Lutz Preparatory School

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

Board Approval of Minutes: 10/29/2026

Board Chair's Signature: Jenna Paladino

Director's Signature:

Board of Directors Meeting Minutes

Date: Thursday, September 17, 2026 **Time:** 5:00 PM **Location:** Lutz Preparatory School

I. **Board Chair welcomed the Board and guests and called meeting to order at 5:03pm.**
   1. Attendance: Andrews, Baker, Gaudi, Gonzmart, Paladino, Ramirez, Wieland
   2. Absent: Callahan
   3. Administration: Kim Smallwood
   4. Parent Representative: Rachel Lunsford

II. **Public Comment**
   1. Board Secretary read guidelines for public speaking.
   2. Mrs. Katie Lynch addressed the Board asking for a policy change to allow children to walk to school.

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.*): JW motion to approve consent agenda; 2nd FR – unanimously approved (absent NC)
   1. Approval of Meeting Minutes: July 30th
   2. Memorandum of Agreement – Chair Signature used
   3. 2026-2027 Referendum Attestation – Chair Signature used
   4. 2026 Audit Management Letter – Chair Signature used

IV. **Discussion Agenda** (*Items for Board approval that need discussion*):
   1. Director Term Renewal - JW motion to approve; 2nd FR – unanimously approved (absent NC)
      a. Kelly Andrews
      b. Vinita Gaudi
   2. 2026-2027 Teacher Salary Increase Allocation Plan – Ms. Kaim reviewed proposed TSIA with the Board. Waiting on HCPS for possible revisions. VG motion to approve; 2nd FR – unanimously approved (absent NC)
   3. 2026-2027 Audit – Ms. Kaim updated Board on audit performed noting no findings found. CG motion to approve audit; 2nd CG – unanimously approved (absent NC)
   4. LP Rental Agreement – a contract was drafted and reviewed by KA. This allows rental of the gym, art room or Spanish/cafeteria area. Ms. Kaim reviewed rates and deposit. Explained exhibit A which will accompany the contract but will be tweaked as needed and as rental are scheduled. JW asked for clarification on the insurance that renters are required to secure and provide proof. CG asked of insurance requirements; Ms. Kaim explained that a staff member will be present for each event. School will be marketing rental opportunities to community. SB motion to approve rental agreement; 2nd CG – unanimously approved (absent NC)
   5. 2027-2028 Academic Calendar – Mrs. Smallwood reviewed proposed calendar for 27/28 school year, 3 extra days are continued like year prior, 4 teacher work days. KA asked about clarification on certain non-student days. Mrs. Smallwood clarified dates matching HCPS's. JW asked when early release days will be added. Mrs. Smallwood advised that early release days will be added at a later time after reviewing the format used this school year. JW motion to approve proposed 27/28 academic calendar; 2nd CG – unanimously approved (absent NC)

V. **Informational Items** *(Items for the Board's Information, no action required):*
   1. July Financials
   2. August Financials
      Ms. Kaim reviewed financials with the Board noting health insurance renewal rates increasing, state funding came in lower than predicted but more than budgeted.

VI. Principal's Comments:

1. Beginning of 26/27 school year – Mrs. Smallwood recapped beginning of year highlighting construction impact including arrival/dismissal, professional developments this school year, state testing, conferences coming up.
2. Staffing Updates – Mrs. Smallwood updated the Board on new staff: Coach Woodruff for Elem PE and Mrs. Williams as our new Social/Behavioral Skills Interventionist
3. 25/26 Goals Analysis – Mrs. Adkins reviewed goal analysis noting 6 out of 9 met reading. The ones that did not meet goal were one to two points away.
4. 26/27 Goals – Mrs. Adkins updated Board on goals for this school year and how metrics work in setting goals.
5. 26/27 Important Dates – Mrs. Smallwood reviewed upcoming important dates for this school year and invited the Board to attend noting graduation (on a Tuesday not a Thursday this year) as well as 3rd grade's pizza and pages book event.
6. Mrs. Smallwood recognized Mr. Kouffman for his time on the Board as a member and Vice Chair. School presented him with a gift and will make sure he gets it in his absence.

VII. Round Table

1. **CG** – He is interested in participating in CEO for the day at LP.
2. Board asked for an update on Bolts of Blue campaign. Ms. Tricia updated the status and how close we are to our goal.

VIII. Board Chair adjourned meeting at 6:05PM.