



# Lutz Preparatory School

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

Board Approval of Minutes: 6/27/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

## Board of Directors Meeting Minutes

**Board Meeting Date: Monday, June 3, 2024 Time: 5:00 PM Location: via ZOOM**

- I. **Call to Order and Comments by Board Co-Chair:** Meeting called to order at 5:05 PM. Co-Chair moves agenda items to allow for speakers and Board members who cannot attend entire meeting. Move items (VI.2, VIII.1b and VIII.2) to the beginning of the meeting and added an additional item under VII. Information Items for JP to present on exit interviews.
  1. Roll Call: Andrews, Callahan, Gonzmart, Gaudi, Kouffman, Paladino
  2. Absent: Narkiewicz, Ramirez, Wieland
  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 updated the Board on the success of the Cereal for Summer drive. The news clip was shared with the Board and posted on the school's social media page for families to view.
- III. **Approval of Minutes:** April 25<sup>th</sup> Mtg Mins – BOARD APPROVAL – Mrs. Lunsford noted changes to the numbers notated under section VIII.4 School Ops – KA motion to approve as written with noted changes; 2<sup>nd</sup> CG; unanimously approved (Absent RN, FR, 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.*) - BOARD APPROVAL – NC motion to approve consent agenda item; 2<sup>nd</sup> VG; unanimously approved (Absent RN, FR, JW)
  1. Memorandum of Agreement
- VI. **Discussion Agenda** (*Items for Board approval that need discussion.*) - BOARD APPROVAL
  1. Insurance renewal: Ms. Kaim umbrella policy is up for renewal with a 9% increase. Less of an increase compared to last year. Board Approval – JP motion to approve insurance renewal; 2<sup>nd</sup> CG; unanimously approved (Absent RN, FR, JW)
  2. Vendor pre-qualification: Jonathan Moore & Andrew Pupke, owner representative InVision Advisors (presented after CoChair opening comments): Mr. Moore gave update on site work project and next steps. The Board needs to decide whether or not to move forward with an RFP for a Construction Manager vs hard bidding. Construction Manager will be on a cost-plus basis with a guaranteed not to exceed amount. Bringing a Construction Manager on at this point will assist us in getting a grip on true pricing. This is also recommended by Mr. Moore because the Construction Manager can work with the engineer as the plans are being drawn to assist in finding the best options on items the engineer may not consider. Without this we will likely have more change orders down the line for items that were not thought of/caught early enough. No vote tonight; RFP will be sent to the Board to review and vote on approval at next meeting on June 27th. Jonathan Moore will reach out to the 5 groups recommended to confirm interest in the project.
  3. Board Meeting Schedule for 24/25: Mrs. Smallwood discussed new BoD meeting schedule. Noting the dates that differ from the typical last Thursday of the month. Board discussed. All dates will stay as written with the exception of May; meeting will be moved to early June to allow time for annual insurance renewal quotes. Board Approval - KA motion to approve as written with noted changes; 2<sup>nd</sup> JP; unanimously approved (Absent RN, FR, JW)
- VII. **Information Items** (*Items for the Board's information, no action required.*)
  1. April financials (Finance Committee): Ms. Kaim covered financials noting that there were no significant changes due to wrapping up the school year; noting an increase to the technology and supply expenses based on teacher wish list covered by ESSER grant.
  2. Possibly opening BoD seats – advertising, role(s) needed on the BoD (Co-chair moved this item to next meeting)
  3. Exit Interviews (item added to agenda by Board CoChair): JP conducted exit interviews to those who opted in to speak with a Board member. Three interviews took place with JP: 1 elementary teacher & 2 middle school teachers. All were complimentary of Mrs. Smallwood as new director and spoke highly of the direction that the school is going in. The middle school teachers both noted a desire to adopt a policy on AI (artificial intelligence), hardening our plagiarism policy to be similar to what the district is

implementing, and that the parents need more education on these topics. Also brought up the topic of improving follow-up communication with consequences after a referral to admin for behavior issues with students. Finally, the topic of LP's extended day was mentioned (8a-3p due to middle school requirements). Board discussed these topics and potential solutions that will be reviewed or addressed in the future.

## VIII. Principal's Comments

### 1. CULTURE

- a. Shout-outs to Student Celebrations: VPK Graduation, KG Karnival, 5th Grade House Sorting & Awards, and 8th Grade Graduation (postponed to review at next meeting)
- b. Behavior Data Review: Mrs. Adkins, LP Student Services Coordinator – updated the BoD on the internal and external behavioral system that LP utilizes. The internal referral system provides teachers/staff with away to submit a request aka a “referral” for Admin to intervene on a student behavior matter. The external system is with the District and is currently run through EdConnect later to be Synergy; this is used for major infractions that requires Admin involvement. LP policy on behavior (also explained in the LP Parent/Student Handbook and is the same as the district) categorizes behavioral offenses in four different categories: Level 1 – zero tolerance offenses, Level 2 – major offenses, Level 3 – mid-level offenses, Level 4 – minor offenses. 95% of behavior occurrences at LP fall under minor offenses. CG asked if LP considers the repeat referrals submitted for specific students; Mrs. Adkins explained that Admin monitors that data and handles those instances and also uses that information when considering student placement for the next school year. All behavioral data is reviewed in depth by the Admin team and solutions are implemented to better LP behavior.

### 2. ACADEMICS - Performance Goals: Academic Data Review – Mrs. Ostow, LP School Assessment Coordinator & Mrs. Adkins, LP Student Service Coordinator (this agenda item was moved up & was presented after VI.2)

Mrs. Ostow: reviewed state testing from the 23/24 school year. All students tested so LP achieved 100% testing completion. Mrs. Adkins: reviewed testing data with the BoD. All grade met or almost met the academic data goals set by Mrs. Smallwood at the beginning of the school year. Overall LP showed improvement from 22/23 PM3 to 23/24 PM3. Assessment data is used to close gaps in the classroom. KA asked to see what percentage of students scored at each level (1-5).

### 3. LEADERSHIP (postponed to review at next meeting)

- a. Administrative & Office Team professional development training
- b. Summer PD training for teachers/staff

### 4. SCHOOL OPS (postponed to review at next meeting)

- a. EOY faculty meeting, recognition, staffing update
- b. Continue to prepare for 2024-25 school year

## IX. Current Committees of the Board

1. Building Construction
2. Finance
3. Principal Evaluation
4. Facilities
5. Policy and Procedures
6. School Surveys – Mrs. Smallwood asked when KA & the Board would like to review the MRA & climate surveys; possibly in July.

## X. Round Table

DK reminded the BoD of previously discussing the possibility of a workshop to discuss behavior procedures; JP offered to sit with Admin to review behavioral polices and then update the Board at a later time. If a workshop is still desired then one can be scheduled.

## XI. Adjournment by Board Co-Chair at 7:17PM.