



Lawrence Family Development Charter School

www.lfdcs.org

Strengthening families...building community

Administrative Offices

355 Haverhill Street
Lawrence, MA 01840
Ph: 978.224.8808

Academy for Early Academic Preparation
7 May Street (K-1/k-2)/10 Railroad Street (Grades 1/ 2)
Ph: 978.258.6210/978.237.0628

Lower School (Grades 3/4)
34 West Street, Lawrence, MA 01841
Ph: 978.689.9863

Upper School (Grades 5-8)
400 Haverhill Street, Lawrence, MA 01841
Ph: 978.738.0609

LFDCS Board of Trustees Meeting

MINUTES

Wednesday, June 12, 2024 – 5:30 PM

FOLEY LIBRARY, 404 HAVERHILL STREET, LAWRENCE, MA 01841 AND/OR ZOOM

Board of Trustees in Attendance:

Germinudy Lopez, Chair
David DeFillippo (proxy vote)

Jose Henriquez
Lynette McRae

Elizabeth Nolberto
Linette Perez

Board of Trustees Not in Attendance:

Rita Almanzar
Jennifer Cedeno

Chris Needham

Jose Tejada

Others Present:

Nicole Arpin
Roanny Aybar
Hali Castleman
Andreina Croes
Nicole Dean
Eduardo Gonzalez

Issac Gomez
Sheylin Gonzalez
Anastasia Hansen
Megan Noonan
Sam Okon

Chloe Parcell
Reyner Paulino
Susan Perry
Sean Reardon
Darshan Thakkar

I. OPEN MEETING

Superintendent Ralph Carrero called the meeting to order at 5:41 pm, and asked everyone for a moment of silence and to pledge allegiance to the flag.

II. PUBLIC PARTICIPATION

There was no public participation.

III. CURRICULUM

● Grade 4 State Fair Presentation

Principal Castleman said that the Grade 4 State Fair was held on May 31, 2024 where twenty-four groups presented. She explained that the top three winners were from Grade 4 Teacher, Anastasia Hansen's class. Issac Gomez, Reyner Paulino and Sheylin Gonzalez, winners of the Grade 4 State Fair then presented to the Board why you should visit Louisiana. Some of the highlights of their presentation were that Louisiana has many coastal lakes and bayous, has a mild winter is hot and humid in the summer months, is home to the LSU Stadium, has a Madis Gras once a year, their state food is Gumbo, is known for the War of 1812 has a jazz festival that "You are my Sunshine" is their state song, the 2025 Super Bowl will be in their stadium, Louisiana is the home of the annual Mardis Gras celebration and it would be one of the first places two of the presenters would like to go to.

IV. BUSINESS ITEMS

● May 8, 2024 LFDCS Board of Trustees Meeting Minutes – Roll Call Vote Required

Chair Germinudy Rosario presented the Minutes of the May 8, 2024 LFDCS Board of Trustees Meeting and asked if there were any additions, deletions or changes. Having none, a motion was made to approve the May 8, 2024 LFDCS Board of Trustees Minutes.

Motion made by Elizabeth Nolberto; seconded by Jose Henriquez, to approve the May 8, 2024 LFDCS Board of Trustees Meeting Minutes as submitted. A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes
Rita Almanzar – Not in attendance
Jennifer Cedeno – Not in attendance
David DeFillippo – Yes (by proxy)

Jose Henriquez - Yes
Lynette McRae - Yes
Chris Needham - Not in attendance

Elizabeth Nolberto - Yes
Linette Perez - Yes
Jose Tejada - Not in attendance

- **FY'2025 Exhibit 3 of the LFD, Inc./LFDCS Management Agreement – Roll Call Vote Required**

Susan Perry, Director of Finance, presented the FY'2025 Exhibit 3 of the LFD, Inc./LFDCS Management Agreement, which is based on 6.7% of the tuition received by the charter school.

Motion made by Lynette McRae; seconded by Jose Henriquez, to approve the FY'2025 Exhibit 3 of LFD, Inc./LFDCS Management Agreement as submitted. A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes	Jose Henriquez - Yes	Elizabeth Nolberto - Yes
Rita Almanzar – Not in attendance	Lynette McRae - Yes	Linette Perez - Yes
Jennifer Cedeño - Not in attendance	Chris Needham - Not in attendance	Jose Tejada - Not in attendance
David DeFillippo – Yes (by proxy)		

- **FY'2025 LFD, Inc./LFDCS Lease Agreement(s) (7 May Street, 10 Railroad Street, 34 West Street, 400 Haverhill Street and portion of 355 Haverhill Street) – Roll Call Vote Required**

Susan Perry, Director of Finance, referred Board Trustees to the FY'2025 LFD, Inc./LFDCS Lease Agreement(s) (7 May Street, 10 Railroad Street, 34 West Street, 400 Haverhill Street and portion of 355 Haverhill Street) and said the per square footage will be increased for FY'25 from \$14.10 to \$16.00 per square foot.

Motion made by Lynette McRae; seconded by Elizabeth Nolberto, to approve the FY'2025 LFD, Inc./LFDCS Lease Agreement(s) (7 May Street, 10 Railroad Street, 34 West Street, 400 Haverhill Street and a portion of 355 Haverhill Street). A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes	Jose Henriquez - Yes	Elizabeth Nolberto - Yes
Rita Almanzar – Not in attendance	Lynette McRae - Yes	Linette Perez - Yes
Jennifer Cedeño - Not in attendance	Chris Needham - Not in attendance	Jose Tejada - Not in attendance
David DeFillippo – Yes (by proxy)		

- **FY'2025 LFDCS Budget – Roll Call Vote Required**

Susan Perry, Director of Finance, said that the final budget has not changed from the first draft, and that the only item we were waiting to vote on was the management agreement fee and the lease fee and those have not changed.

Motion made by Elizabeth Nolberto; seconded by Jose Henriquez, to approve the FY'2025 LFDCS Budget as submitted. A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes	Jose Henriquez - Yes	Elizabeth Nolberto - Yes
Rita Almanzar – Not in attendance	Lynette McRae - Yes	Linette Perez - Yes
Jennifer Cedeño - Not in attendance	Chris Needham - Not in attendance	Jose Tejada - Not in attendance
David DeFillippo – Yes (by proxy)		

- **Updates to FY'2025 Parent/Student Handbook – Roll Call Vote Required**

Hali Castleman, Principal, referred and reviewed with the Board of Trustee the updates to the FY'2025 Parent/Student Handbook that included:

- adding another classroom to third grade due to the expansion
- updating the Opening Doors description to include “high school admission preparation” as services provided by the Opening Doors department--due to not seeing results from contracting this service to an outside company.
- adding of a new Health specials class
- changing grades 5 and 6 as being taught by one 1-6 certified teacher to departmentalizing grade 5/6 by combining ELA/Social Studies and Math/Science
- adding a Civil Rights Grievance Procedure Policy for the Child Nutrition Programs to the CR 11A Grievance Procedure Policy due to the results of the Nutritional Services site visit
- adding of a new Title IX Policy
- adding into the School Attendance Policy “Failure to attend Summer Academy may result in retention in that grade for the following school year.”
- Updating the marking period end dates and conference week dates
- Adding to the Transportation Policy “Any student that is removed from the bus due to behavior is excluded from applying for transportation for two consecutive school years after the removal, not including the current school year in which they were removed.”
- Adding in recycling bins to the Cafeteria Policy due to our new recycling program
- adding in a new Communicable Disease Policy due to COVID
- adding a new Mental Health Crisis Policy
- adding a line to the School Visitors’ Policy that says “Parents and visitors should confirm the date, time and location of their visit with the Head of School or Principal in advance.”
- Adding a line in the Student Health Care Consent Form under I agree to the following, as needed, for appropriate health care: “In the event of a mental health crisis, administration of the C-SSRS or other authorized Suicide Risk Screener”

Motion made by Elizabeth Nolberto; seconded by Jose Henriquez, to approve the Updates to FY'2025 Parent/Student Handbook as submitted. A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes	Jose Henriquez - Yes	Elizabeth Nolberto - Yes
Rita Almanzar – Not in attendance	Lynette McRae - Yes	Linette Perez - Yes
Jennifer Cedeño - Not in attendance	Chris Needham - Not in attendance	Jose Tejada - Not in attendance
David DeFillippo – Yes (by proxy)		

- **Updates to FY'2025 LFDCS Employee Manual – Roll Call Vote Required**

Susan Perry, Director of Finance, said major updates to the employee manual included:

- A new Title IX Policy
- Replacing EasyClocking with “the organization’s timekeeping system”
- Adding Vision to Section 1.4 Dental Insurance because we now offer Vision insurance
- Adding a new procedure for approvals and reimbursements for the Tuition Program and Professional Development Programs
- Adding a new procedure for those on FMLA and/or PFMLA by being able to receive a portion of their accrued time through LFDCS and a portion through our third party administrator instead of through one or the other
- Updating of the Drugs & Alcohol Policy and the Drug-Free Workplace Policies
- Adding of the Communicable Disease Policy due to COVID

Motion made by Lynette McRae; seconded by Linette Perez, to approve the Updates to FY’2025 LFDCS Employee Manual as submitted. A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes
 Rita Almanzar – Not in attendance
 Jennifer Cedeño - Not in attendance
 David DeFillippo – Yes (by proxy)

Jose Henriquez - Yes
 Lynette McRae - Yes
 Chris Needham - Not in attendance

Elizabeth Nolberto - Yes
 Linette Perez - Yes
 Jose Tejada - Not in attendance

V. PRINCIPAL’S REPORT

• **Term 4 Results**

Principal Castleman referred Board Trustees to the Quarter 4 Awards document and asked her Heads of School to report on their buildings.

- Megan Noonan, K-1/K-2 Head of School, reported that there was a big increase in High Honor and Honor Roll in both grades and Model Student jumped up significantly. She noted that Perfect Attendance dropped because of extensions of vacations in last quarter and took advantage that they are allowed five absences and took advantage of that policy
- Andreina Croes, G1-G2 Head of School, reported increased in all areas. She said High Honor Roll was really high in grade 1 and very proud of those teachers and student and grade 2 went up a little. Noticed that honor students went up to Honor Roll. Model students made one last impression showing the three RR’s. Have established at their grade level a process called Tootles (students who are showing 3R’s in some way). She also noted that Perfect Attendance dropped because of extensions of vacations in last quarter and parents taking advantage of our five-day policy.
- Chloe Parcell, G3-G4 Head of Lower School, reported High Honor Roll highest percentage they have had all year and worked hard. Both came in at 23%. Overall teachers really talking about growth and goals, which motivated students. Model Student had very high percentages for especially grade 4 (63%). She noted that Perfect Attendance dropped because of extensions of vacations in the last quarter and taking advantage of our five absences’ policy. She said there are not a lot of students attending Summer Academy this year.
- Nicole Arpin, G5-G8, Head of Upper School, reported big shift in High Honor Roll and Honor Roll especially in grade 7. A lot of students shifted to High Honor Roll mostly due to the Opening Doors Program who help students instill a sense of responsibility in their classwork and think about their futures. They need to be thoughtful of their grades. A lot of students are showing a lot more maturity. Model Students was steady except for grade 5 because at the end of grade they holding the students to grade 6 standards and they are working on self control and emotional regulation and hoping to see those students adjust. Grade 8 had had some bumps in the road. She also noted that Perfect Attendance dropped because of extensions of vacations in the last quarter and parents took advantage of our five-absences’ policy.

• **ELL Math Night – K-1, May 22, 2024**

Principal Hali Castleman said that the last ELL Math Night for K-1 was held virtually on May 22, 2024 and was very successful. She said this year a survey was done, and one person said that they wished it was longer. She also said that it may go back to being in person next year.

• **Grade 8 Portfolios**

Principal Hali Castleman said all of the eighth graders presented their required Grade 8 portfolios the end of May, which included personal growth, academic growth, all about me, future plans, civics project and at least one essay had to be in Spanish

• **Update on New Hires**

Principal Hali Castleman said that we have been busy interviewing for next year and have hired a new K-1/K-2 Head of School to replace Ms. Noonan, a School Adjustment Counselor, a Paraprofessional Coach, a new Spanish Curriculum Specialist, a Special Education Teacher, two ELL Teachers, a new Secondary School Coordinator, Grade 1 /2 teachers, a Grade 3/4 teacher and a Social Studies teacher. She said Science teachers are all set, and we are still looking for special education teachers, ELL teachers and a few more general education teachers.

• **Spring Raffle Scholarship Fundraiser Results - \$2,915**

Principal Hali Castleman said that the Lemon-themed picnic table and accessories fundraiser for LFDCS scholarships was very successful, and we raised almost \$3,000 for student scholarships. She said the winner was one of our parents that has three children in the school. The student asked to be the picker picked out their mother’s ticket.

• **Summer Academy (June 17-July 12, excluding June 19 and July 4)**

Principal Hali Castleman said Summer Academy begins next Monday, June 17.

VI. SUPERINTENDENT’S REPORT

• **Grade 8 Graduation (June 3 2024) and K-2 Graduation (June 4, 2024)**

Superintendent Ralph Carrero said Grade 8 and K-2 Graduations went smoothly, and this year there were a record number of Presidential Awards, High Honors and Honors Awards and almost \$3M in scholarships and financial aid awarded over four years to the grade 8 graduating class.

● **School Board Self Evaluations Results**

Susan Lyons said that she has received School Board Self Evaluations from Germinudy Lopez, Elizabeth Nolberto, Dave DeFillippo and Jose Henriquez. She will resend the survey to the remaining Board Trustees for them to complete, and the results will be shared at the August Board of Trustees meeting. It was noted that DESE looks for evidence that board surveys are done annually.

VII. 2024-2025 BOARD MEETINGS (2ND WEDNESDAY OF THE MONTH, 5:30 PM)

Superintendent Ralph Carrero said the meeting schedule for next year is listed below:

August 14, 2024	December 11, 2024	April 9, 2025
September 11, 2024	January 8, 2025	May 14, 2025
October 9, 2024	February 12, 2025	June 11, 2025
November 13, 2024	March 12, 2025	July 9, 2025

It was noted that there will need to be another meeting scheduled in July that will require a super majority quorum (seven trustees) to vote on the Rechartering document that must be submitted no later than August 1.

VIII. ADJOURN

A motion was made by Elizabeth Nolberto; seconded by Lynette McRae, to adjourn the meeting. A Roll Call Vote was taken, and the Motion passed.

Germinudy Rosario, Chair - Yes	Jose Henriquez - Yes	Elizabeth Nolberto - Yes
Rita Almanzar – Not in attendance	Lynette McRae - Yes	Linette Perez - Yes
Jennifer Cedeño - Not in attendance	Chris Needham - Not in attendance	Jose Tejada - Not in attendance
David DeFillippo – Yes (by proxy)		

Respectfully submitted



Susan Lyons, Recorder

List of Documents Used

- June 12, 2024 LFDCS Board of Trustees Meeting Agenda
- May 8, 2024 LFDCS Board of Trustees Minutes
- FY'2025 Exhibit 3 of LFD, Inc./LFDCS Management Agreement
- FY'2025 LFD, Inc./LFDCS Lease Agreement(s) (7 May Street, 10 Railroad Street, 34 West Street, 400 Haverhill Street and portion of 355 Haverhill Street)
- FY'2025 LFDCS Budget
- Updates to FY'2025 Parent/Student Handbook
- Updates to FY'2025 LFDCS Employee Manual
- Term 4 Results