



# Lutz Preparatory School

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

Board Approval of Minutes: 1/29/2026

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Kim Smallwood*

## Board of Directors Meeting Minutes

**Date:** Tuesday, December 2, 2025 **Time:** 5:00 PM **Location:** Narkiewicz Hall

- I. **Call to Order and Comments by Board Chair.** Chair called meeting to order at 5:05 PM. JW moved item VII. 1. Up to beginning of meeting for guest speaker to address the Board on Pavilion project (see minutes under VIII.1) and added item IV. 8 for "A+ funds".
  1. Attendance: Baker, Callahan, Gaudi, Gonzmart, Paladino (on phone, left 5:59 PM), Ramirez (arrived 5:42 PM), Wieland
  2. Absent: Andrews, Kouffman
  3. Administration: Kim Smallwood
  4. Parent Representative: Rachel Lunsford
- II. **Public Comment:** VG reviewed the Board & Public Comment Guidelines. Mr. Lee Strobeck addressed the BoD – topic: pavilion project. Mr. Strobeck asked about the approval process that led up to the pavilion project and the bids received prior to deciding on the current project/contractor. He expressed concern for monies spent on an open pavilion rather than an enclosed air-conditioned structure. JW asked Ms. Kaim to explain process that led up to project – project included 5 bids and explained commercial vs residential construction pricing. BoD felt this project was the best use of funds to provide space for school use. She also explained LP's previous research and bidding on projects that involved adding or adding on to existing structure(s). In response to structure being open to weather especially heat, SB added the intentional design of the pavilion which allows airflow.
- 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 needed – NC motion to approve consent agenda items; 2<sup>nd</sup> VG; unanimously approved (absent KA, DK)
  1. Approval of Meeting Minutes – October 28<sup>th</sup>
  2. FTE Projections
- IV. **Discussion Agenda** (*Items for Board approval that need discussion*) - BOARD APPROVAL needed for all items:
  1. Property Insurance Renewal: Ms. Kaim reviewed renewal quote with 17% decrease due to insurance field leveling out after fund recovery post-hurricanes. This quote includes adding pavilion and increase in MOD income loss coverage. Deductibles were decreased. NC motion to approve insurance renewal; 2<sup>nd</sup> CG; unanimously approved (absent KA, DK)
  2. 2026-2027 Pre-Prep Tuition Pricing: Finance Committee reviewed increase options, and compared to local schools, and proposed 8% increase. JW complimented Mrs. Hume & staff on LPP program. SB confirmed if LPP was at capacity. Hume confirmed at capacity with waitlist. NC motion to approve 8% increase for LPP tuition for 26/27 school year; 2<sup>nd</sup> NC; unanimously approved (absent KA, DK)
  3. FDOT Bond Indemnity Agreement: Ms. Kaim explained requirement on FDOT contract for site work to have payment and performance bond which guarantees CSI will complete work. Our attorney reviewed and assured that this is standard practice. LP has a similar bond with CSI to ensure that they complete the work for LP. CG motion to approve Chair signature on Indemnity Agreement for FDOT; 2<sup>nd</sup> SB; unanimously approved (absent KA, DK)
  4. FDOT Authorization: Ms. Kaim explained notarized document notifying FDOT that LP is delegating responsibilities to VBH & CSI for site work project. NC motion to approved notarized chair signature; 2<sup>nd</sup> CG; unanimously approved (absent KA, DK)
  5. VHB Contract Amendment: Ms. Kaim updated BoD on amendment to VHB contract to include FDOT contract. SB motion to approved VHB contract amendment; 2<sup>nd</sup> NC; unanimously approved (absent KA, DK)
  6. CSI Contract Amendment: Ms. Kaim updated BoD on amendment to CSI contract to include FDOT contract. SB motion to approved CSI contract amendment; 2<sup>nd</sup> NC; unanimously approved (absent KA, DK)
  7. 2024 Millage Referendum Implementation 2025-2026 REVISED: Ms. Kaim reviewed chart comparing HCPS vs LP pay scale with revised increase using referendum funds. Ms. Kaim reviewed amendment to increase salary supplements for staff. JP asked for revised amount on the referendum dollars remaining prior to the workshop. JP motion to approved amendment to 2024 millage referendum implementation; 2<sup>nd</sup> SB; unanimously approved (absent KA, DK)
  8. A+ Funds: JW explained her past experience with A+ dollars at various schools. Ms. Kaim explained how funds are awarded from the state. Funds have been cut by half from previous years. BoD approval needed

on options that LP staff committee assembled and LP staff voted to approve. After BoD approval staff will make final vote on options: Option A – funds divided equally between all 24/25 returning staff (part-time & mid-year hires prorated), Option B – funds divided equally between all 24/25 returning staff (part-time & mid-year hires prorated) *plus* new staff receiving \$100. NC motion to approve A+ funds options for staff vote; 2<sup>nd</sup> FR; unanimously approved (absent KA, DK)

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

1. October Financials – NC reviewed financials noting not too many changes. JW asked if there were any grants pending; NC confirmed no grants.

**VI. Principal's Comments:**

Mrs. Smallwood gave kudos on culture of LP staff on the options chosen for A+ funds to be inclusive to all staff.

1. LP Highlights:
  - a. Reviewed Leader in Me 2025 Lighthouse Academic Honor Roll (percentile rank in FL = 97.4) – LP achieved this award again this year.
  - b. Explained US News Rankings in Hillsborough County that were just release showing LP at #3 for Middle Schools and #26 for Elementary Schools.
2. Holiday Leadership Night (12/17) – Mrs. Smallwood extended an invitation to the BoD to attend our leadership night again this year. The theme is Friendship including holiday food drive for Mort Elem along with family & student activities.
3. Mrs. Smallwood updated BoD on new staff: Ms. Collins (art) started on 12/1 and Ms. Rossi (guidance counselor) will start when students return to campus on 1/6. Mrs. Adkins has met as new staff mentor & touched base with both new hires.
4. Gave a huge shout out to Mrs. Hume for 2025 Bolts of Blue campaign! Also thanked LP & LPP staff for all they did to make it a huge success.

Mrs. Smallwood asked the BoD to review what staff sent to BoD as a snapshot of LP's (finances, lottery/enrollment data, programs, etc) in order for BoD to prep for the workshop. Also requested deadline of 12/4 for the BoD for any questions/information needed prior to workshop.

**VII. Current Committees of the Board**

1. Building Construction (SB): (speaker presented at beginning of meeting) Chair introduced guest speaker, Mr. Frank Rygiel from Construction Services Inc. (CSI) to review status of the pavilion and steps to finalize the project. Their team looked at the canopy this morning and asked BoD for input on any further support they feel is needed (i.e. brace to be attached to existing structure – at no cost). CSI assessed landscaping as well. Mr. Rygiel reviewed options for BoD to decide: adding sod, hydro seeding. Addressed gutter concern. Structure was designed with center gutter not end gutters. Can be sloped if the BoD feels it's necessary. Mr Rygiel asked for direction from BoD on the items reviewed. SB shared that we are hoping for a completion date of 12/12.
2. Finance (NC)
3. Principal Evaluation (JW)
4. Facilities (CG)
5. Policy and Procedures (JW)
6. School Surveys (KA)

**VIII. Round Table**

1. JW reminded members to bring their 2 items for the workshop on 12/8. Workshop held on LP campus. Also reminded BoD of attendance report runs from January to December. Officers will be voted in January/February.

**IX. Adjournment:** Board Chair adjourned meeting at 6:04 PM.