



Lutz Preparatory School

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

Board Approval of Minutes: 12/2/2025

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

Board of Directors Meeting Minutes

Date: Tuesday, October 28, 2025 **Time:** 5:00 PM **Location:** ZOOM

I. Call to Order and Comments by Board Chair at 5:05PM.

1. Roll Call: Andrews (left at 5:54pm), Baker, Callahan, Gaudi, Gonzmart, Kouffman, Paladino (left at 5:47pm), Ramirez, Wieland
2. Absent: none
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.*): KA motion to approve consent agenda; 2nd VG; unanimously approved

1. Approval of Meeting Minutes – September 18th
2. Curriculum Disposal Report
3. Property Tax Referendum Attestation Letter
4. Bond Long-Term Debt Ratio 2025
5. Bond Days Cash on Hand 2025
6. Bond No Default Certificate 2025
7. Parent Notification Letter revised – out-of-field teachers

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

1. TECO Invoice – Ms. Kaim explained the invoice for TECO for site work to the BoD. KA asked & Ms. Kaim confirmed this was in line with what was budgeted. KA motion to approved invoice, 2nd SB; unanimously approved
2. Quarterly Financials – Ms. Kaim reviewed the financials and noted the following: LPP – increase in interest income, LP – increase in capital outlay income. VG motion to approve King & Walker to prepare quarterly financials; 2nd KA; unanimously approved
3. 26-27 Proposed Pre-Prep Tuition – not voting on item until next month after finance committee reviews; Ms. Kaim reviewed proposed tuition increase for LPP and comparison with other comparable schools. Ms. Kaim asked the BoD to send any questions or further comparisons they would like to see prior to finance committee meeting.
4. Property Tax Referendum Budget – Ms. Kaim reviewed budget due and submitted to district. District required budget to be submitted and then reviewed by BoD for approval with allowance for any changes. Most goes towards salaries. Academic enrichments and clubs proposed to be added. Possibly adding a Tier 2 teacher once Admin discusses and determines need. Board & Mrs. Smallwood discussed. KA motion to approve preliminary tax referendum budget with the caveat to hold on moving forward with adding MTSS position which will be brought back before the Board with LP Admin recommendation; 2nd CG; unanimously approved
5. Guidance/Speech Salary Scale Increase – Ms. Kaim explained proposed salary increase for Guidance and Speech positions. CG motion to approve salary increase proposed; 2nd VG; unanimously approved
6. & 7. Protection of Student Information Policy and Policy on School Safety. Mrs. Smallwood explained new policies drafted by Shawn Arnold from new FL legislation. KA motion to approve Protection of Student Information Policy & Policy on School Safety; 2nd FR; unanimously approved
8. Board Member Attendance – Board Chair discussed attendance report and addressed those members (#1 & 5 from Board roster) who have accrued 3 absences this calendar year. Per the LP Board bylaws these members must be voted on in order to retain their seat on the Board. Chair advised Board that she has spoken with these two members to ensure commitment to Board seat. FR motion to retain members referenced in attendance report; 2nd VG; unanimously approved

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

1. Workshop update – Chair updated Board on scheduling workshop and revised agenda sent to all. December 8th at 5:00pm works for most members. Board reviewed agenda. Chair reminded members of the two researched ideas asked of each to discuss at workshop.

VI. Principal's Comments:

1. LP Core Values (follow-up) – Mrs. Smallwood updated Board on LP's core values after KA previously suggested they be reviewed. LP team leads met with Mrs. Smallwood to discuss and all agreed that core values should remain as is without any changes.
2. 2025-26 Professional Goals – Mrs. Smallwood reviewed her goals sent to all members as part of her contract. Chair reminded the Board the professional goals are used as part of the performance eval and annual bonus.

VII. Current Committees of the Board

1. Building Construction: SB updated Board on latest with site work project. Still working through permitting. Hoping to move forward soon to avoid contracted price expiring. SB updated on Pavilion project. After working through roofing issues committee was able to secure a 10-year warranty on roof. Few items left to wrap up project. Hoping for pavilion to be usable in 3-4 weeks
2. Finance: NC updated Board on bond investor meeting held today where Ms. Kaim presented. NC said went well and congratulated Ms. Kaim on job well done.
3. Principal Evaluation: JW invited the Board to give input on upcoming Principal eval.
4. Facilities: CG updated Board on proposal for capital assessment on bond. CG would like to add for input with facilities and building projects.
5. Policy and Procedures: JW - no update
6. School Surveys: KA - no update

VIII. Round Table:

1. **JW** – Chair reminded Board that each member can bring up an item during round table each meeting to be discussed at next meeting.
2. **SB** – thanked the Board members who were able to attend the special-called Board meetings.
3. **CG** – thanked LP staff & PTA for a great Trunk or Treat.
4. **DK** – gave kudos for great Trunk or Treat. Mentioned that he is pleased with how things are going at LP.
5. **FR** – gave feedback on the haunted house at Trunk or Treat. Suggested adding a minimum age to walk-through.
6. **VG** – praised LP for great Trunk or Treat.
7. **JP, KA, NC** – signed off prior to round table.

IX. Adjournment by Board Chair at 6:05PM.