



Lutz Preparatory School

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

Board Approval of Minutes: 7/25/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Monday, June 27, 2024 Time: 5:00 PM Location: via ZOOM

- I. **Call to Order and Comments by Board Chair:** called to order at 5:04 PM
 1. Roll Call: Andrews, Callahan, Gonzmart, Paladino, Ramirez, Wieland
 2. Absent: Gaudi, Kouffman, Narkiewicz
 3. Administration: Kim Smallwood
 4. Parent Representative: Emily Kaim
- II. **Bolts Highlights** (*Student group, team, or individual will be introduced to share an accomplishment and give us an opportunity to congratulate them.*): Mrs. Stover highlighted positive acknowledgement opportunities: Bolts Brag Box – parents to staff recognitions; “I noticed when you...” – staff to staff recognition; Lightning Leader – student to student recognition for LIM habits; Lightning in a Bottle (new) – staff to student recognition for anything from academics, leadership, or culture.
- III. **Approval of Minutes:** June 3rd Mtg Mins – BOARD APPROVAL: FR motion to approve minutes as written; 2nd JP; unanimously approved (absent VG, DK, RN)
- 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: KA motion to approve consent agenda; 2nd NC; unanimously approved (absent VG, DK, RN)
 1. Non-active member affidavit (form for LPP license renewal) – officers signatures
 2. Evaluation System approval – Chair signature used
- VI. **Discussion Agenda** (*Items for Board approval that need discussion.*) - BOARD APPROVAL
 1. Board Member Term Renewal: Rick Narkiewicz (June) – Mrs. Smallwood spoke on RN previously mentioned resignation from the Board and request for an extension. Mrs. Smallwood mentioned that when he leaves we need to find someone with background in construction. JW is going to look into what the guidelines are regarding moving up a Facilities committee member RN recommended without having to advertise a board opening. JW says it might be an option to add him as a non-voting member. CG suggested to put Facilities committee nominee, Scott Baker, on the board now so he has time to learn from RN before he leaves. CG motion to approve RN’s requested 60 day extension to Board term; 2nd KA; unanimously approved (absent VG, DK, RN)
 2. RFP for General Contractor for site work (Building Construction): Mr. Andrew Pupke from Invision Advisors updated board on interest from contractors. There were 5 total contractors who they reached out to (3 Invision Advisors recommended + 2 VHB (engineer) recommended). 4/5 responded and are interested in submitting their proposals; still waiting on 1. NC motion to approve RFP for General Contractor for site work; 2nd JP; unanimously approved (absent VG, DK, RN)
 3. Principal Evaluation, Salary Increase/Bonus: JW explained evaluation processes and praised Mrs. Smallwood for her hard work. She also mentioned to the Board that the documents Mrs. Smallwood compiled for her evaluation is available in the office if they would like to stop in and view. JW informed the Board that Mrs. Smallwood scored “highly effective” and that Mrs. Smallwood is an “out of the box thinker”. JW has asked Mrs. Smallwood to develop a teacher recruitment plan. KA motion to accept principal evaluation and approve annual salary increase and bonus as stated in her contract; 2nd JP; unanimously approved (absent VG, DK, RN)
 4. Dismissal Policy – Revised: Mrs. Stover spoke on the updates made to the existing Dismissal Policy noting 2 major changes: 1. Name change for clarity from “Policy on Dismissal of Students” to “Choice Revocation Policy” 2. Process change from “recommendation to board” to “notify the board”. Mrs. Smallwood further explained the process revoking a student’s choice privilege made by LP Administration. The Board would be notified of the decision (vs recommending). Then if an appeal took place that would go before the Board. This policy will match the procedures found in the Parent/Student Handbook. Board discussed. FR asked when the last time was that we have had to use this policy. Smallwood informed that only once in her time at LP. KA stated reason for creation was for a consistent process for all families as well as due to the spike in post-covid behavior and the increase demand for student dismissal by parents. JP asked if the policy is for tracked behavior per each school year or collective. Smallwood stated it depended on many factors such as age, level of infraction, etc but not limited to one school year. NC motion to approve the revisions to Policy on Dismissal of Students (Choice Revocation Policy); 2nd JP; unanimously approved (absent VG, DK, RN)
 5. 2024/25 Parent/Student Handbook: Mrs. Stover noted the major changes:
 - a. Addition: Parent Commitment form based on other Charter School’s templates. This was recommended by the district to implement to clarify expectations.
 - b. Addition: Procedures regarding student use of Artificial Intelligence (AI) including ChatGPT was added to honor code policy to address any AI usage on student assignments.
 - c. Addition: Attendance review chart with expectations of attendance and handling of absences including tardies, late sign ins and early sign outs. Goal is to stress importance of students being in the classroom and lessening instructional time loss.

d. Addition: Chart with steps for non-compliance of uniform policy.

e. Addition: Chart providing clarity on non-compliance procedures with cell phone policy

JW asked where parents can buy uniforms. Mrs. Stover spoke on uniform night event held with Red's Team Sports at LP; the required logoed polos are purchased from Red's and optional uniform logoed bottoms can be purchased from Red's or anywhere and do not have to include the logo but must follow uniform guidelines. LP provides an option for families to utilize for assistance with uniforms in the event of a hardship.

JP asked if the District had an AI policy. Mrs. Stover explained that HCPS has not published a policy so due to LP's need for one the admin team created the proposed procedures. JW recommended we contact Shawn Arnold, the school attorney, to review any policies not taken from the district before they are added to the handbook. Board agrees to move forward with the handbook minus the AI policy until Mr. Arnold reviews. Once reviewed and approved by Mr. Arnold we will add to the handbook and send out the change to LP families. JP asked about update with district's tools on catching AI with students; nothing has been rolled out by HCPS yet. NC asked about informing families of changes; Smallwood

NC motion to approve Parent/Student Handbook with current changes excluding AI policy/procedures; 2nd JP; unanimously approved (absent VG, DK, RN)

6. Comprehensive Evidence-Based Reading Plan (CERP): Mrs. Smallwood reviewed plan which focuses on improving student achievement and closing the learning gaps. KA motion to approved CERP; 2nd NC; unanimously approved (absent VG, DK, RN)
7. Mental Health Plan: Access was given by the state today so due to the delay the District advised the Board to approve the '23 plan. Template has not changed for this year. Once it is ready it will be sent to the Board; they will be given 7 days to review and respond with changes. If needed an emergency meeting can be scheduled to discuss. FR motion to approve existing Mental Health Plan; 2nd NC; unanimously approved (absent VG, DK, RN)
8. (added agenda item) Purchase Order to Vibe: Ms. Kaim reviewed the purchase order for 11 new VIBE smart boards with the goal of each grade level having 2. This should be an ESSER reimbursable purchase. JP asked why we aren't purchasing more. Ms. Kaim mentioned that not everyone wants one for their classroom and also mentioned the difficulty of them being on a large stand in a small classroom. It has been mentioned that we could install them on the wall with a sliding mount in front of the whiteboard but this would be an extensive process as it would require electrical runs to be put in and not all classrooms would be large enough to accommodate. NC motion to approve purchase order to Vibe; 2nd CG; unanimously approved (absent VG, DK, RN)

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

1. Possibly opening BoD seats – advertising, role needed on the BoD (see notes above VI. 1)

VIII. Principal's Comments

1. **CULTURE** – Mrs. Smallwood informed the Board that LP was re-certified as a LIM Lighthouse School for another 2 years. Praises Mrs. Delgado & Mrs. Fassett for their hard work on this goal as LIM Coordinators.
2. **ACADEMICS** – Performance Goals: Mrs. Adkins presented briefly on performance goals and noted that LP admin would be taking a closer look soon to develop academic goals for this coming school year.
3. **LEADERSHIP** – Professional Development Training: Mrs. Smallwood praised Phil Carr, the appointed Principal mentor. She noted the PD he held for the office/admin staff in June. She also mentioned the upcoming teacher PD opportunities, Science of Reading in July, Ashley Doty for an academic PD during preplanning, and a behavioral PD during preplanning.
4. **SCHOOL OPS**
 - a. Preparing for 2024-25 school year: staffing update – 10 positions open for the 24-25 school year 9 of which are currently filled.
 - b. Board Meeting attendance procedure: Mrs. Smallwood noted to the board that a google form was created to assist in board attendance.
 - c. HCSO deputy for 24/25 - Board previously agreed for HCSO periodically including at beginning of new year. Mrs. Smallwood and Mrs. Kaim touched base with the board on the number of times per month they would like an officer present on US 41 for traffic control. Board agreed we should request an officer 4-6 times per month through December and then we can reevaluate at that point.
 - d. Guidance for items due to District/State: Smallwood informed the Board of the difficulties when needing board approval due to the delays of the state/district on getting us forms and seeking guidance.

5. **Current Committees of the Board:** Building Construction, Finance, Principal Evaluation, Facilities, Policy and Procedures, School Surveys

IX. Round Table

1. CG brought up the mascot idea again. Mrs. Kaim shared with him that she, Mrs. Lunsford, and Mrs. Paladino have been working on it and we plan to roll it out this school year in some type of student led fashion.
2. CG also asked about school logo and why it doesn't match what is on the uniform shirts. KA and Mrs. Smallwood gave the board a history lesson on the reasons behind the logo from long ago. May revisit in the future.

X. Adjournment by Board Chair: adjourned at 6:51 PM