme: BOLTS take Action! April Theme: BOLTS are aware!

2. ACADEMICS

- PM3 has begun
- Promotion Retention Committee updated families of at-risk students; committee will meet 2nd week in May to make final decision.
- Summer Camp: Mrs. Adkins gave update on 2024 Summer Camp; different camps happening this year (Classic camp – typical camp setting; Premium Summer Camp – themed camps with smaller capacity; specialty camps – band & basketball skills camps) Reading camp will also run again this Summer funded by ESSER grant.
 - Mrs. Smallwood asked the BoD how they would like to proceed with the option to have a SSO for Summer Camp. Cost for SSO during Summer Camp is \$8-10k. Board discussed; suggested including security cost in camp cost next year as a specific line items for awareness. Board decided to opt-in for a SSO for Summer Camp.

3. LEADERSHIP

- Preparation for EOY activities and events: 8th Grade Graduation; RSVP needed for BoD attendance
- May BoD mtg moved to Monday, June 3rd from May 16th.

4. SCHOOL OPS

- Uniform Night: chance for families to try on uniforms on-campus and place orders instead of Red's store
- 24/25 K-8 Master Schedule: revised schedule has been shared with staff for planning for next year
- 2024/25 Staffing: update given 7 staff members (6 not returning in the Fall + 1 previously resigned in March) will not be returning for next school year (3 transferring to private school, 2 moving, 1 leaving education, 1 going to another charter school - 2 elementary, 3 middle school, 2 electives). Exit interviews will be/have been offered to all – written automatically sent to LP; in-person exit interview performed by JP.
- Surveys
 - MRA LIM survey has been completed and will be reviewed at a later date
 - Staff/Families surveys will be finalized by KA and rolled out to families then results brought to the BoD for review.

IX. Current Committees of the Board

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| 1. Building Construction | 2. Finance | 3. Principal Evaluation |
| 4. Facilities | 5. Policy and Procedures | 6. School Surveys |

X. Round Table:

1. DK brought an issue up for the BoD and LP admin to discuss regarding disciplinary/behavioral issues and would like to review policies/processes and discuss possibly at a workshop.
2. JW asked BoD to collectively give Jordin a card; VG suggested the BoD also do a gift card for Jordin to help cover expenses.
3. RN updated BoD that he will eventually transition off the Board and recommended Scott Baker for a potential member.
4. CG presented new Lightning Leader frames for the school.

XI. Chair adjourned meeting at 7:01 PM.