



Lutz Preparatory School

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

Board Approval of Minutes: 3/26/2026

Board Chair's Signature:

Jenna Paladino

Director's Signature:

Kim Smallwood

Board of Directors Meeting Minutes

Date: Thursday, February 26, 2026 **Time:** 5:00 PM **Location:** Lutz Prep, Narkiewicz Hall

- I. **Call to Order:** Chairperson called meeting to order at 5:06pm. Welcomed board members and guests. Reminded all directors to update fingerprinting before deadline & referenced email with instructions.
 1. Attendance: Andrews (late 5:15p), Baker, Callahan, Gaudi, Gonzmart, Paladino, Ramirez (late 5:15p), Wieland
 2. Absent: 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 VG – unanimously approved (Absent DK)
 1. Approval of Meeting Minutes – January 29th
 2. 2025 – 990
 3. Gulf of America Attestation – Chair signature used
- IV. **Discussion Agenda** (*Items for Board approval that need discussion*)
 1. Board officers – JW reminded the Board that she will be stepping down as Chairperson but staying on the Board as a member. DK will also be stepping down as co-chair but remaining on the Board. JW asked for nominations for officers.
 - a. Chairperson: NC nominated JP (no other nominations)
 - b. Co-Chair: NC nominated SB (no other nominations)
 - c. Secretary: JP nominated VG (no other nominations)
 - d. Treasurer: JW nominated NC (no other nominations)Vote: unanimously approved by all members present (absent DK)
JP will begin chairing meeting in March.
- V. **Information Items** (*Items for the Board's information, no action required*):
 1. January Financials – NC reviewed January finances noting: LPP increase in after school enrichments, repair & maint increase due to a/c. LP increase due to guidance counselor position.
 2. Valley Investment – NC updated Board that we are moving forward with proposal approved last month with update on rate increase after CG communicated with Valley.
 3. Millage Referendum:
 - a. Budget: Mrs. Smallwood reviewed first year for millage funds implementation and revised budget. Reminded the Board of some items that these dollars have funded. Tutoring assistance program (TAP), academic acceleration and bootcamps for students eligible to further academic progress. Mrs. Smallwood asked Mrs. Adkins, LP's Dean of Student Svcs to update Board on current programs running: 6-9 tutoring or academic acceleration programs running monthly through April. Each are led by LP teachers. All are running well. Funds have allowed LP to incentivize teacher participation to further programs to reach more students. SB asked about selection process for teachers running programs. Mrs. Adkins explained process noting the grade level teachers for each group were offered priority then first come order. CG asked how students were chosen. Mrs. Adkins explained the data used to decide which students were invited. Data reviewed pre & post sessions.
 - b. Remaining millage funds (item VI.3): Mrs. Smallwood updated Board on use of remaining funds for new staff positions and staff bonuses.
 - LP has added a full-time multi-role support specialist to support the entire school. As well as adding an AP position in order to restructure administration. This is part of this year's professional goal for leadership efficiency. Mrs. Smallwood worked with Mr. Carr on this professional goal. Mrs. Adkins has been promoted; implementation of new role has begun but will ultimately be restructured for 26/27 school year.
 - Remaining funds will go towards staff end-of-year bonuses. At April meeting revised figures will be presented to the Board.

VI. Principal's Comments:

1. Lutz Pre-Prep Recognition: Mrs. Smallwood updated the Board of Lutz PrePrep's Designation of Excellence for VPK & Summer VPK. Mrs. Hume reviewed how this award is given by the Hillsborough County Early Learning Coalition including evaluations of LPP's teachers and students that go into qualifying for the award.
2. Lutz Prep MS Students in Math Competition – Mrs. Smallwood invited the Board to the Math League hosted by CSL on Sat, March 28th at Brooks DeBartolo. Mr. Holmes and 16 LP middle school students will be competing against other charter schools.
3. Millage Referendum - see update given above (V.3.b)

VII. Current Committees of the Board

1. Building Construction (SB): SB reviewed latest projects – pavilion and site work projects
 - a. Pavilion is complete and in use for lunches and events. Mrs. Smallwood added that elementary Spanish is now utilizing the former cafeteria. CG asked about long-term use of space; possibly splitting into 2 classrooms in future along with giving lunch a space for food delivery and storage space. KA asked and Mrs. Smallwood updated the Board that changes to lunch schedule will be considered and may be revised for next school year.
 - b. Site work project – SB updated Board on permit pending. Closer to getting permit finalized after one more reviewer. Hoping to know soon. JP asked for brief description so Board can provide overview when asked by families. SB gave scope of site work taking place. #1 water & sewer - existing well changed to county water connection & existing septic changed to connecting to county sewer. #2 work on West side (front) of campus to allow for piping connections as well as change to front entrance, parking lot & queuing field renovations, and change to ponds. All work will allow for additional students to be added in future.
2. Finance (NC) - update given above for financials
3. Principal Evaluation (JW) – no update
4. Facilities (CG) – no update
5. Policy and Procedures (JW) – committee chair needs to be changed to JP at next month's meeting
6. School Surveys (KA) – KA plans to meet with Mrs. Adkins to implement survey before school year ends. Mrs. Smallwood adds that the Leader in Me MRA survey will be rolling out to families, staff & students.

VIII. Round Table

1. **JW** gave kudos for ribbon cutting & intro of mascot. Reminded Board to get fingerprinting complete before deadline.
2. **KA** thanked **JW** for her time served as Chair. Gave kudos to everyone on ribbon cutting and pavilion project.
3. **FR** also thanked **JW** for her service.
4. **VG** praised LP on another great 2nd grade Wax Museum.
5. **NC** thanked **JW** for her time as Chair.
6. **JP** Congratulated Mrs. Adkins on her promotion to AP. Shared pride for LP on progress of school overall.
7. **SB** thanked **JW** for getting the Board to the success that it is. Congratulated Mrs. Adkins on promotion and Mrs. Hume on award for VPK.
8. **CG** gave kudos on PTA's dance and its huge success. Praised 2nd grade on great Wax Museum. Thanked **JW** for her time as Board Chair.

IX. Adjournment – meeting adjourned by Board Chair at 6:03pm.