



Lutz Preparatory School

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

Board Approval of Minutes: 10/28/2025

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Date: Thursday, September 18, 2025 **Time:** 5:00 PM **Location:** Narkiewicz Hall

I. Call to Order and Comments by Board Chair

1. Roll Call: Baker, Callahan, Gaudi, Paladino, Ramirez, Wieland
2. Absent: Andrews, Gonzmart, Kouffman
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.*): NC motion to approve consent agenda; 2nd FR; unanimously approved (absent KA, CG, DK)

1. Approval of Meeting Mins: August 28th
2. Audit Management Letter (Chair signature used)
3. Safety and Security of School Buildings: Charter Attestation (Chair signature used)

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

1. 25-26 Teacher Salary Increase Allocation Plan UPDATED – previously approved plan but district changed form format therefore new approval is required. District requiring 2 years public school experience; LP is not following instead using general funds to keep pay scale as previously approved. NC motion to approve updated TSIA plan; 2nd JP; unanimously approved (absent KA, CG, DK)
2. VHB Amendment – comments from FDOT caused plan revision for turn lane sharing with Crystal Lake turn lane. \$20k difference. FR motion to approved VHB amendment; 2nd SB; unanimously approved (absent KA, CG, DK)
3. Audit – K&W presented audit with no findings to the finance committee. Finance Committee approved. NC motion to approve audit; 2nd JP; unanimously approved (absent KA, CG, DK)

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

1. August Financials (Finance Committee) – LPP: tuition finalized, utility bill is up – facilities is looking into it. LP: state revenue up due to millage & finalizing FTE numbers, Summer Camp did well, legal fees up, construction up due to VHB amendment.
2. (Chair moved item to under VI) Workshop – agenda and date: Board discussed proposed agenda and items that should be included and ready to discuss at workshop. VG stressed the need to have full attendance at the workshop to make it successful. SB & JP encouraged each Board Member to bring ideas that they have researched to the workshop – i.e. programs or streams of revenue, etc. Board discussed ideas to streamline the meeting and make more efficient & productive; Board Members will bring 2 researched ideas to the workshop and will be prepared to discuss. NC will revise workshop agenda and share with Board. Mrs. Smallwood shared proposed dates for workshop; we will poll each Board member to see which of the dates proposed work for all.

VI. Principal's Comments: Mrs. Smallwood proposed to reschedule October's meeting. BoD members will be polled on date preferred, 10/23 or 10/28. Whichever has majority attendance we will use to reschedule October meeting.

1. Lutz Prep – safety/wellness update:
 - a. Mrs. Smallwood shared information regarding new procedures and safety measures implemented with new pavilion. Also informed the Board of a few parent concerns shared regarding safety plan; information has been shared with families for reassurance.
 - b. Shared a brag with the Board that was submitted from a family regarding the way staff handled carline when several pauses were necessary due to inclement weather.
 - c. Explained once we know more about updates to immunization laws and how HCPS implements, we will share with the BoD and families.
2. 2025-26 Goals: Mrs. Adkins reviewed predicted academic goals for progress monitoring and EOCs explaining proficiency rates in ELA, math, and courses with end-of-course exams. JP motion to approve goal form; 2nd SB; unanimously approved (absent KA, CG, DK)
3. 2026-27 Academic School Calendar: Mrs. Smallwood reviewed two drafts for review and approval needed in order to submit to the District. Neither draft has early release days since those will be set at a later time

once LP assesses the ERD's after this school year completes. The difference in the 2 drafts are an extra teacher work day/non-student day on draft A. JW asked for clarification on number of students vs teacher school days. JP asked if there was a benefit of starting on Tuesday vs Monday; Smallwood recommended that we stick with what the district does. FR asked which version she recommended; Smallwood suggested draft A. SB motion to approve; 2nd NC; unanimously approved (absent KA, CG, DK)

4. Policy updates: Mrs. Smallwood reviewed multiple policies drafted by the Arnold Law Firm requiring Board approval to implement.
 - a. Board and Committee Meeting Behavior Policy and Guidelines – the policy was drafted by Arnold Law Firm to comply with law passed to protect public comment, policy was previously edited by KA and approved by the BoD with agreement that Arnold Law Firm would review and advise if edits were satisfactory. Shawn Arnold suggested removing the 2-hour limit for public comment sign-up. Edits were made to policy & guidelines and needed final Board approval.
 - b. Student Welfare Policy: this is an existing policy revised by Shawn Arnold to meet current state statutes. Name of policy was also change; previously called Policy on HB 1557.
 - c. Threat Management Policy: all protocols have been in effect within LP policies. This policy is just an official adoption of a formal policy concerning threat management following Florida State Statute.
 - d. Instructional Staff Arrest Reporting Policy: this policy is required to be in place per a new House bill for staff to self-reporting any arrests.
 - e. Policy of Dismissal of Students: this was an existing policy (formerly known as Choice Revocation Policy) that has been revised prior to initially adopting the policy and Shawn Arnold's law office revised again including revising the appeal process. DK reviewed policy and made a few tweaks to appeal policy. Arnold Law Firm reviewed those tweaks and approved. JP asked for clarification on expulsion vs dismissal; Smallwood explained.
 - f. Policy of Wireless Communication: formal policy needed for procedures already in place in the Parent/Student handbook preventing wireless communication device (including phone, watches, tablets, etc) use by students during instructional time. JP asked for clarification on medical needs and wireless devices.

Mrs. Smallwood notes that both DK & KA reviewed policies prior and did not report any changes required. JP motion to approve all policies (listed above); 2nd FR; unanimously approved (absent KA, CG, DK)

VII. Current Committees of the Board

1. Building Construction (SB)
2. Finance (NC)
3. Principal Evaluation (JW)
4. Facilities (CG)
5. Policy and Procedures (JW)
6. School Surveys (KA)

VIII. Round Table

IX. Adjournment by Board Chair at 6:52PM.