



Lutz Preparatory School

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

Board Approval of Minutes: 6/2/2026

Board Chair's Signature: Jenna Paladino

Director's Signature: Kim Smallwood

Board of Directors Meeting Minutes

Date: Thursday, April 30, 2026 **Time:** 5:00 PM **Location:** Lutz Prep, Narkiewicz Hall

I. Call to Order at 5:02pm.

1. Attendance: Andrews, Baker, Callahan, Gaudi, Gonzmart, Kouffman (late 5:10p), Paladino
2. Absent: Ramirez, Wieland
3. Administration: Kim Smallwood
4. Parent Representative: Rachel Lunsford

II. Bolts Highlight: a special guest, Surge (mascot) & Mrs. Killebrew reviewed what Surge has been up to and what is in store for next year.

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.*): NC motion to approve consent agenda, 2nd SB, unanimously approved (absent DK, FR, JW)

1. Approval of Meeting Minutes –March 26, April 23
2. Sunbiz form for LP & LPP (Chair signature used)
3. A+ Distribution Form (Chair signature used)
4. MSD School Security (Chair signature used)
5. Mental Health Plan – opt-in/opt-out (Chair signature used)
6. Out-of-field Teacher Letter to families (one removal)

V. Discussion Agenda (*Items for Board approval that need discussion*) - BOARD APPROVAL needed for all items

1. Audit Engagement: Ms. Kaim reviewed document with Board. SB motion to approved King & Walker to prepare annual audit, 2nd KA, unanimously approved (absent FR, JW)
2. Quarterly Financials: Ms. Kaim updated Board of quarterly financial reporting as well as reviewed March financials – no real change for LPP, income increase for certification funding & safety & security grant, athletic income increased, increase in facilities construction due to site work project, increase in insurance for construction project, utilities (electric) increase, increase BoB expense – mascot. NC motion to approve King & Walker to prepare quarterly financials, 2nd SB, unanimously approved (absent FR, JW)
3. Referendum update: Ms. Kaim updated Board on millage referendum funding increase. LP was informed that funds can roll over to next school year. This will allow us to plan for future program funding, etc. CG motion to approve referendum funds report (Chair signature used), 2nd NC, unanimously approved (absent FR, JW)

VI. Information Items (*Items for the Board's information, no action required*): none

VII. Principal's Comments:

1. 2025-26 School-Wide WIG Kindness recognition/celebration: Mrs. Smallwood updated Board on goals met as a school of over 4,350 acts of kindness by students. She also updated the Board on a Leader in Me representative coming to campus to assess for recertification for Lighthouse status.
2. FAST PM3 & Final Exams: Mrs. Smallwood reminded the Board of state assessment – STAR is 100% complete and FAST starting Monday. Then final exams for middle school.
3. LP "Construction Central" communications: Updates have been provided to families to keep all stakeholders in the know on construction updates and will continue to update as we know more.
4. 2026-27 Academic Calendar UPDATE: Mrs. Smallwood informed the Board of the date to the academic calendar. After HCPS changed a February date to match the annual Strawberry festival so Lutz Prep followed that change. Board approval required for change to February date. JP asked for an update on how different early release dates went this year so far. Smallwood responded that ER days are still being assessed. Discussions will continue on how to move forward with ER days for 26/27. DK motion to approve revision to 26/27 Academic Calendar, 2nd CG, unanimously approved (absent FR, JW)

5. LP Athletics Policy: Mrs. Smallwood reviewed proposed policy from S Arnold for consideration of virtual &/or home school athletes having the opportunity to join LP athletics teams. Other charter schools are looking into this as well. Intent to Participate form would be utilized if LP was approached with interest by an outside student. LP has ability to have final discretion on student who complete intent to participate and meet qualifying criteria. Board discussion: need to clarify that if outside students participated in LP athletics they would not have full access to other LP activities, etc. Would insurance policy cover non-enrolled students? May look into requiring health insurance (proof) and then requiring policy to participate. Look into possibility of establishing a limit of outside participants per team. Also inquiring if we can add verbiage to ensure that LP students are filling spots first and then if there are any openings, non-LP students can join or would that violate any statutes or discriminate. Mr. Bethune weighed the pros and cons of being able to increase talent but also acknowledges risk and added load on administrative side (additional procedures, additional families with potential concerns, etc). LP will work with S Arnold's office on these points brought up by Board.
6. LP Staffing: Mrs. Smallwood updated the Board on vacancies for upcoming school year. Job openings have been posted and interviews are underway. At this time, we have 4 vacancies. Board asked to share to get the word out if any teachers are interested in applying.

VIII. Current Committees of the Board

1. Building Construction (SB): Ms. Kaim updated Board that we received permit and can begin site work on campus. Pre-construction conference with Hillsborough County scheduled next week. Work could start the following week. JP asked to keep families in the know as much as possible. CG suggested that we add update to marquee. Ms. Kaim informed the Board that all parties involved are advising LP that impact will be minimal to families and daily procedures.
2. Finance (NC): no additional update
3. Principal Evaluation (JW): Chair absent
4. Facilities (CG): we are hiring to fill the 2nd facilities manager role & have a possible candidate.
5. Policy and Procedures (JP): no update
6. School Surveys (KA): LIM MRA survey will be presented to Board over Summer.

IX. Round Table: JP reminded Board members attending 8th gr graduation. No additional comments.

X. Adjournment by Board Chair at 6:01pm.