



Lutz Preparatory School

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

Board Approval of Minutes: 8/29/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Monday, July 25, 2024 Time: 5:00 PM Location: via ZOOM

Pre Meeting:

I. Call to Order by Board Chair at 5:02 PM.

- a) **Approval:** Parent Notification Letter for Out-of-Field teachers: **JP motion to approve Out-of-Field Notification Letter to parents dated 07/23/2024, 2nd by VG – unanimously approved (absent: Absent: KA, CG, DK, RN)**

II. Adjournment by Board Chair at 5:04 PM.

Regular Meeting

I. Call to by Board Chair at 5:04 PM

1. Roll Call: Callahan, Gaudi, Gonzmart (late 5:06pm), Kouffman (late 5:15pm), Paladino, Ramirez, Wieland
2. Absent: Andrews, Narkiewicz
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.*): Christina Fassett, LH Coordinator/8th Gr Science Teacher: 2023-24 Leader in Me Measurable Results Assessment Survey (MRA): LP's overall score was a 78/100. Survey is broken into three different categories: Leadership, Culture, Academics. Almost 400 students participated; younger grades do not participate. 55 staff & 413 families completed the survey. This is the first year that we utilized a Fall and Spring survey. Very positive feedback in all surveys. Some areas of focus where we can grow as a school with staff, faculty and families. Mrs. Fassett & Mrs. Delgado worked on our recertification as a Lighthouse School with Leader In Me.

III. Approval of Minutes: June 27th Mtg Mins – **NC motion to accept minutes as written; 2nd JP; unanimously approved (absent: Absent: KA, 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.*): none

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

1. 24/25 Employee Handbook (Director): Mrs. Smallwood reviewed changes to the employee HB that contains Shawn Arnold's additions/edits. No questions from BoD.
2. Instructional Continuity Plan (Director): This is a plan required to be in place in the event that we ever shut down and would then re-open.
3. ESSER (Director): required for the grant received for COVID relief.
ICP & ESSER: LP had to review the plan every 6 months but the grant will be ending so this is the last time. Families were surveyed for feedback. The survey results highlighted an error for growth on communication to families; in response LP will be streamlining communication apps to help families have less places/apps to check for multi-student LP families.
4. School Safety Policy (Director): policy created by the school's attorney, Shawn Arnold. Board reviewed.
DK motion to approve items 1-4; 2nd CG; unanimously approved (absent: Absent: KA, RN)
5. Quarterly Financials (Finance Committee): NC reviewed the financials with the BoD noting that there was an increase with Summer Camp revenue and grants. LP had some expenses that were pushed to next fiscal year (i.e. HVAC upgrade, IT upgrade for Vibe boards, Pavilion)
6. 24/25 Budget Amendment (Finance Committee): NC reviewed changes to budget needing BoD approval.
FR motion to approved King & Walker to prepare quarterly financials and to approve amendment to 24/25 budget: 2nd DK; unanimously approved (absent: Absent: KA, RN)
7. HVAC Contractor Selection (Building Committee): NC discussed what the finance committee recommended for the selection. Ms. Kaim explained that this project was funded partially by ESSER grants. The state had to approve for grant purposes which required extra compliance regarding labor rates. Project to be complete over Winter break. Board selected contractor proposed by Finance Committee at \$226k.
8. Pavilion Contractor Selection (Building Committee): NC reviewed quotes received. Board discussed specifics including choosing stucco vs bricks (cost) on columns and a shingle roof vs metal roof (loud

during rain). CSI is the Finance Committee's recommendation. Board discussed a family or company sponsoring the pavilion. Ms. Kaim noted that the quote includes moving the utility lines under the pavilion. **FR motion to approve 7 & 8; 2nd JP; unanimously approved (absent: Absent: KA, RN)**

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

1. Update on possibly opening BoD seats to fill RN's position. Board discussed steps needed to either advertise a seat or to simply appoint by BoD approval. The BoD recognized the need for construction experience on the BoD or on a sub-committee. Addition(s) would need to have time to commit to projects coming up. DK mentioned adding an ad-hoc committee could be an option for the immediate need and then potentially adding BoD members after some time on committee. CG will connect with RN's recommendation on interested in joining the sub-committee for building construction with NC as chair. JP added that there may be other families with construction experience and recommended advertising. NC mentioned informing LP families of a zoom call for interest to build the Building Committee; she will contact people interested after. Will visit at next BoD meeting.

VIII. Principal's Comments

1. **CULTURE** – 2023-24 End of Year School Survey Results: Mrs. Adkins reviewed the climate survey data sent to families and staff. 52% of families completed the survey this year; increased from last year. 73% of staff vs 69% last year. Both surveys had open comment sections for feedback. 91% of questions on family survey were responded with strongly agree/agree; 92% of questions on staff survey were answered with strongly agree/agree. Family survey top feedback categories: uniforms and communication. Staff survey top feedback categories: time for teachers, admin support.
2. **ACADEMICS & LEADERSHIP**: Mrs. Smallwood informed the BoD that LP received an "A" again this year as their school grade.
 - a. Kickoff Parent-Admin Connections – families were invited to connect with parents to go over important items for the school year.
 - b. PrePlanning event dates including Open House were sent to BoD members to be attend to connect with staff/families.
3. **SCHOOL OPS**
 - a. Student Information System (Synergy): An awareness email was sent to families regarding the district's change for their student information system. Middle School schedules are delayed therefore MS homeroom assignment notifications to families have been delayed.
 - b. Staffing Update: there have been 2 more staffing changes and all positions have been filled.
 - c. Aug/Sept Charterslink Items: August & September are heavy for items and deadlines due to the District and State.
 - d. JW asked Mrs. Smallwood to update the BoD on the professional development training by Mr. Carr that admin and the office team did this Summer.

IX. Current Committees of the Board

1. Building Construction: no update
2. Finance: update given above
3. Principal Evaluation: no update
4. Facilities: CG asked for more information regarding repairs happening at LPP; Mrs. Smallwood updated BoD on progress of repairs. Will update more at a later time.
5. Policy and Procedures: no update
6. School Surveys: KA Absent; Mrs. Adkins & Mrs. Smallwood updated BoD.

X. Round Table

1. JP asked about building addition options for future projects; BoD discussed.
2. DK expressed gratitude for the admin and office team and all they do.
3. CG stated how great Summer Camp went and thanked staff.
4. JW mentioned planning a time to meet for lunch as a Board.
5. JW asked one of the directors to attend the first day teachers return to greet them; Mrs. Smallwood updated that JP will be there.

XI. Adjournment by Board Chair at 6:36 PM.