



Lutz Preparatory School

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

Board Approval of Minutes: 06/26/2025

Board Chair's Signature:

Joyce Wieland

Director's Signature:

Kim Smallwood

Board of Directors Meeting Minutes

Board Meeting Date: Monday, June 2, 2025 **Time:** 5:00 PM **Location:** Zoom

I. Call to Order by Board Co-Chair at 5:10pm.

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

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

III. 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.*): BOARD APPROVAL: FR motion to approve consent agenda; 2nd JP; unanimously approved (absent JW)

1. Approval of Meeting Mins: April 24, May 22 (Co-Chair moved April 24th minutes to next month's meeting so the Board can review)
2. ERM-14
3. SunBiz - updated

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

1. Mission/Vision adoption: Mrs. Smallwood reviewed process to-date with mission & vision committee and their process to survey students, staff & families for input on revising LP's mission & vision statements. After the Board approved the top 3 choices for each students, families, and staff voted on a mission statement and a vision statement. The Board will need to approve adopting both statements.
Mission: Lutz Preparatory School's mission is to cultivate confident leaders by providing a rigorous, high-quality curriculum in a safe, supportive environment where every student is empowered to reach their full potential.

Vision: We envision a school where every student leads with character, learns with purpose and contributes to a positive, high-achieving community built on leadership, strong relationships, and a culture of excellence.

NC motion to approve adoption of new mission and vision statements for LP; 2nd CG; unanimously approved (absent JW)

KA asked if the core values will be revised as well. Mrs. Smallwood said that the team felt that the core values still represent Lutz Prep as a Leader In Me Lighthouse school. KA would like Admin to review the current values with the possibility of revising now that mission & vision have been revised.

2. Director's contract item – Co-Chair moved item to go after Principal's report of goals (VI.3)
 - a. Annual salary increase
 - b. Annual bonus

Board discussed Mrs. Smallwood's school year and praised her for a school great year and for meeting her goals. Co-Chair reviewed contract for salary and bonus procedures. Board discussed how they would like to move forward. CG motion to approve 3% salary increase and bonus stated in contract; 2nd JP; unanimously approved (absent JW)

3. Pavilion Paint (Building Construction) - item moved to next month's meeting; no vote
4. Pavilion Piping (Building Construction)

Ms. Kaim reviewed update previously sent to Board for pavilion project regarding changes with painting and piping which requires Board approval to proceed. An oversight by the pavilion engineer resulted in painting not being included on the final proposal which was previously approved. LP will get quotes on painting and bring back before the Board for approval. There was also an error discovered by the civil engineer with the wrong size piping used in final approved proposal & quote; correction will result in an \$10k increase in cost for piping changes. Board will wait to approve paint quote. Piping increased proposed – SB motion to approve increase for piping correction on pavilion project; 2nd FR; unanimously approved (absent JW)

5. GMP Review (Building Construction) - no vote on this item; Ms. Kaim reviewed GMP status so far even though it is not fully ready for approval. At this time site work project GMP is showing over budget closer to \$4 mil. She is working with finance committee to decide where LP is comfortable with increased project cost. If cost is too high then finance committee may recommend to move forward with phases of the project broken out to help with higher than expected cost. Committee is looking at financial impact as well as impact of delaying project with rising costs and considering delaying permitting.

6. Package Insurance Renewal (Business Manager) – package includes property insurance for LPP, director & officer insurance, umbrella. Prop ins went up 47%. LPP's building was re-evaluated and 90% of value is required for coverage which caused increased. Increase also due to recent claim. Overall 42% increase for this policy. Last year was only 8% increase. LP's broker shopped around for best price.
NC motion to approve insurance policy; 2nd JP; unanimously approved (absent JW)
7. Cyber Insurance Renewal (Business Manager) – quote came in lower. Deductible is now \$10k vs \$5k. Usually do not have claims for cyber so higher deductible for lower premium is recommended by LP's broker. FR motion to approve cyber insurance policy; 2nd KA; unanimously approved (absent JW)

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

1. Monthly Financials – NC reviewed the financials. LPP: a few increases in revenue for VPK, mini grant from PTA, summer camp, & before/after care. LP: increase in Summer Camp revenue; increase in legal fees due to constr projects, increase for end of year activity. No major changes overall.

VI. Principal's Comments:

1. End of Year – Mrs. Smallwood reviewed some of the year end activities and recognized a few things to celebrate - 100% of students tested for PM3, graduations went well, Sr revisit.
Mrs. Smallwood asked for the Board and KA's guidance on the beforementioned revision to LP's core values and how the Board would like her to proceed with revisions and a timeline. KA deferred to Mrs. Smallwood to do what she feels is best. LP will revisit with mission & vision committee to review core values in the Fall.
2. Student/Parent Handbook – draft was given to the Board to review in preparation for Board approval at June meeting. She asked the Board to take the next few weeks to review the handbook noting a few items changes so we can be prepared to approve on 6/26. HB items to note:
 - a. New mission & vision now reflected in HB.
 - b. Shawn Arnold added a summary of the existing *Educational Decision-Making & Parental Authority Policy* to the HB and advised to link policy.
 - c. Shawn Arnold also updated LP's *Emergency Card Policy* to further clarify the policy when it comes to revisions made by either parent on student's emergency cards; policy also linked in HB.
 - Shawn Arnold advised for the Board to approve the policy with his revisions – JP motion to approve Shawn Arnold's revisions to Emergency Card Policy; 2nd CG; unanimously approved (absent JW)
 - d. Mrs. Smallwood reviewed changes to review on student eligibility for athletics/extracurricular activities.
 - e. Section regarding student injuries and clarification for medical devices/equipment needing doctor's documentation.
 - f. Clarification stated for inclement weather specifically lightning strikes.
 - g. Two other areas that Mrs. Smallwood noted changes may occur is under attendance and discipline. Once the new student information system (Focus) is in place, changes may be needed.

Mrs. Smallwood reminded the Board that the HB they received is a rough draft and was given with the intention to give them time to review. If more changes are implemented they will be highlighted and reviewed at the next meeting.

3. 24/25 Goals – Mrs. Smallwood reviewed her goals for the Board now that the school year is complete. Goals included: updating LP's mission & vision for 25/26 school year, improving staff retention rate and recruitment strategies, increased opportunities for Board to connect with staff throughout the year (staff survey response item). Mrs. Smallwood explained how all goals were achieved and gave specifics of how they were accomplished this school year. Board discussed goals and contracted salary increase & bonus. (See item IV.2 for vote on these items.) FR & JP asked about specifics on potential shadowing this coming school year. CG recapped his visit to the school for an inside look of a day at LP.

VII. Current Committees of the Board: nothing to report

VIII. Round Table

1. **CG:** Asked for calendar invites for events to help plan.
2. **KA:** Asked for Meet the Teacher date for August.
3. **JP:** Congratulated Mrs. Smallwood on lower turnover rate with staff.

IX. Adjournment by Board Co-Chair at 6:28pm.