



Lutz Preparatory School

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

Board Approval of Minutes: 7/30/2026

Board Chair's Signature: Jenna Paladino

Director's Signature: Kim Smallwood

Board of Directors Meeting Minutes

Date: Thursday, June 25, 2026 **Time:** 5:00 PM **Location:** ZOOM

1. Call to Order and Comments by Director, J Wieland at 5:09 PM
2. Attendance: Andrews, Gaudi, Gonzmart, Ramirez, Wieland
3. Absent: Baker, Callahan, Paladino
4. Administration: Kim Smallwood
5. Parent Representative: Rachel Lunsford

II. Public Comment (sign-up for Public Comment can be found at lutzprep.org): none

III. Consent Agenda: KA motion to approve consent agenda; 2nd CG; unanimously approved (absent SB, NC, JP)

1. Approval of Meeting Minutes – June 2
2. Sunbiz filings LP & LPP (remove DK as officer) - Chair signature used
3. Referendum Fund Expenditure Reporting August 2025-May 2026 - Chair signature used
4. 25-26 Safety and Security Grant Attestation - Chair signature used

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

1. 2026-2027 Lutz Prep Budget
2. 2026-2027 Lutz Pre-Prep Budget

Ms. Kaim reviewed LP & LPP budgets with noted change - LPP summer camp income, LPP increase in repair & maintenance, LP increase for construction project, changes in salaries due to shift in admin structure, increase in maintenance cost due to roofing project, decrease in LP Summer camp income. KA motion to approve LP & LPP 2026-27 budgets; 2nd CG; unanimously approved (absent SB, NC, JP)

3. Utility Project Update: Ms. Kaim gave update on project. Phase 2 waiting on permitting. Finance committee recommendation is to move forward with loan and then reassessing using reserve funds at a later time. FR asked if we checked with other banks. Ms. Kaim updated process taken with banks to date. FR motion to move forward with phase 2 of site work project and move forward with funding; 2nd KA; unanimously approved (absent SB, NC, JP)
4. Board Meetings Schedule for 2026/27: Mrs. Smallwood reviewed proposed meeting schedule. Noting one change needed due to Spring break. CG motion to approve with noted change to March meeting being moved from 25th to 18th; 2nd KA; unanimously approved (absent SB, NC, JP)
5. IT Disposal: Mrs. Smallwood reviewed list provided to BoD of items our IT manager proposes for disposal; 2nd FR; unanimously approved (absent SB, NC, JP)

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

1. May Financials: Ms. Kaim reviewed financial report with Board.
 2. ZumBrunnen Facility Forecasting Report: Ms. Kaim reviewed report with BoD.
- JW opened the floor to discussion on items V. 1 & 2

VI. Principal's Comments:

1. Policy on Extracurricular Sports Participation – Updated policy: Mrs. Smallwood reviewed policy after last month's discussion. FR motion to approve policy; 2nd KA; unanimously approved (absent SB, NC, JP)
2. 2026-27 Student/Parent Handbook: Mrs. Smallwood reviewed HB noting changes to lunch areas/expectations, FLVS changes, new policy implemented for outside participation for athletics, wellness policy changes, collaborative service change explained. VG motion to approve 2026-27 Parent-Student Handbook; 2nd CG; unanimously approved (absent SB, NC, JP)
3. 2026-27 Mental Health Plan: Mrs. Smallwood explained plan for upcoming school year noting little changes. FR motion to approve 26-27 Mental Health Plan; 2nd VG; unanimously approved (absent SB, NC, JP)

VII. Meeting adjourned by JW at 5:38 PM.