



# Lutz Preparatory School

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

Board Approval of Minutes: 06/27/2025

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kyle Ingham*

## Board of Directors Meeting Minutes

**Board Meeting Date:** Thursday, April 24, 2025 **Time:** 5:00 PM **Location:** Narkiewicz Hall

### **I. Call to Order and Comments by Board Chair at 5:02 PM.**

1. Roll Call: Baker, Gonzmart, Kouffman, Ramirez, Wieland
2. Absent: Andrews, Callahan, Gaudi, Paladino
3. Administration: Tricia Hume (Chair recognized Mrs. Hume as admin present for Mrs. Smallwood)
4. Parent Representative: Rachel Lunsford
5. Board Chair Comments:
  - a. JW welcomed Scott Baker as official LP Board member.
  - b. Gave update on Graduation and invited the Board on LP's behalf & asked for each member to RSVP to Mr. Bethune.

### **II. Bolts Highlights** (*Student group, team, or individual will be introduced to share an accomplishment and give us an opportunity to congratulate them.*):

1. Mrs. Betsy Killebrew, mascot: Mrs. Killebrew updated Board on status of mascot. Student involvement will include vote by families, students, and staff. She covered pricing on options. Choices that have been voted on previously by student body and staff. Next step will be discussion of funding/sponsor and then voting to determine final mascot. Once we return from Summer student will again be involved by voting on the mascot's name, have the opportunity to design the animated version of the mascot that can be used on logoed items, as well as creative writing to design the mascot's back story. Students will tryout to be a part of the mascot team and attend sporting games, school events, Bolts of Blue events, etc. Staff will be involved in training student who make the mascot team, attending events with students, coordinate schedule for mascot, etc.
2. Mrs. Erin Campbell, Elementary Student Lighthouse Coordinator: Mrs. Campbell along with Mrs. Pittman run the 4<sup>th</sup> & 5<sup>th</sup> grade lighthouse team. This team meets monthly. Duties include community outreach projects, working with K-3<sup>rd</sup> on their WIG's (wildly important goal), etc.

### **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.*): FR motion to approve consent agenda; 2<sup>nd</sup> CG; unanimously approved (absent KA, NC, VG, JP)

1. Approval of Meeting Mins: March 27, April 1, April 8, April 15

### **V. Discussion Agenda** (*Items for Board approval that need discussion*) - BOARD APPROVAL needed for all items

1. Quarterly Financials (Finance Committee): Ms. Kaim reviewed financials only minor fluctuations. LPP up a little compared to projections; LP even with projections. DK motion to approve King & Walker to prepare quarterly financials for submittal to district; 2<sup>nd</sup> CG, unanimously approved (absent KA, NC, VG, JP)
2. 25-26 Budget (Finance Committee): Ms. Kaim presented the 25/26 budget to the Board; already presented & approved by finance committee. Items to note: LPP - 13%+ tuition, 8%+ salaries, 30%+ property insurance, lowered interest revenue. LP - state funding proposed to be lower than last year at around 1% plus Hills County tax referendum funds for teachers' salaries, construction budget cost increased due to second ½ of pavilion project and site work project. DK motion to approved 24/25 Budget for LP & LPP; 2<sup>nd</sup> FR, unanimously approved (absent KA, NC, VG, JP)
3. Audit Engagement (Finance Committee): Ms. Kaim reviewed annual audit engagement with King & Walker. Increase in cost of services went up this year. DK motion to approve King & Walker for the 24/25 annual audit engagement; 2<sup>nd</sup> SB, unanimously approved (absent KA, NC, VG, JP)
4. CSI Contract (Building Committee): DK reviewed contract and update from Mr. Rygiel, CSI. Ms. Kaim updated the Board on the contract for site work. Noting liquidated damages clause of contract with changes for completion date from "7/31" to "TBD upon execution of GMP" (guaranteed maximum price). Should receive GMP in about 4 weeks. DK explained that a phased schedule may be need to be implemented due to permit timing, project schedule and school opening. Plan is to get as much on-campus work complete prior to school starting then work on Hwy 41. Mr. Rygiel's attorney is reviewing contract. DK suggested to approve contract as is with understanding of potential of re-approving contract at special-called meeting after potential changes received from CSI. Ms. Kaim explained the 1% fee (roughly \$30k) in the contract if LP decided to not move forward after GMP is received. Board discussed. SB motion to approve CSI contract; 2<sup>nd</sup> CG; unanimously approved (absent KA, NC, VG, JP)

5. Pavilion Options (Building Committee): Ms. Kaim discussed options for pavilion for Board to discuss and approve. Roof – CSI proposed doing a metal roof at lower cost instead of shingle roof. Board discussed and decided to stay with previously-approved shingle roof and not metal due to noise concern. Columns – Ms. Kaim discussed options to finish (8) columns. Board reviewed options and discussed. Board decided to remove all covering and move forward with exposed painted steel. The option to add covering for columns at a later date could be revisited. CG motion to remove concrete wrapping on columns (contract revision) and leave as exposed steel; 2<sup>nd</sup> DK; unanimously approved (absent KA, NC, VG, JP). SB offered to look into whether the pavilion roof will be vented per the existing plans to answer Board's questions of ventilation along with fans (x4) to handle heat.
6. School Security for 2025-26 school year: SSO vs SRO (Director) – Mrs. Lunsford reviewed district form required annual to select what type of school security will be utilized. In the past we have elected to use an SSO provided by HCPS security. CG motion to approved SSO for the 2025/26 school year; 2<sup>nd</sup> FR; unanimously approved (absent KA, NC, VG, JP)

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

1. None

**VII. Principal's Comments:** reviewed by Mrs. Hume in place of Mrs. Smallwood

1. **CULTURE:** Next year's theme for LP&LPP and Bolts of Blue campaign will be "friendship" with Toy Story features. The 2025-26 Schoolwide WIG (Wildly Important Goal) will go along with that and has been selected – "100% of LP will promote friendship through acts of kindness each month." Kindness Challenge campaign will run again in 25/26.
2. **ACADEMICS:**
  - a. FAST PM3 has started and campus will close to visitors along with other procedures required in following state guidelines for testing.
  - b. Final Exams will begin mid to late May for middle school.
3. **LEADERSHIP:** Mrs. Lunsford reviewed update from Mission and Vision committee. Proposed choices have been chosen with students and staff input to change LP's current Mission & Vision Statements. Board reviewed and discussed the 3 choices for the mission statement and the 3 choices for the vision statement; Board is ready to proceed with stakeholder vote to be rolled out on 5/2/25. The final results of the chosen mission and vision statement will be brought back before the Board for final approval and adoption.
4. **SCHOOL OPS:** Mrs. Hume reviewed the inadvertent lockdown that took place recently due to an accidental initiation of the Centegix system. Admin reviewed procedures and actions taken as well as intentionally surveyed staff for their input, questions, and overall feedback. The district and state were consulted afterwards for feedback and reporting. LP has implemented some changes to emergency procedures after reassessing and discussing the entire process/event.

**VIII. Current Committees of the Board**

1. Building Construction – new Chair appointment; item removed and pushed to future meeting
2. Finance
3. Principal Evaluation
4. Facilities
5. Policy and Procedures
6. School Surveys

**IX. Round Table:** Chair initiated roundtable among Board members present for discussion on any topics.

1. SB thank the BoD and expressed thankfulness to be a part of the LP BoD.
2. DK confirmed next meeting which will take place on Monday 6/2 due to graduation on the last Thursday of May.
3. FR may be able to make graduation and will let Mr. Bethune know when confirmed.

**X. Adjournment by Board Chair at 6:17pm.**