



# Lawrence Family Development Charter School

## LFDCS Board of Trustees Meeting

Published on September 8, 2025 at 3:26 PM EDT

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### Date and Time

Wednesday September 10, 2025 at 5:30 PM EDT

### Location

Lower School Conference Room- 34 West Street Lawrence, MA 01841

Zoom

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order		Germinudy Lopez	1 m
<b>C.</b> Pledge of Allegiance			1 m
<b>D.</b> Approve minutes from the August 13, 2025 BOT Meeting	Approve Minutes	Germinudy Lopez	2 m
<b>II. Public Participation</b>			
<b>III. Board Member Terms and Offices</b>			<b>5:35 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Re-elect Dave DeFillippo to a third term. Second term expired: Oct 01, 2019 — Aug 31, 2025	Vote	Germinudy Lopez	5 m
<b>B.</b> Re-elect Elizabeth Nolberto to a third term. Second term expired: Oct 01, 2019 — Aug 31, 2025	Vote	Germinudy Lopez	5 m
<b>C.</b> Re-elect Jennifer Cedeño to a second term. First term expired: Sep 01, 2022 — Aug 31, 2025	Vote	Germinudy Lopez	5 m
<b>D.</b> Re-elect Jose Tejada to a third term. Second term expired: Dec 01, 2019 — Aug 31, 2025	Vote	Germinudy Lopez	5 m
<b>E.</b> Re-elect Rita Almanzar to a second term. First term expired: Sep 01, 2022 — Aug 31, 2025	Vote	Germinudy Lopez	5 m
<b>F.</b> Committee Assignments Finance Committee Academic Advisory Committee Bylaws Committee Nominating & Governance Superintendent's Evaluation Review	Vote	Germinudy Lopez	10 m
<b>G.</b> Roles Assignments Chair Vice-Chair Secretary Treasurer	Vote	Germinudy Lopez	10 m

#### **IV. Superintendent's Report**

**6:20 PM**

<b>A.</b> Lease Agreement	FYI	Darshan Thakkar and Mark Ventre	5 m
<b>B.</b> Audit Firm Updates	FYI	Darshan Thakkar and Mark Ventre	5 m
<b>C.</b> Employee Handbook Updates Please find the updated employee handbook attached. Below are the changes summarized:	Vote	Darshan Thakkar	10 m

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>• Further defined “Full-time, School-Year” in Accruals: Added language pertains to 10 month and 11 month employees</li> <li>• Added unpaid time off policy</li> <li>• Added referral program policy</li> <li>• Revised typos, FLMA to FMLA</li> <li>• Added information in regarding MAPFML and impact to salary</li> <li>• Revised tuition reimbursement policy to reflect 75%</li> <li>• Added in start time for paraprofessionals under Hours of Work</li> <li>• Added in building closure time of 6:00 PM for all staff under Hours of Work</li> <li>• Expanded on need for overtime approval in advance</li> <li>• Revised address from 355 Haverhill Street to 34 West Street</li> <li>• Revised phone number</li> <li>• Extracted language regarding answering machine for snowday alerts</li> <li>• Added in language to fingerprinting information regarding Fair Credit Reporting Act and authorization to release information.</li> </ul>		
<b>D.</b>	Parent/Student Handbook Updates	Vote	Darshan Thakkar
	<a href="#">Parent Student Handbook 2025-2026</a> <a href="#">MA Attorney General's Press Release</a>		
<b>V.</b>	<b>Assistant Superintendent's Report</b>		<b>6:45 PM</b>
<b>A.</b>	Updates from the Assistant Superintendent	Discuss	Sally-Ann Stukuls
<b>VI.</b>	<b>Principal's Report</b>		<b>6:55 PM</b>
<b>A.</b>	Professional Development Week Recap	FYI	Hali Castleman
<b>VII.</b>	<b>Other Business</b>		<b>7:00 PM</b>
<b>A.</b>	Banking	Discuss	Mark Ventre
<b>VIII.</b>	<b>Closing Items</b>		<b>7:10 PM</b>
<b>A.</b>	Adjourn Meeting	Vote	