



Lutz Preparatory School

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

Board Approval of Minutes: 6/2/2025

Board Chair's Signature:

Joyce Wieland

Director's Signature:

Kim Smallwood

Board of Directors Special-Called Meeting Minutes

Board Meeting Date: Thursday, May 22, 2025 **Time:** 5:00 PM **Location:** Zoom

I. Call to Order by Board Co-Chair at 5:11pm.

1. Roll Call: Baker, Callahan, Gaudi, Kouffman, Ramirez
2. Absent: Andrews, Gonzmart, Paladino, Wieland
3. Administration: Kim Smallwood
4. Parent Representative: Rachel Lunsford

II. Public Comment (for those with completed Public Comment Form): none

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

1. CSI Site-work Contract – Ms. Kaim reviewed contract for site work. Documentation provided to show changes from contract previously provided to BoD including liquidated damages. In the event, project needs to be paused. Insurance requirement changed for commercial general liability from \$1mil to \$2mil. A disclaimer of requirement from CSX for additional coverage for railway work. FR motion to approve policy; 2nd NC; unanimously approved (absent KA, CG, JP, JW)

Ms. Kaim reviewed insurance policy quotes required for the site work project and pavilion projects. Rob, LP's insurance broker joined meeting to answer any questions. Broker bid policies for best rates on LP's behalf.

2. Flood Insurance – required per CSI contract; quote for \$1,102. SB motion to approve policy; 2nd FR; unanimously approved (absent KA, CG, JP, JW)
3. Builders Risk Insurance – quote about \$2500 for \$600k coverage. FR motion to approve policy; 2nd DK; unanimously approved (absent KA, CG, JP, JW)
4. Owner's Interest Liability Insurance – coverage for site work & pavilion projects. \$6,225 quote; FR motion to approve policy; 2nd SB; unanimously approved (absent KA, CG, JP, JW)

IV. Adjournment by Board Co-Chair at 5:21pm.