



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 Workshop Minutes

Date: Monday, December 8, 2025 **Time:** 5:00 PM **Location:** Narkiewicz Hall

- I. **Call to Order:** JP, Board Member, called meeting to order at 5:17pm.
 1. Attendance: Andrews, Baker, Callahan, Gaudi, Gonzmart, Paladino
 2. Absent: Kouffman, Ramirez, Wieland
 3. Administration: Kim Smallwood
 4. Parent Representative: Rachel Lunsford
- II. **Agenda**
 1. Opening Remarks - JP explained how presentations/procedures would work for workshop for Board members and staff.
 2. Review Ideas for Future Programs/Revenue Stream
 - a. **NC:**
 - "Bolts on Stage" (theater): after school enrichment, can prep students for a talent show at end. Enrichment would provide a pay opportunity for teachers and income for LP. Semester long enrichment. LP hosts a talent show with auditions ticket sales. Show could include sponsorships.
 - Separate LPP & LP campuses: a long-term plan. Raise money specifically for expansion.
 - Donors "Lightning Circle": Building relationships of donors, larger sponsorship opportunities, bigger recognition (plaques, bigger sponsor recognitions, graduations/event recognition, etc.). LP could report/update to those bigger donors periodically.
 - b. **CG:**
 - Naming rights opportunities for sponsors: Naming rights could have terms and expire or depending on item or could be an on-going list of donors.
 - a. Pavilion: plaque on tables/benches, stones/pavers (also around campus).
 - b. Bringing back brick program to fill in more bricks or add some elsewhere.
 - Kid's artwork for calendar or cookbook to sell: per grade level (of those grades interested), include students in that grade's birthdays and pictures or artwork.
 - c. **SB:**

suggest to revamp the existing programs. Evaluate existing programs, trim the ones that are not producing to introduce new ones or re-excite families/re-vamp individual existing ones by adding/expanding to be able to increase price point.
 - d. **KA:**
 - Theater program: add as an elective. Students audition and if they make it they are added to the elective. At end of semester there would be a show with ticket sales.
 - Adding an additional Parents Night Out in the 2nd semester
 - e. **JP:**
 - Entrepreneurship Club (middle school): start with a club with the intention to roll into an elective the following school year (semester long). Club & class could include competitions, similar to USF "Shark Tank camp". Local businesses owners as mentors.
 - Lake (behind campus) Enrichment: take advantage of lake access for enrichment or enhance curriculum for MS & some elem grades. Building a modular at the lake, use kayaks, small boats. Funding - Southwest Florida Water Management offers grant for education for water use, Florida Sea Grant offers grants for waterfront education, or we could submit a legislative budget request. We could also offer as an alternative trip to the 7th grade Marine Lab field trip.
 - f. **FR:**
 - Tennis enrichment, summer camp: SVB Tennis Foundation would run an indoor tennis and pickleball enrichment or summer camps. Minimal cost to LP. Funding received from camps and for use of space. SVB would provide coaches, equipment. Gym use during non-busy times like weekends, Fridays. LP would be the first charter to offer tennis.
 - Family/business sponsorship: for items such as courts, benches or seats in gym, walkways, classrooms, leadership spaces, bricks, plaques. "Friends of Lutz Prep"
 - g. **JW:**
 - Rookie club for teachers: welcome club to mentor new teachers, support and show them the LP way.

- Spanish club: fee-based after school enrichment for students
- Professional Development Program: use Phil Carr and other mentors to offer PDs to staff

h. VG:

- Gala: host annually, event committee to facilitate, include: sponsorships, VIP tables, ticket sales, auction with student art, etc.
Mrs. Hume added that LP previously did galas before the Bolts of Blue campaign started.
- Student v Teachers (or Board members): adding to existing BoB Student v Admin item and expanding to teachers or even Board members. Selling tickets (separate from BoB sponsorship level items). Add sponsorships for event. Sell concessions at event.
- Run (5K, etc) or walk-a-thon: consider adding one throughout the year.
Ms. Kaim added that we used to host these but ultimately simplified to Bolts of Blue to have 1 big fundraiser annually which brought in more funds.

i. LP Staff: Mrs. Adkins, Mrs. Hume & Ms. Kaim

- Expanding LP Summer camps: expanding capacity not price-point. Adding more academic acceleration, academic-focused camps, high school prep and middle school prep camps, STEM, sports clinics, fine arts, etc. Make LP camps be a one-stop-shop of camps offered. Marketing to the community not just LP families.
- Facility Rental Program: opening up the gym or pavilion to be rented by outside businesses (churches, karate, etc). Goal is to create long term contracts. Do a 5-year trial phase to ease into it with intent of being fully operational by year 5. Karate & a local church have already shown interest. Safety: access to campus can be limited (key fobs can be programmed with limited campus access and at limited designated times). Market on the appeal of LP's campus & buildings with intention to stand out from other spaces such as schools that are currently available to rent. Could open to renting for birthday parties and other events.
*Mrs. Hume suggested adding a staff member to run rental program, marketing for Summer camps, etc.
- Concession stand: we need a booster club to run this. Sell concessions at games, events, etc.
- Holiday childcare: providing childcare over breaks within the school year to LP families.
- Food Trucks or tent sales (pumpkins, Christmas trees, etc): allow access for food truck events. Allow access for tent sales - pumpkins, Christmas trees sales, etc. LP would get a portion & charge for use of space.
- Technology donations: opportunity for families or businesses
- Vending machine: not a huge money maker but easy to facilitate and maintain. Location could be intentional for lunches and athletic games.

3. Board discussed and decided to vote and see which ideas land in top 5. Everyone picked their top 3.

a. Results:

- Summer Camp expansion (12)
- naming rights opportunities for sponsors (7)
- "Bolts on Stage" - theater enrichment (6)
- "Lightning Circle" or "Friends of LP" – circle of high donors (6)
- Gala (6)
- Booster Club (5)

4. Discussion, Action Items & Next Steps

- Marketing: Board discussed adding a staff position for marketing for LP - summer camps help with hiring & advertising to fill camps, marketing for LP & running facilities rental program (advertising & contracts), start and run a booster club, etc. Referendum funds can help cover this position. Board asked what was needed to bring someone onboard: Mrs. Smallwood asked Board for job description, range of pay and help recruiting possibly from within Bolts community (those who know LP).
- Summer Camps expansion: JP asked what was needed to expand Summer camps. Mrs. Adkins explained obstacles for expanding – space: need to utilize additional space on campus while working around facilities projects over summer, hiring camp staff, filling the camps. SB recommended advertising to hire camp staff outside of LP if needed. JP asked for explanation of pay structure and incentive for camp staff. JP requested to focus on adding more middle school camps - sports conditioning: offer to current LP coaches, MS academic-based camps. CG suggested surveying current MS fams on interested in types of camps offered.
- Theater: Board discussed adding "Bolts on Stage"/theater to Summer camps to expand including a play at the end with ticket sales. KA asked about theater as an elective. LP Admin explained that it would require

additional classroom & additional teacher. Mr. Bethune suggested adding as a MS club instead of an elective at this time. Board offered to reach out to various high schools to partner and help facilitate.

- d. Facilities Rental: NC suggested adding SVB tennis to start LP rental programs. Board suggested to add SVB during Summer camp.

III. Round Table for next steps:

1. Round Table:

- a. **KA:** consider adding booster club to facilitate many ideas discussed
- b. **SB:** suggested simplifying in order to focus on implementing ideas now. Asked if holiday care would be an easy add. Mrs. Hume added that commitment is the hardest for families who sign up and for staff agreeing to work.
- c. **NC:** wants to focus on adding booster club. Encouraging parents who have students in athletics to start a booster club and to require athletic families to volunteer to run concessions/vending.
- d. **VG:** to implement the opportunities for naming rights (donations) she would like to start with offering naming table/benches for pavilion. JP added new marketing staff member could take on this as first task.
- e. **CG:** wants to make sure current staff isn't having to take on more by incorporating these ideas discussed. Suggested priority #1 should be to hire marketing person to facilitate ideas and potentially the Board (or a committee) meeting regularly to walk these ideas out without burdening the school staff. NC added that another school has an "economics & sustainability committee" made up of parents & staff to handle programs like these for the school.
- f. **JP:** suggested a parent to fill marketing role and would like to have follow-up conversations on supporting Hume & Adkins for marketing Summer camps and then move into more marketing for LP. Propose start time for marketing role could be February/March. Asked for a wish list from LP staff for remaining millage dollars.
- g. Ms. Kaim suggested using funds from referendum to possibly adding reading camps over Summer for K-3 (especially 3rd grade) since dollars need to be used by end of June.
- h. **VG:** offered idea of proposing to add bonus/stipend to existing employee to take on marketing role instead of hiring new.

2. Action Items for Board:

- a. Create job description for marketing position
- b. Research how to start Booster Club & implementation plus their goals (concessions, vending machines, various sponsorships, etc)
- c. Decide facility rental logistics & sample contracts (start with HCPS facility rental as guide)
- d. Contact theater connections (high schools, Straz, USF, etc)
- e. Deadline: next BoD meeting, 1/29, if possible or update on status of items.

IV. Adjournment at 7:21 PM