



# Lutz Preparatory School

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

Board Approval of Minutes: 2/27/2025

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

## Board of Directors Meeting Minutes

Board Meeting Date: Thursday, January 30, 2025 Time: 5:00 PM Location: ZOOM

- I. Called to Order by Board Chair at 5:00 PM. Note Chair moved item *VIII.1.b* to follow item *II*.
  1. Roll Call: Andrews (late 5:12), Callahan (late 5:02), Gaudi, Gonzmart, Kouffman, Paladino, Ramirez, Wieland
  2. Absent:
  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.*): Ms. Mac (Mrs. McCartney), Morning Show sponsor & AGP teacher shared about the Blazing Bolts Morning Show, explained the student involvement and shared the procedures for students to join and participate. She also updated the Board on the gifted program at LP this year.
- III. Approval of Minutes: December 19<sup>th</sup> Mtg Mins – JP motion to approve 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.*): JP motion to approve consent agenda; 2<sup>nd</sup> KA; unanimously approved
  1. Out of Field Parent Letter dated 1/30/2025
  2. SunBiz filing – use of Chair signature
- VI. Discussion Agenda (*Items for Board approval that need discussion*)
  1. Board of Directors Officers: Chair reminded the Board of need to re-elect officers every year. Board roundtable discussion:

FR: content to stay where he is.  
JP: good to stay where she is.  
CG: offered to step up as Chair of the sub-committee for Facilities; Board discussed.  
DK: said he is fine to stay as co-chair again this year and would be interested in joining the Principal Evaluation committee if needed  
KA: supports to keep current slate and stay as chair of School Surveys committee.  
NC: content to stay as Treasurer.  
VG: happy to remain in Secretary position.  
JW: praised the Board that we have as one of the best she has served with. Asked the Board for help on attendance at meetings and communicating to ensure quorum. Will revisit attendance and meetings missed next month. She will be out a few meetings coming up this year and will need help to run the meetings when she is out.  
DK motion to renew the current slate of officers; 2<sup>nd</sup> FR; unanimously approved
  2. Quarterly Financials (Finance Committee): Ms. Kaim reviewed financials – LPP exp down for electric & property insurance; LP – ESSER grants have ended, increase in BoB income, exp up for supplies due to teachers wish list that LP was able to fulfill, Substitute teacher exp down, Guidance Counselor exp down, utility exp down, security exp up due to BDA system install, pavilion project will be up next. Pavilion update: permitting approved, working with CSI for timeline and contract to Board for approval. Mid-year update for IT & Facilities needs: assessment happening soon on IT at LP to see if we need any upgrades, Bard (AC) unit need to be replaced in mods since they are outdated, walls in mods to be painted. VG motion for King & Walker to prepare quarterly financials; 2<sup>nd</sup> KA; unanimously approved
  3. RFP Bard units (Finance Committee): JP asked about possibility of filters as an add-on to the project and the ability to control the AC in each room. Ms. Kaim said the efficiency of the units will be greatly increased when they are updated and she will look into filters moving forward. Units are currently programmed for efficiency day vs nights/weekends. The scope is per Bryant Lyle's recommendation. JP motion to approve RFP; 2<sup>nd</sup> DK; unanimously approved
  4. Arbitrage Management Group (~~Building~~ Finance Committee): Arbitrage Management Group reached out to the school in regards to investing LP reserves in municipal bonds. Current rate of .08%; municipal bond will be from 4.06-4.11% interest. FR motion to invest reserve monies with AMG (municipal bonds); 2<sup>nd</sup> DK; unanimously approved
- VII. Information Items (*Items for the Board's information, no action required*): none
- VIII. Principal's Comments:
  1. **CULTURE:**

- a. Mrs. Smallwood updated Board of meetings held with every grade level for mid-year meetings (curriculum, requests, etc) & looking forward/planning for next school year.
- b. (items moved to beginning of meeting as noted above) Action team: CERT – Mrs. Smallwood and Ms. Mac (Mrs. McCartney) updated the board on the new action team created to assist staff with certification requirements and deadlines.
- c. Mrs. Smallwood along with LP’s data processor, Mrs. Zboinski went to the district office today for FTE verification. Praised Mrs. Z and all of her hard work.

**2. ACADEMICS:**

- a. PM2
  - LP finished testing this month. Shout out to Mrs. Ostow, LP’s testing coordinator
  - Mid-year academic update: Mrs. Adkins updated Board on data chats that are in process with each grade level where academic data is reviewed with each team. Mrs. Adkins reviewed grade level and school-wide data with the Board and compared LP to district and compared PM1 vs PM2. KA asked what level is considered to be a proficiency level (level 3). CG mentioned reading proficiency level as a state is so low and praised LP for their passion and focus on academic success of our students.
- b. Along with CSL LP has teamed up with Ms. Mason from Learning Gate to create a Math League. TCMS will have a sponsor to run competition. LP will have students/teams to compete in late March. More info will come to families with students in those grade levels.

**3. LEADERSHIP:** Mrs. Smallwood reviewed standards for Public Comment (Board meeting guidelines) and recommendations and policy template given by LP’s school attorney, Shawn Arnold. Two areas need to be potentially addressed: 1.) a specified period of time for public comment may need to be clarified. Mrs. Smallwood asked if the Board wants to implement a cap or max time allowed for public comment. 2.) clarification on #5 of existing guidelines regarding conduct. JP agreed that specific language is needed and if virtual vs in-person differs on max time allowed for comment; JW clarified that in-person & virtual are treated the same. KA offered to amend and clarify existing guidelines. DK adds that unless we are required, he advises to keep reference to current civility policy in guidelines as is and to link it for clarification. KA stated possibility of needing to amend #4 of existing guidelines for clarification on time for public comment being modified in a meeting. DK offered to help review case and also review what KA proposes for amending board meeting guidelines. Board would like Shawn Arnold’s office to review proposed changes before final Board approval.

**4. SCHOOL OPS:** Mrs. Smallwood reminded Board of change for Student Information System (SIS) from Synergy to Focus for the 25/26. Focus training has begun. She reminded the Board of this change to the SIS after last year’s change to Synergy; she highlighted that this requires support and grace from families as these changes are yet again implemented with another new SIS.

**IX. Current Committees of the Board**

1. Building Construction – no report
2. Finance – NC informed the Board that a change in LP’s bond will be coming soon due to tax-free bonds coming to an end.
3. Principal Evaluation – JW reminded the Board that the Principal’s upcoming eval will be reviewed at next Board meeting.
4. Facilities: (moved item to go with VI.1) JW motion to nominate CG as Chair of facilities committee; 2<sup>nd</sup> KA; unanimously approved
5. Policy and Procedures – no report
6. School Surveys – KA mentioned that next survey will be in the Fall

**X. Round Table:** CG asked about the LP mascot; Mrs. Smallwood updated the Board that we have a teacher who has stepped forward to coordinate this committee and implement a process for student involvement in development and facilitating mascot at school activities. CG asked if he can schedule a time to shadow on campus. KA & DK asked to be involved in shadowing if possible and schedules permit.

**XI. Adjournment** by Board Chair at 6:38 PM.