



# Lutz Preparatory School

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

Board Approval of Minutes: 12/19/2024

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

## Board of Directors Meeting Minutes

**Board Meeting Date:** Thursday, November 21, 2024 **Time:** 5:00 PM **Location:** Narkiewicz Hall

### **I. Call to Order by Board Chair at 5:01 PM.**

1. Roll Call: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Ramirez, Wieland
2. Absent: none
3. Administration: Kim Smallwood
4. Parent Representative: Rachel Lunsford

### **II. Bolts Highlights:** LP's Greatest Show: Tiny Tot Cheerleaders (after-school enrichment and the LP Pom & Dance Team performed for families and the Board.

### **III. Approval of Minutes:**

1. October 1st Mtg Mins – JP motion to approve minutes as written; 2<sup>nd</sup> FR; unanimously approved
2. October 24<sup>th</sup> Mtg Mins – KA motion to approve minutes as written; 2<sup>nd</sup> DK unanimously approved

### **IV. Public Comment** - Item moved to follow Item "I" by Board Chair: Rick Narkiewicz, former LP Board Member thanked the Board and was recognized for his 12 years of service as a member of the Board.

### **V. Consent Agenda** - BOARD APPROVAL for all items: KA motion to approve consent agenda items; 2<sup>nd</sup> FR; unanimously approved

1. IT Equipment disposal
2. Annual Statements for Bond (Chair signature used)
3. FTE Projections
4. 990 (Treasurer signature used)

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

1. Contractor Fee Proposal (Building Construction Committee) – item moved up on agenda to follow item "II" by Board Chair: Andrew Pupke, Invision Advisors, reviewed their analysis of quotes for Construction Manager (CM)/General Contractor fee for the site work project. Building Committee and Invision Advisors recommended CSI due to more favorable proposal. Fee covers overhead & profit including preconstruction fee. The CM will consult with the designer to finalize a budget. A guaranteed maximum price will be provided once plans are finalized. The overhead & profit will be based on percentage of cost of the work. KA motion to accept CSI proposal; 2<sup>nd</sup> JP; unanimously approved.
2. VHB Contract (Finance Committee) – item removed from the agenda by Board Chair. Will be addressed at a later meeting.
3. Property Insurance Renewal (Finance Committee) – the committee reviewed the renewal policy and asked for a revised quote to determine whether removing named-storm coverage from 5<sup>th</sup> grade &/or Middle Schools modular buildings coverage was beneficial due to the high deductible that would have to be met. Also, Board discussed potentially adding flood insurance; this can be discussed and added at a later time outside of main policy. Hurricane "buy down" of deductibles will be assessed and presented to finance committee and then the Board for approval at a later time. FR motion to approve Lloyds of London policy at 12% increase with removal of named-storm coverage for 4-count modular; 2<sup>nd</sup> CG; unanimously approved
4. School Recognition Funds Ballot (Director to review) – Ms. Kaim reviewed A+ funds that LP is receiving. All staff was invited and those who were interested met to discuss ballot for this year for how funds would be allocated. Final decision from staff needs Board approval to move forward with staff voting: Option A – funds evenly divided between all 23/24 returning staff (part-time & mid-year hires proportioned); Option B – funds divided between all 23/24 returning staff (part-time & mid-year hires proportioned) plus new staff will receive \$200. Staff will be polled from 12/2/24-12/3/24. Bonus will be given at the following payroll. JW asked for clarification of what staff will receive bonuses; Ms. Kaim explained that all staff is included (custodial, instructional, and all support staff). CG motion to approve ballot for A+ funds as written (with error referring to an option C removed); 2<sup>nd</sup> FR; unanimously approved
5. Mentor fee update (Finance Committee) – originally when mentor was approved the amount of \$5,000 was approved. Currently, if continuing the approved amount would need to be increased; board discussed. Final decision was to continue with Mr. Carr as mentor for Principal as well as training for Admin support staff continuing. Ms. Kaim suggested \$3,000 added. JP motion to approve an additional \$3,000 for 12 months; 2<sup>nd</sup> NC; unanimously approved

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

1. October Financials (Finance Committee): NC reviewed financials with Board. LPP – decrease in cleaning cost & property insurance cost; LP – increase due to ESSER grant (which is ending) & A+ funds, change in expenses due to savings with health insurance. Reminder that pavilion project is coming up (\$400k) either this fiscal or next. KA asked about update on pavilion project; Ms. Kaim said project is in permitting phase and will most likely start over Summer. CG asked when HVAC will start; Ms. Kaim said prep work will start over Fall break and then install will occur over Winter break. JP asked for clarification on for line item on LPP statement; Ms. Kaim explained that it was an old loan but zeroed out currently.
2. NC reviewed letter that was mailed to the school anonymously requesting the Board to reassess previous decision to increase LPP tuition. Board reviewed letter and discussed. Final decision was to not revisit decision previously made by Board to increase tuition due pricing remaining competitive, increased in expense burden on the school and staying competitive with salary to support staff retention. Noting the benefit of families who attend LPP obtaining the preference when applying to the charter.

3. Chair asked all Board members to ensure upcoming meeting dates are noted to ensure quorum for each meeting.

#### VIII. Principal's Comments:

1. **CULTURE:** Post-storm LP community support (hurricane relief donations for impacted families): Mrs. Smallwood updated Board on LP families who were affected by recent storms. All families were asked to contribute to LP's hurricane relief to support these LP families. 8 families were given a \$200 gift card from funds raised as well as receiving encouraging cards from our families.
2. **ACADEMICS:**
  - a. 2023-24 School of Excellence designation: Mrs. Smallwood updated the Board on designation
  - b. PM2 = December/January: testing coming up K-2 will start in December, midterms for Middle School in December, 3<sup>rd</sup>-8<sup>th</sup> testing in January. Mrs. Smallwood noted that testing windows are given to families but not specific dates to allow for last minute schedule revisions, lessen test anxiety, etc.
3. **LEADERSHIP:**
  - a. Keeping our Kids SAFE Presentation– Corporal Rose came to present to our families on awareness of internet safety on 10/28. He reviewed steps to protect children.
  - b. Behavior/Threat Assessments
    - Mrs. Smallwood asked Mrs. Stover & Mr. Bethune to review threat process and procedures. This is from the district which includes steps to take when awareness of a threat is received whether given straight to the school or reported through FortifyFL (reporting portal required by state). When threat received, a trained threat management team meets and outside law enforcement is included when needed. LP has district point of contact to refer to when necessary. Threats are either determined founded or unfounded through interview and fact-finding. Upon outcome, steps are taken whether a behavior or safety plan is needed, discipline implemented, counseling referral, or even a change of environment process implemented which would result in a student's LP enrollment being revoked.
    - Change of Environment process and student update: Mrs. Smallwood updated Board on a FortifyFL tip received. Threat management team including HCSO reviewed/investigated. District hearing took place and enrollment privileges have been revoked effective immediately. Alternative placement was reviewed and discussed and LP will partner with new school to ensure that school has everything needed.
    - JP asked if at-risk policies implemented support this district process or are separate; Mrs. Smallwood confirmed that based on specifics of each scenario LP will determine outcome (utilizing policy) or District will need to stay involved in decision-making.
  - c. Shout-outs to Mrs. Hume & Mrs. Adkins – Mrs. Smallwood updated the Board on revenue received for Summer camp and Bolts of Blue Campaign. Summer Camp this year increased by \$38k. BoB raised \$198k this year.
  - d. Guidance counselor position –Board received update on staff change as well as current interviews taking place to fill position.
  - e. Leadership Night invitation – Mrs. Smallwood reminded the Board about Leadership night coming up on 12/11 from 5:30-7:30 PM.
  - f. Mrs. Smallwood asked Mr. Bethune to update Board on recent school rankings in FL. Mr. Bethune shared US News & World Report article that will be shared with all families. LP middle school was ranked #2 in county and #20 in the state.
4. **SCHOOL OPS:**
  - a. Facilities
    - HVAC update – some units have been installed more to be installed
    - New facilities manager hired and starting late November/December.
    - Damage from storms being repaired on fence, shingles/roof, sign at front of property. Should wrap up by December.
    - PrePrep project almost complete.
  - b. Synergy (student information system) – the School Board meeting on December 3<sup>rd</sup> will determine the future of Synergy. District will determine whether to stick with Synergy or replace.
  - c. Lawsuit update – Mrs. Smallwood updated the Board on ongoing case. Original attorney dropped case. Family is seeking settlement with school outside of legal counsel. LP attorney referring case to insurance company.

#### IX. Current Committees of the Board

1. Building Construction – NC gave update on new committee members: Scott Baker & Brad Hutton. They will be joining Thursday meetings and helping with CSI contact.
2. Finance – no further report
3. Principal Evaluation – JW updated the Board on Dec evaluation; due to Mrs. Smallwood's score on her previous evaluation she will be skipping this evaluation. Next eval will be in June.
4. Facilities – no update
5. Policy and Procedures – no update
6. School Surveys – no update

#### X. Round Table

1. JP
  - a. Gave update on her time with Middle School at her Great American Teach-In Presentation. She asked the students if they would change anything at LP: students want locker, they want an upgrade on PE equipment, they want to incorporate recess into their schedule.
  - b. Mascot: JP asked for an update. Teachers were asked if interested to join mascot committee. Process has moved forward. Student involvement will be incorporated in choosing and implementing mascot.
2. CG: asked about staff appreciation from the Board for the holidays. Board discussed picking a date and deciding on lunch/treat.
3. VG: asked Board members to help with verifying quorum every month.
4. JW: updated Board on her recent visit to the school. Many grade levels were holding election lesson and she was able to participate and observe.

#### XI. Adjournment by Board Chair at 7:22 PM.