



# Lutz Preparatory School

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

Board Approval of Minutes: 9/26/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

## Board of Directors Meeting Minutes

**Board Meeting Date: Thursday, August 29, 2024 Time: 5:00 PM Location: via ZOOM**

- I. **Call to Order by Board Chair at 5:03pm.** Chair comments: compliments all staff on a successful opening of school.
  1. Roll Call: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Narkiewicz, Paladino, Ramirez, Wieland
  2. Absent: none
  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.*): Phil Carr, mentor update – Mr. Carr updated the Board on the professional development workshop that he did with the Admin and office team over the Summer as well as the continued mentoring that he has been doing with Mrs. Smallwood. Mentoring has been focused on academics, classroom visits as an admin team, and procedures for observations for this school year. Workshop focused on team dynamics, roles and skills of each team member including organizing/prioritizing day to day operations for efficiency as a whole team. Successful workshop with admin and office staff and follow-up shows tools have been implemented successfully. JW talked about the positive feedback she has heard from the mentoring and workshop. DK asked about mentoring moving forward and what the vision is. Mrs. Smallwood would like to continue to working with Mr. Carr. Board approval that is in place is sufficient and will be addressed again if needed after limit is reached.
- III. **Approval of Minutes:** July 25<sup>th</sup> Mtg Mins – BOARD APPROVAL – **RN motion to accept minutes as written; 2<sup>nd</sup> FR; unanimously approved**
- 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 - none
- VI. **Discussion Agenda** (*Items for Board approval that need discussion.*) - BOARD APPROVAL for all items
  1. Financials (Finance Committee) - no vote needed. NC reviewed July financials with the Board. We are on track for this school year.
  2. Purchase Order: Chromebooks (Finance Committee): Ms. Kaim reviewed PO for Chromebooks for LP. CG asked if Chromebooks stay at school. Ms. Kaim explained how they are assigned and how they are stored at school. FR asked if we changed from leasing to purchasing. Ms. Kaim explained that we are using ESSER grants to purchase computers instead of leasing. This will make middle school 1:1 with technology. **NC motion to approve PO with SHI for Chromebooks; 2<sup>nd</sup> RN; unanimously approved**
- VII. **Information Items** (*Items for the Board's information, no action required.*)
  1. Update on BoD sub-committee members: JW thanked NC for compiling advertisement for Board sub-committee for building construction and asked NC to update once a date for zoom meeting has been set for sub-committee meeting and for those who are interested to join. NC will collect resumes to see the best candidates to join committee.
- VIII. **Principal's Comments:** Mrs. Smallwood thanked families and staff for their patience with the weather effecting dismissal.
  1. **CULTURE:** Positive Focus
    - a. For Staff: Bolts Brag Box - families opportunity to show positivity to staff; "I noticed when you" - for staff to staff recognition
    - b. For Students: Lightning Leaders: LP's version of student of the month with a focus on the LIM habits; Lightning in a Bottle: a chance for staff to recognize student's leadership and good habits throughout the school day; StrikeZone (MS): where students are honored for not only academics but also good behavior and leadership.
    - c. Half Day Assembly themes for 2024-25: "Bolts Behave"- planned assemblies for each early release day with a focus each month around bullying awareness.

## **2. ACADEMICS:**

- a. Lutz Prep received an “A” for school grade: LP is able to celebrate that we have achieved an “A” grade with the state again this year. Mrs. Smallwood complimented students and staff on their dedication to the school and attributes LP’s success to them.
- b. 2023-24 PM3 Proficiency Data Comparison: Mrs. Smallwood reviewed data provided to Board and thanked staff and families for success.

## **3. LEADERSHIP:**

- a. Save the Dates (updated list): reviewed revised copy due to a date change for Trunk or Treat.
- b. New Evaluation Tool: LP is switching to Florida Consortium Public Charter Schools (FCPCS) for teacher and non-instructional evaluations.

## **4. SCHOOL OPS:**

- a. PrePrep building update: Mrs. Smallwood gave an update on the repair and explained that work will continue but will not interfere with students or instructional time.
- b. Synergy: the student information system is still having issues and the County is working to move forward. All staff is doing their best to work around issues.
- c. 2025-26 Academic Calendar: the calendar is due to the district earlier this year and will need to be submitted to ChartersLink right after the September Board meeting. Mrs. Smallwood asked for any Board input prior to her creating a calendar draft and asked for guidance on the 4 additional PTO days that were given to staff last year. She also invited any Board member to schedule a meeting if desired while committee drafted the calendar. Board discussed PTO days, and early release days, making the 4-day weekends where possible again; majority of board decided to continue with the 4 PTO days and to not remove any early release days. KA asked about moving early release days to Mondays or Fridays; Mrs. Smallwood explained the strategic reason for Wednesdays being chosen in the past. Board will review draft calendar once ready and vote at September meeting.
- d. Completing ongoing compliance tasks to district & state: Mrs. Smallwood advised the Board of the compliance items due for August and September.

## **IX. Current Committees of the Board: no reports from any committees.**

1. Building Construction (NC reviewed plan to grow committee earlier in the meeting.)
2. Finance
3. Principal Evaluation
4. Facilities
5. Policy and Procedures
6. School Surveys

## **X. Round Table**

1. JW complimented Tricia and LPP on the start of new year especially arrival/dismissal procedures.
2. DK thanked staff for a smooth start to school. Asked to look into the 1<sup>st</sup> week of school next year not being a full week, if possible.
3. VG gave a shout out for a great start to the Bolts of Blue campaign including the promotional video starring Mr. Bethune, Mrs. Hume & Mrs. Adkins behind the camera.
4. RN reminded the Board that his term and extension are up and his project with the facilities committee are ready to hand over.
5. KA praised the teachers for a great start to the new year.
6. FR congratulated the school on another “A”.
7. JP join in congratulating on a great start to the new year and Bolts of Blue kick off.
8. CG mentioned extra funding that is on the ballot. Shared about his opportunity to shadow a principal at another district school and would like to have a Board member possibly do that at LP to learn more about the day-to-day .

## **XI. Adjournment by Board Chair at 6:21pm.**