Lutz Preparatory School

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

Board Approval of Minutes: 6/25/2026

Board Chair's Signature: Jenna Paladino

Director's Signature: Kim Smallwood

Board of Directors Meeting Minutes

Date: Tuesday, June 2, 2026 **Time:** 5:00 PM **Location:** ZOOM

I. **Call to Order by Board Chair at 5:03pm.**
   1. Attendance: Baker, Callahan, Gaudi, Gonzmart, Kouffman (late 5:07pm), 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.)*: NC motion to approve consent agenda; 2nd FR; unanimously approved (absent KA, DK)
   1. Approval of Meeting Minutes – April 30
   2. Philadelphia Educators Select Insurance Renewal Application (Chair signature used)
   3. Philadelphia Schools Insurance Renewal Application (Chair signature used)
   4. Referendum Expenditure Reports – August 2025-March 2026 (Chair signature used)

IV. **Discussion Agenda** (*Items for Board approval that need discussion*)
   1. Philadelphia Package Policy Renewal: Ms. Kaim reviewed the insurance package renewal including 9.5% increase. SB motion to approve Philadelphia Insurance Policy renewal; 2nd NC; unanimously approved.
   2. Director's Contract: Board discussed annual requirement for LP Director's contract, salary increase, and bonus.
      a. Annual contract Renewal (by June 30th): JW motion to renew the Director's contract; 2nd DK; unanimously approved (absent KA)
      b. Salary Increase: FR motion to increase Director's salary at 3% per the contract; 2nd JW; unanimously approved (absent KA)
      c. Annual Bonus: NC motion to approved annual bonus as stated in the contract; 2nd VG; unanimously approved (absent KA)

V. **Information Items** (*Items for the Board's information, no action required*):
   1. Update on Board Workshop items (postponed conversation to go after VI. 3): JP discussed with the Board and asked for update on Board action items.
      a. Theater update: Mrs. Adkins gave update on LP Summer theater camps. Two camps option were listed but closed due to lack of participation. Another route LP has looked into is connections/partnership with University of Tampa and students/vendors to offer potential enrichments or camps in future. NC updated that she has contacts that she will share with LP for theater connection to partner for future programs.
      b. Gala: Mrs. Adkins gave an update on future idea to plan gala. Potentially putting a committee together to plan with the intention of having a gala in 2027/28. Board discussed sending a message to families to gauge interested from LP stakeholders for gala planning.
      c. Gym rental: JP reminded the Board that KA is working on a contract to be able to use. JP asked Mrs. Lunsford to reach out to KA (absent) for an update. NC also sent a sample contract from another school to refer to as well. Will revisit items at a later meeting.
      d. Marketing role: Mrs. Smallwood has a staff member or even an action team who is interested in taking on this role of marketing. Will update at a later time as this evolves.
   2. JP asked Mrs. Adkins to give an update on Summer camps. Mrs. Adkins informed the Board that camps are going well and many LP staff has signed up to help. Very successful so far.

VI. **Principal's Comments:**

1. End of Year (2025-26): Mrs. Smallwood recognized staff & families on great end-of-year events. Thanked former LP alumni for allowing the opportunity to celebrate them. Thanked KA, SB & FR for attending 8th grade graduation. Summer planning is in full swing for 2026/27 school year.
2. 2025-26 Principal Goals – Review: Mrs. Smallwood reviewed 2025/26 professional goals with the Board. Noting academic goal analysis coming up with preliminary data looking very good with exceeding or meeting goals, informed Board of leadership team changes that have been implemented, recapped professional development implemented this past school year.
3. Policy on Extracurricular Sports Participation (home-school and virtual students) – Mrs. Smallwood update/reviewed status of the policy. Shawn Arnold's office drafted the policy and advised LP to adopt it for this school year. More details on eligibility and specifics will be in student/parent handbook which every athlete will sign. Other charter schools are pausing with the intention of implementing a policy for this soon. TCAL (our athletic league) will be issuing what they are doing soon. We can always tweak what we are using after we review other schools' and TCAL's policies. LP & BoD chose to implement policy now and will consult with Arnold office on a few tweaks which will then be broght back before the BoD if needed. Verbiage with more details/guidance will be in the 26/27 student HB on this matter. Board and Admin discussed policy, requirements, etc. Grades and other eligibility would match our LP athletes and non-LP student athletes would agree to our handbook. FR motion to approve athletic policy as is with understanding of consulting with S Arnold's office for adding private schools language to policy and potentially strengthening verbiage on requirements to match LP's; 2nd NC; unanimously approved (non-vote SB)

VII. Current Committees of the Board

1. Building Construction (SB): SB gave update on construction project and informed Board that LP is on schedule and on budget with project.
2. Finance (NC): NC stated everything for finances is looking good. Updated Board that budget should be presented at next meeting.
3. Principal Evaluation (JW): JW updated Board that Mrs. Smallwood's eval is in process and will be finalized this month. Asked Board to share any stretch goals they may have for Mrs. Smallwood to include in her report.
4. Facilities (CG): CG gave update on new facilities manager to join Mr. Paul. The new facilities manager will begin tomorrow 6/3. CG asked if school would like him to touch base with facilities on summer projects. Ms. Kaim asked to reconvene in July to review with facilities team on future projects.
5. Policy and Procedures (JP): no update
6. School Surveys (KA): no update

VIII. Round Table

1. **JW:** thanked Board for checking in on her family.
2. **SB:** praised the school on great 8th grade graduation to honor students and families.
3. **NC:** nothing further
4. **CG:** confirmed next Board meeting is on 6/25 for July's meeting.
5. **VG:** no report
6. **FR:** gave kudos to school and Mr. Bethune on speaking at graduation.
7. **DK:** informed Board that he will be stepping down from the Board due to work responsibilities. Thanked the school and entire community for everything for his family and what he has been allowed to do for LP.

   Board took turns thanking DK for his time and contributions in his role.

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