



Lutz Preparatory School

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

Board Approval of Minutes: 11/21/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Thursday, October 1, 2024 Time: 5:00 PM Location: Zoom

- I. Call to Order by Board Chair & comments:** Chair calls meeting to order at 5:03pm. Item "II" pulled from agenda. JW sent her well wishes to everyone after the storm. Informs the Board that Rick Narkiewicz is resigning from the Board as mentioned in previous meetings effective 10/1/2024. Board will do a luncheon this month for a farewell to RN.
 1. Roll Call: Andrews, Callahan (left at 6:03p), Gaudi, Gonzmart, Kouffman (late 5:06p), Paladino, Ramirez, Wieland
 2. Absent: 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.*): Miss Mac (Mrs. McCartney), Gifted Teacher & Morning Show Sponsor: This item was pulled from agenda by Board Chair and will be rescheduled at a later date.
- III. Approval of Minutes:** August 29th Mtg Mins – DK motion to approve minutes as written; 2nd KA; 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.*) – JP motion to approve consent agenda items; 2nd NC; unanimously approved
 1. Management Letter – Chair signature used
 2. Curriculum Disposal
- VI. Discussion Agenda** (*Items for Board approval that need discussion.*)
 1. Director Terms up for renewal (Board Chair)
 - a. Kelly Andrews – FR motion to approve term renewal; 2nd JP; unanimously approved (no vote from KA)
 - b. Vinita Gaudi – FR motion to approve term renewal; 2nd JP; unanimously approved (no vote from VG)
 - c. Rick Narkiewicz (term previously extended): resignation as 10/1/24 (no vote needed)
 2. 2023-24 Audit (Finance Committee) – NC explained audit to Board. Bond payable went down due to payments; in good position for bond. King & Walker did not have anything to note. KA motion to accept the audit; 2nd CG; unanimously approved
 3. 2024-25 Teacher Salary Increase Allocation Plan (Finance Committee) – Ms. Kaim reviewed. This is the plan that was already approved but put in the district format for submission. KA motion to approve plan as written; 2nd DK; unanimously approved
 4. NC explained that LPP Tuition increase will be on next month's agenda after finance committee further reviewed.
- VII. Information Items** (*Items for the Board's information, no action required.*)
 1. August Financials (Finance Committee) – NC reviewed financials. LPP: Summer Camp income increase, interest payment increase. LP: Increase for Summer Camp as well. Hardship lunches have increased. JP asked how the hardship lunches work. Smallwood explained the process. We have more families participating this year. The school is looking into different options for the school to provide for these families to help with increased cost. The school is solely responsible for providing the hardship families with lunches.
- VIII. Principal's Comments:**
 1. **CULTURE**
 - a. Mrs. Smallwood updated the Board about staff's first meet & mingle for the year. Admin also gave appreciation gifts to staff to "fill their buckets".
 - b. LP Staff/PTA Connections breakfast help in September to introduce the PTA board to all staff.
 2. **ACADEMICS:**
 - a. Smallwood reviewed the LP State Assessment Performance Goals that will be submitted to the district. Mrs. Adkins helped assemble goals for testing for this year. Board Chair signature used. NC motion to approve goals and use of Chair signature; 2nd FR; unanimously approved
 - b. LP T.A.P (Tutoring Assistance Program) will run from 9/23 to 11/15. This allows qualifying students to take advantage of tutoring led by LP teachers.
 3. **LEADERSHIP:**
 - a. Observations and walkthroughs have started for this year. Gives Admin a chance to be in the classrooms.

- b. New staff “coffee-talk” in September which gives Admin a chance to check in with new staff to touch base on needs and gain feedback for LP improvement.

4. SCHOOL OPS:

- a. Smallwood reviewed 2025-26 Academic Calendar drafts (Option A, B, or C) with the Board. Staff committee met with Smallwood and all Board input from last meeting was taken into consideration and implemented in drafts for Board. Two different 4-day weekends have been implemented on all drafts in November & February. Drafts A&C both start the same day HCPS starts; B would start one day later. Starting the same as HCPS allows for consistency for families with students in other schools as well as allowing the school year to finish earlier; staff opinion is to not extend and finish earlier. Staff committee recommendation is Draft C which removes the 2nd ½ day in December and moves some ½ days strategically to other days of the week including conference night and going into breaks. KA asked the committee’s purpose for the last day of school to end 1 day earlier than HCPS; Smallwood explained that this gives staff an opportunity to finish up their end of year duties as well as allow summer camp staff, many of which are LP teachers, to prepare for camp which immediately starts the next week. KA motion to approved Draft “C” of the Academic Calendar for 2025-26; 2nd VG; unanimously approved
- b. Mrs. Smallwood explained McKinnie-Vinto, a program which assists homeless families. Admin is responsible for assessing families who qualify and then connecting them with this department. Needs are met by that office based on specific criteria. JP asked about a uniform supply on campus to help families; Smallwood updated the BoD on uniforms on-hand that school uses to help students for various reasons. NC explained what another school does to help families with donated uniforms.

IX. Current Committees of the Board

- 1. Building Construction – NC gave update on BoD sub-committee meeting which will be held on October 16th. An email will be sent to LP families to invite all who are interested to join meeting with the intention to build committee.
- 2. Finance – nothing further
- 3. Principal Evaluation – no report
- 4. Facilities – no report
- 5. Policy and Procedures – no report
- 6. School Surveys – KA stated that an initial survey was already completed and another survey will be performed later in the school year.

X. Round Table

- 1. JW: Expressed her appreciation for RN’s time on the Board as a long-standing LP Board member. Asked for an update to the Board on an email that was sent to the BoD. JW asked DK and then VG on assistance to chair the next meeting in her absence; VG will chair zoom meeting.
- 2. KA: Brought a concern to the Board about backpacks and the student’s carrying them around all day. Also asked if lockers were an option. Mrs. Smallwood explained that lockers were not an option due to space but many teachers provide space for text books and do not require all items to be taken home every day nor carried around campus.
- 3. JP: Asked about staff and how they weathered the hurricane. Mrs. Smallwood gave an update.

XI. Adjournment by Board Chair at 6:20pm.