



Lutz Preparatory School

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

Board Approval of Minutes: 2/26/2026

Board Chair's Signature:

Director's Signature:

Board of Directors Meeting Minutes

Date: Thursday, January 29, 2026 **Time:** 5:00 PM **Location:** ZOOM

- I. **Call to Order and Comments by Board Chair:** Chair called meeting to order at 5:04 PM. Welcomes everyone. Item V.1. moved to VI.2. and states that this item will be voted on in February.
 1. Attendance: Andrews, Baker, Callahan, Gonzmart, Kouffman, Paladino, Ramirez, Wieland
 2. Absent: Callahan, Gaudi
 3. Administration: Brian Bethune
 4. Parent Representative: Rachel Lunsford
- II. **Bolts Highlights:** Mr. Bethune informed the Board that he was standing in for Mrs. Smallwood. He reviewed first semester LP athletic wins and celebrated teams and coaches. He updated and invited the Board on the upcoming talent show that will showcase students and their geniuses.
- III. **Public Comment** (for those with completed Public Comment Form): none
- IV. **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.*): FR motion to approve consent agenda items; 2nd CG – unanimously approved (absent NC, VG)
 1. Approval of Meeting Minutes – December 2nd (reg meeting) & December 8th (workshop)
 2. Annual Sunbiz filings
 3. Out-of-field Teacher – Parent notification letter (removal of name) – 1/29/2026
- V. **Discussion Agenda** (*Items for Board approval that need discussion*) - BOARD APPROVAL needed for all items
 1. Board officers (item moved to information items per Board Chair – no vote needed until next meeting)
 2. Quarterly financials – Ms. Kaim reviewed quarterly financials noting no significant changes. JP motion to approve King & Walker to prepare quarterly financials; 2nd SB – unanimously approved (absent NC, VG)
 3. FDOT Bond Contract – Ms. Kaim reviewed the bond required for site work. :Previously voted on contract but an additional form is needed using Board Chair signature. LP attorney has reviewed & approved. SB motion to approve; 2nd KA – unanimously approved (absent NC, VG)
 4. Valley Investment Proposal – Ms. Kaim reviewed investment proposal with Board. CG offered to check with his contacts at Valley Bank for a better rate. FR weighed in after reviewing proposal. FR motion to approve existing proposal pending a better rate coming in after 2nd review with Valley bank; 2nd CG – unanimously approved (absent NC, VG)
- VI. **Information Items** (*Items for the Board's information, no action required*):
 1. Millage referendum budget – Ms. Kaim updated Board that an update on the budget changes will come back to the Board next month.
 2. Board officers – Chair reminded the Board of the need to vote on officers in the first quarter of every year. She updated the Board about her decision to step back from Chair role but wishes to stay on the Board and asked the remainder of the Board to take the next month to consider a new Chair as well as other officer roles and any changes. Board discussed all roles. Board will vote at February's meeting.
- VII. **Principal's Comments:**
 1. Mr. Bethune updated the Board on December's Holiday Leadership Night and gave shout-outs to a wonderful turnout, great performances to which Mrs. DeBoer was able to return to lead the band.
 2. He updated Board on current staffing updates. The Facilities role is still pending and will update at a later date. Music/Band role has been filled by Ms. Straub. She will begin at LP in February. CG asked when Mrs. DeBoer would be done at LP. Mr. Bethune updated that Mrs. DeBoer has been working periodically with students to keep program going as well as helping Ms. Straub transition to LP.
 3. Mid-year assessments are complete. Kudos to Mrs. Ostow, our testing coordinator, on all of her hard work. PM2 was 100% finished and all students tested by January 16th.
 4. Mr. Bethune updated on Mrs. Smallwood's efforts for staff engagement with her check-ins with staff and her plan to meet with them again later in the year. This allows for opportunities for staff to give valuable feedback to Admin to continue to move LP in the right direction.

VIII. Current Committees of the Board

1. Building Construction (SB) – Ms. Kaim updated the Board on Pavilion being open and used. For the site work we are waiting on Hillsborough County to approve permit. After FDOT approval we can get project started. TECO portion with poles being moved is moving forward hopefully over Spring Break. JP asked about fencing & Ms. Kaim updated Board on damage from a storm but repairs have been completed on fencing.
2. Finance (NC) – updated with financials prior in meeting.
3. Principal Evaluation (JW) – no update
4. Facilities (CG) – Ms. Kaim reminded Board of bond requirement for every 5 years to do a capital assessment. LP had a walk-through with our Facilities head. CG said committee will touch base post-walk through to review. Facilities and building construction committees will work together as well especially with site work starting. JP asked about announcing Pavilion completion. Ms. Kaim updated Board of ribbon-cutting ceremony for pavilion coming up. JP asked about informing all stakeholders on site work plan and what will be coming up. Ms. Kaim explained plan to update all as we know more and finalize timelines.
5. Policy and Procedures (JW) – no update
6. School Surveys (KA) – no report

IX. Round Table:

1. JP: followed up on previous conversation with Chair position open and asked how the Board would like move forward.
2. DK: updated Board that he would not be interested in Chair position.
3. JW: updated changes personally that require her attention and does not plan to leave the Board but would like someone to step up to Chair role but plan to still be available on Board.
4. SB: no updates send wellwishes to Board
5. CG: asked about PTA event tomorrow and plans to attend.
6. FR: no update
7. KA: no update

X. Board Chair adjourned meeting at 5:50 PM.