



Lutz Preparatory School

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

Board Approval of Minutes: 1/30/2025

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Board Meeting Date: Thursday, December 19, 2024 **Time:** 5:00 PM **Location:** ZOOM

- I. **Board Secretary serves as acting Chair; called the meeting to Order at 5:07 PM.**
 1. Roll Call: Callahan, Gaudi, Kouffman, Paladino, Ramirez,
 2. Absent: Andrews, Gonzmart, Wieland
 3. Administration: Kim Smallwood
 4. Parent Representative: Rachel Lunsford
- II. **Approval of Minutes:** November 21st Mtg Mins – FR motion to approve minutes as written; 2nd JP; unanimously approved (absent KA, CG, JW)
- III. **Public Comment** (for those with completed Public Comment Form): none
- IV. **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.*)
 1. (item added to agenda) Approve use of Chair signature for Grant document: JP motion to approve consent agenda; 2nd NC; unanimously approved (absent KA, CG, JW)
- V. **Discussion Agenda** (*Items for Board approval that need discussion*) - BOARD APPROVAL for all items
 1. VHB Contract – NC reviewed contract and confirmed that Hill, Ward, & Henderson also reviewed/approved contract. FR motion to approve contract; 2nd JP; unanimously approved (absent KA, CG, JW)
- VI. **Information Items** (*Items for the Board's information, no action required*):
 1. HCSO: (no vote needed just discussion) – Ms. Kaim reminded Board of the current usage of a HCSO deputy during arrival times periodically throughout each month. Board discussed financial impact and whether or not to continue. FR asked long term plan for this; Ms. Kaim reminded of Board's original decision to use HCSO to help slow down traffic on Hwy 41 until the flashing signals are installed after site work project/road work is complete. JP asked for school to confirm "school entrance" signs previously installed are still standing. Board decided to continue using HCSO until the end of this current school year and then to assess for 25/26 school year.
 2. Property Insurance Renewal update: Ms. Kaim updated Board after last month's approval of renewal policy. Insurance company would not remove some of the named-storm coverage (as hoped) without removing from all modulars (not the Board's wishes). Insurance renewed as policy was written without changes. Additional update - deductible was lowered.
- VII. **Principal's Comments:**
 1. **CULTURE:**
 - a. Holiday Leadership Night: event was a success and had a great turnout.
 - b. LPStaff /BoD Connections: Mrs. Smallwood reminded the Board of the breakfast for staff & BoD on Jan. 24th and asked members to RSVP (yes: JP, FR, NC, VG; maybe: DK)
 - c. Mascot planning is underway. More to come at a later time.
 2. **ACADEMICS:**
 - a. 2024 Leader in Me Lighthouse Academic Honor Roll school: Elementary = 97.5 (percentile rank in FL), Middle School = 96.3 (percentile rank in FL) - Mrs. Smallwood reviewed this award received again this year and praised LP on another success.
 - b. Mrs. Smallwood reminded Board of Admin's decision regarding LP holding semester exams vs the district decision post-hurricane to cancel semester exams and asked the Board to direct any parent concerns/questions about this to LP Admin.
 3. **LEADERSHIP:**
 - a. Welcome new staff: Mrs. Smallwood gave an update on our 2 new staff members and their transition to LP. Ms. Molly Villani, guidance counselor, has already transitioned to the way LP runs and is working with Admin. Mr. Rob Duncan, facilities manager, has joined our other

facilities manager, Mr. Paul. Mr. Rob brings a great skill set to LP including his experience with HVAC.

4. SCHOOL OPS:

- a. Student Information System: The district has decided to change the SIS again for 2025-2026. Synergy was not as efficient and effective as HCPS hoped and Focus will be the new system. Trainings and many changes will happen over the Summer and at the beginning of next school year.

VIII. Current Committees of the Board: no additional committee reports

1. Building Construction
2. Finance
3. Principal Evaluation
4. Facilities
5. Policy and Procedures
6. School Surveys

IX. Round Table

1. **VG** – praised LP staff for a great Leadership Night. She also complimented the check-in process when parents come on campus or attend a field trip.
2. **FR** – wished everyone a Happy Holiday/New Year.
3. **JP** – complimented the systems LP has in place especially during this busy time of year on campus.
4. **NC** – thanked Ms. Kaim and rest of team for all of the help throughout the year.
5. **DK** – praised the whole team/Board for a great year so far and wished everyone a Happy Holidays.

X. Acting Chair adjournment meeting at 5:39 PM.