



# Lutz Preparatory School

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

Board Approval of Minutes: 04/25/2025

Board Chair's Signature:

*Joyce Wieland*

Director's Signature:

*Kim Smallwood*

## Board of Directors Meeting Minutes

**Board Meeting Date:** Thursday, March 27, 2025 **Time:** 5:00 PM **Location:** ZOOM

### **I. Call to Order and Comments by Board Chair at 5:06pm.**

1. Roll Call: Andrews (late 5:11pm), Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Ramirez, Wieland
2. Absent: none
3. Administration: Kim Smallwood
4. Parent Representative: Rachel Lunsford
5. Chair comments: agenda item #6 added under V for Principal's contract renewal.

### **II. Bolts Highlights** (*Student group, team, or individual will be introduced to share an accomplishment and give us an opportunity to congratulate them.*): Mrs. Karen Elenbaum, MS Tech teacher, reviewed certification opportunities offered to students to teach digital literacy skills. 284 certifications have been earned to date by LP students this school year. Funds received from the State for certifications earned to be used in the tech ed program. She is looking further into other certifications for students for future classes.

### **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.*): **KA motion to approve consent agenda; 2<sup>nd</sup> JP; unanimously approved**

1. Approval of Meeting Mins: Feb 27<sup>th</sup>

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

Ms. Kaim reviewed building projects coming up. Site work project timelines have been moved up. Ms. Kaim asked Board for additional support in the coming weeks for reviewing/approving items as things progress with permitting, contracts, etc. Asked for special-called board meetings to be scheduled to be proactive to allow for quick approval so project can move forward as contracts are ready. Board decided on: Tuesdays 4/1, 4/8, 4/15 at 5pm for special-called board meetings for construction projects.

\*Chair pulled items V. 1, 2, 4, 5 from agenda due to contracts not being ready. Updates given on each item; no vote taken on these items.

1. Pavilion Options (Finance Committee): Ms. Kaim explained that we are still waiting on contractor for pricing for optional items to be added to project. These are items being proposed for aesthetic purposes. No vote occurred; will revisit at future meeting.
2. CSI Pavilion Contract (Finance Committee): Ms. Kaim updated Board on status and items that contractor is waiting on before they can finalize contract to be approved. No vote occurred; will revisit at future meeting.
3. Wind Buy-Down Quote (Finance Committee): Ms. Kaim reviewed quote to buy down deductibles in the event we have damage from a storm. Fee is \$52k/year. Finance committee does not recommend this buy down. **FR motion to decline the option to buy down deductible for wind insurance; 2<sup>nd</sup> KA; unanimously approved**
4. VHB Additional Work (Finance Committee): Item pulled. No vote occurred.
5. CSI Site-work Contract (Building Committee): Item pulled. No vote occurred.  
Ms. Kaim gave update on project on connection to city sewer, water, fire, road work on 41 (turn lanes, moving south entrance to middle of campus, paving queuing field). Mr. Rygiel provided initial quote based on drawings for site, Hwy 41, and connection to Crystal Lake. Hillsborough County is still a few years out on connection project. \$240k for LP to do that part instead of waiting on County. Full project estimated \$2.4m. Extra costs estimates to be provided ahead of time; Ms Kaim estimating that it will put the project closer to \$3m. Finance committee was presented with latest project estimates along with cash analysis (for bond) done by Ms. Kaim. Waiting on a few final items then brought back before Board for approval.
6. Principal Contract renewal: Chair reviewed need to renew Mrs. Smallwood's term per her contract which is extended annually after initial term expires on June 30, 2025. Chair recommended renewing Mrs. Smallwood's term for another year. Board discussed. CG motion to renew Mrs. Smallwood's contract as Director of Schools at LP from June 30, 2025 to June 30, 2026; 2<sup>nd</sup> NC; unanimously approved

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

1. Financials Review (Finance Committee): NC reviewed February financials. LPP increase in tuition income & summer camp. LP increase in state revenue for safety & sec grant; increase in Summer Camps revenue. LP expenses increase for HVAC & Pavilion projects; repair and maintenance costs went down.
2. Update on Bond Proceed Investments (Finance Committee): NC gave update on bond proceeds investments with Arbitrage Management Group. All investments mature at different times.

**VII. Principal's Comments:**

1. **CULTURE:**

- a. Connections Social 3/13: Mrs. Smallwood updated Board on successful event with staff and PTA that were able to join.
- b. Staff Appreciation Week: PTA and families took time to show their thanks to all staff. Mrs. Smallwood thanked everyone.

2. **ACADEMICS:**

- a. Spring Parent-Admin Connections (PAC) 3/11: Mrs. Smallwood gave update on successful event for parents to come learn about specific topics covered. We received great feedback on event.
- b. Spring "boot camps" – April: sessions offered by staff after school students who staff has determined would benefit from attending.

3. **LEADERSHIP:**

- a. Mission/Vision Committee: staff volunteered to be part of this committee to revise LP's current mission/vision statements. Committee has met and will survey staff & students for their input on revisions. These options will then be brought back before the Board for approval. Then families, student and staff will vote and Board will approve final mission and vision statements.
- b. Standards for Public Comment (update / continued): KA updated the Board on revisions made to policy after Board discussion last meeting. Board discussed further revision/clarification needed. KA will revise policy with clarifications discussed; then policy will go back to Shawn Arnold for review. **KA motion to approve Board & Committee Policy pending final review from Shawn Arnold; 2<sup>nd</sup> DK; unanimously approved** Any changes recommended Shawn Arnold will be brought back before the Board.

4. **SCHOOL OPS:**

- a. Site work
- b. Pavilion  
Mrs. Smallwood reiterated need for Board support with extra (previously mentioned) special-called board meetings in order to approve items allowing these projects to move forward and allow as much of the project as possible to be completed over the Summer.

**VIII. Current Committees of the Board**

1. Building Construction: NC brought up potential of adding Scott Baker to the Board to help with the construction building committee and to be an asset with construction experience on the Board. JW recommended adding this to the next agenda.
2. Finance: no additional update
3. Principal Evaluation: JW reminded board of upcoming
4. Facilities: no report
5. Policy and Procedures: no report
6. School Surveys: next survey will be in the Fall

**IX. Round Table**

**X. Adjournment by Board Chair at 6:36pm**