



Lutz Preparatory School

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

Board Approval of Minutes: 09/18/2025

Board Chair's Signature:

Director's Signature:

Board of Directors Meeting Minutes

Date: Thursday, August 28, 2025 **Time:** 5:00 PM **Location:** Zoom

I. Call to Order and Comments by Board Chair

1. Roll Call: Andrews, Baker, Callahan, Gaudi, Gonzmart, Kouffman, Paladino, Ramirez, Wieland
2. Absent:
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.*): JP motion to approved consent agenda; 2nd SB; unanimously approved

1. Approval of Meeting Mins: July 31st

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

1. 25-26 Pay Scale /Teacher Salary Increase Allocation Plan (Finance Committee) *24-25 template until 25-26 is released: Ms. Kaim covered the allocation plan with the Board. The state has not released the 25-26 template; seeking approval using last year's template. If any changes in template then we will bring back before the Board. Keeping pay scale the same and waiting to see what HCPS does. Can adjust at a later time. JP asked for reminder of implementation of millage funds. Ms. Kaim reviewed what Board previously voted on. KA motion to approved Teacher Salary allocation plan; 2nd FR; unanimously approved
2. CSI GMP Voluntary Adds (Building Construction Committee): Ms. Kaim reviewed voluntary adds with Board: Pollution policy, railroad coverage, payment performance bond, landscaping irrigation (required per PD with county), overlay for parking lot. Ms. Kaim shared her recommendation. SB motion to approve CSI GMP voluntary adds: 1.1b, 1.3a, 1.3a2, 2.1, 2.3; 2nd CG; unanimously approved

Board Chair thanked Mrs. Smallwood and team for their handling of dismissal with the inclement weather we have been experiencing. Mrs. Smallwood explained the steps taken to keep staff safe when weather requires carline to be paused for the safety of students/staff.

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

1. Workshop – agenda and schedule date: Chair moved item to item 8

VI. Principal's Comments:

1. Lutz Prep Survey: Mrs. Smallwood informed Board that LP will use the Leader In Me MRA to survey families, staff & students in the Fall and in the Spring.
2. 2024-25 Goals Analysis: reviewed goal analysis due to the district and introduced Mrs. Adkins to go over data from assessment testing. Highlighting proficiency scores and growth. Mrs. Smallwood explained the next step will be setting the 25-26 academic goals.
3. 2026-27 School Calendar – preparation: Mrs. Smallwood informed Board of requirement to submit the 26-27 calendar to the district at end of September. LP's committee will begin working with Mrs. Smallwood on new calendar. Committee needs clarification on what the Board would like to do for PTO days given in year's past. Board & Mrs. Smallwood discussed going back to 5 PTO days. Mrs. Smallwood explained the strategy with intentionally placing days off throughout the school year and asked to not go less than 4 PTO days with possibly adding 1 non-student/TWD so we can use the day as needed. JP suggested having Mrs. Smallwood present two calendars: one with existing 4PTO days and one version with an added TWD.

VII. Current Committees of the Board

1. Building Construction – SB updated the Board on projects. Site work project is in the permitting stage with the County. Pavilion is in process but has ran into an issue with the roof. Committee is looking into it. Completion of project may be delayed.
2. Finance – NC updated Board that audit review is coming up.
3. Principal Evaluation – JW – no update
4. Facilities – CG - no update

5. Policy and Procedures – JW - no update

6. School Surveys – KA – planning to coordinate surveys for 25/26.

VIII. Round Table JW discussed workshop with Board and how to proceed. Board discussed items on proposed agenda for workshop. At next meeting Board will revisit agenda and date to schedule in late October or November.

IX. Adjournment by Board Chair