



Lutz Preparatory School

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

Board Approval of Minutes: 4/30/2026

Board Chair's Signature:

Jenna Paladino

Director's Signature:

Kim Smallwood

Board of Directors Meeting Minutes

Date: Thursday, March 26, 2026 **Time:** 5:00 PM **Location:** Zoom

I. Call to Order by Board Chair at 5:01pm.

1. Attendance: Baker, Callahan (late 5:05p), Gaudi, Gonzmart, Kouffman (late 5:05p), Paladino, Ramirez, Wieland
2. Absent: Andrews
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.*): SB motion to approve consent agenda; 2nd JW; unanimously approved (absent KA, DK, NC)

1. Approval of Meeting Minutes – February 26

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

1. Site-work Change Order – Ms. Kaim reviewed change order with the Board. Finance committee reviewed and approved. Motion to approve change order; 2nd FR; unanimously approved (absent KA)
2. County Impact Fees – Ms. Kaim explained fees from county. Fees were reviewed by the Finance committee as well. CG motion to approve invoice for impact fees; 2nd NC; unanimously approved (absent KA)
3. Site-work Insurance Policies – item removed and will be added to next month's agenda

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

1. February Financials – Ms. Kaim reviewed financial noting no real changes from last month.
2. Site-work Update – Ms. Kaim updated the Board that once LP gets the permit the work will start in hopes to finish before school returns in the Fall. CG asked about communication with families as changes occur during construction. All construction will be to the campus and not to any buildings. Families will be notified as the project progresses and as various procedures will be impacted.

VI. Principal's Comments:

1. Meet & Mingle 3/12 – Mrs. Smallwood thanked the Board and PTA who were able to attend the staff gathering.
2. Staff Appreciation Week – thanked PTA for all of their hard work on staff appreciation week.
3. LIM: Mrs. Smallwood updated the Board on the upcoming
 - a. Measurable Results Assessment (MRA) Survey 3/23-3/30 - Mrs. Smallwood updated the Board on the upcoming survey that will be rolled out to families, staff, and students. Once results are in the feedback will be reviewed & discussed.
 - b. Lighthouse Renewal (pending April visit) – LP is up for renewal on their Lighthouse status. LIM will come out to assess the school as a part of the renewal process.
4. Mid-year meetings – Mrs. Smallwood updated the Board on the mid-year meetings that admin completed with all teams.
5. Teacher Peer Observations – update given to Board on teacher observations with their peers. This is intentional time given and admin received positive feedback from staff.
6. State Testing - PM3 (April & May) – state assessments begin in April for LPP through 2nd and in May for 3rd-8th.
7. 8th Grade Graduation – Mrs. Smallwood invited all Board members to the graduation on May 28th.

VII. Current Committees of the Board

1. Building Construction (SB) – no update

2. Finance (NC) – no further update
3. Principal Evaluation (JW) – principal’s eval will wait until Summer.
4. Facilities (CG) – No update
5. Policy and Procedures (JW) – JW motion to change committee Chair to JP from JW; 2nd FR; unanimously approved (absent KA)
6. School Surveys (KA) – no update

VIII. Round Table

1. CG – Excited for construction to start. Thanked Ms. Kaim & SB for all of their hard work on the site work project.
2. DK – Also thanked all for the hard work on the construction project. Gave kudos to Admin on their great work so far with this school year.
3. NC – expressed her excitement for construction project to be behind us.
4. VG – She is looking forward to school year wrapping up.
5. JW – thanked everyone for hard work getting project going.
6. JP – Kudos to LP for pavilion completion and starting the site work project this school year.

IX. Adjournment by Board Chair at 5:24pm.