APPROVED

Lawrence Family Development Charter School

Minutes

September Board Meeting

Please note the new location-- Orange Wheeler House

Date and Time
Wednesday September 11, 2024 at 5:30 PM

Location
Orange Wheeler House
355 Haverhill Street
Lawrence, MA 01840

Trustees Present
C. Needham (remote), D. DeFillippo, E. Nolberto, G. Lopez, J. Cedeno (remote), J. Henriquez (remote), L. McRae (remote), R. Almanzar (remote)

Trustees Absent
J. Tejada, L. Perez

Guests Present
D. Thakkar, Dan Halloran, H. Castleman, S. Perry, Sean Reardon, T. Schumann, Y. Rodriguez, acroes@lfdcs.org, cparcell@lfdcs.org, llawler@lfdcs.org, narpin@lfdcs.org, pmacario@lfdef.org (remote)

I. Opening Items

A. **Pledge and moment of silence.**

B. **Record Attendance**

C.

Call the Meeting to Order

G. Lopez called a meeting of the board of trustees of Lawrence Family Development Charter School to order on Wednesday Sep 11, 2024 at 5:50 PM.

D. Approve Minutes

E. Nolberto made a motion to approve the minutes from August Board Meeting on 08-14-24.
D. DeFillippo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Tejada	Absent
L. Perez	Absent
J. Cedeno	Aye
E. Nolberto	Aye
G. Lopez	Aye
C. Needham	Aye
D. DeFillippo	Aye
L. McRae	Aye
J. Henriquez	Aye
R. Almanzar	Aye

E. Board member terms and offices

This was postponed until next meeting due to Linette Perez not being present. Her term was ending but there was no indication of whether she wanted to continue to serve on the Board.

F. Re-elect Christopher Needham to third term.

E. Nolberto made a motion to Vote Chris Needham to a third term.
D. DeFillippo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Needham	Abstain
J. Cedeno	Aye
D. DeFillippo	Aye
L. McRae	Aye
J. Henriquez	Aye
J. Tejada	Absent
R. Almanzar	Aye
E. Nolberto	Aye
G. Lopez	Aye
L. Perez	Absent

G.

Re-elect Jose Henriquez to second term.

D. DeFillippo made a motion to Vote Jose Henriquez to a second term.
E. Nolberto seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

G. Lopez	Aye
D. DeFillippo	Aye
R. Almanzar	Aye
J. Henriquez	Abstain
L. McRae	Aye
L. Perez	Absent
J. Cedeno	Aye
J. Tejada	Absent
C. Needham	Aye
E. Nolberto	Aye

H. Re-elect Linette Perez to second term.

This was postponed until the next meeting due to Linette Perez not being present. Her term was ending but there was no indication of whether she wanted to continue to serve on the Board.

I. Re-elect Germinudy Rosario as Board Chair

E. Nolberto made a motion to To vote Germinudy for a second term.
D. DeFillippo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

G. Lopez	Abstain
E. Nolberto	Aye
C. Needham	Aye
J. Henriquez	Aye
J. Tejada	Absent
R. Almanzar	Aye
D. DeFillippo	Aye
L. McRae	Aye
L. Perez	Absent
J. Cedeno	Aye

J. Re-elect Elizabeth Nolberto as Board Vice Chair.

D. DeFillippo made a motion to To vote Elizabeth as Vice chair.
R. Almanzar seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Cedeno	Aye
L. Perez	Absent
E. Nolberto	Abstain
J. Henriquez	Aye
G. Lopez	Aye
C. Needham	Aye
R. Almanzar	Aye
D. DeFillippo	Aye
L. McRae	Aye
J. Tejada	Absent

K. Re-elect Christopher Needham as Board Treasurer.

E. Nolberto made a motion to To vote Chris as board treasurer.
D. DeFillippo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Cedeno	Aye
C. Needham	Abstain
J. Henriquez	Aye
L. McRae	Aye
R. Almanzar	Aye
L. Perez	Absent
G. Lopez	Aye
D. DeFillippo	Aye
J. Tejada	Absent
E. Nolberto	Aye

L. Re-elect Jose Tejada as Board Secretary.

This was postponed until the next meeting due to Jose Tejada not being present to inform if he would like to continue or not as the Board Secretary.

M. Committee Assignments.

E. Nolberto made a motion to Accept the committee assignments with the proposed changes.
D. DeFillippo seconded the motion.
Jennifer Cedeno would like to be removed from the Academic Advisory Committee.
Elizabeth Nolberto would like to join.
No changes to the Bylaws committee.
Committee for the Contract Negotiation with Interim Superintendent. will continue with a change to the name to remove "Interim".
The Executive Committee will remain the same.
The Finance Committee will remain the same.

The Management Agreement Committee will remain the same.
The Nominating & Governance Committee will add Germinudy Rosario.
The Superintendent Search Committee will remain the same.
The Superintendent's Evaluation Review Committee will remain the same.
The board **VOTED** to approve the motion.

Roll Call

L. McRae	Aye
D. DeFillippo	Aye
G. Lopez	Aye
E. Nolberto	Aye
R. Almanzar	Aye
J. Tejada	Absent
J. Henriquez	Aye
J. Cedeno	Aye
L. Perez	Absent
C. Needham	Aye

II. Superintendent's Report

A. Management Services Agreement.

Darshan has met with Dan Halloran and Susan Perry. He will share the notes from that meeting with the board once it is finalized. The notes will be shared before the next Finance Committee Meeting.

B. Corporate Resolution.

During the Annual Meeting need to pass the Corporate Resolution. No changes to the document from past year. Highlight the who is authroized to sign checks and contracts on behalf of the school.

Germinudy Rosario, Elizabeth Nolberto and Darshan Thakkar signed the form during the meeting. Jose Tejada and Chris Needham will sign afterwards in person.

C. Space Expansion Plans

Darshan discussed with the Board the ongoing expansion plans at the Quintana Center and the Upper School, set to open in fall 2026. He mentioned that the work is progressing and floor plans are ready for review. Julissa was tasked with preparing these plans, who shared them with the Board. The focus of the expansion is on the Quintana Center, where the 7th and 8th grade classes will be housed. Yulissa stated that this decision was made after discussions with the principal, Darshan, and Pedro, considering the needs of the school and the available space. Yulissa presented a detailed plan for the expansion

of the Quintana Center, which includes converting two existing classrooms into one large classroom, creating two pull-out rooms for special education, and allocating space for administrative offices and a cafeteria. The expansion is expected to be completed by the end of August 2026. The plan also includes repurposing some spaces at the Upper School to accommodate the move of 7th and 8th grades to the Quintana Center. The new classrooms will have varying square footage, but all will be adequate for seating and storage. The plan was well-received by the Board.

D. Surplus

The Auditors were here recently completing their field work and they had to create this report of the surplus. There is a surplus tuition revenue of $1,148,356 that can potentially be used for capital improvements. A proposal was made to work with the Non-profit side on developing these plans. A draft will be needed by the end of September. A lease term longer than one year will need to be discussed as it needs alignment with the charter term.

Chris and Jose H. will work on a proposal to use the surplus. The goal is to have a clearer idea of the proposal for the next finance meeting and board meeting in October.

E. AR Policy

Auditors asked to include this as a footnote which is required under the Accounting Policies. LFDCS used historical data to come up with the number of 1% for loss of collectibles.
Recommendation was made to change the wording to clarify that parents pay 99% of collectibles. Remove the last line that states board approval is needed (as the board has approved it).
J. Henriquez made a motion to To accept the AR policy with the proposed changes.
E. Nolberto seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Needham	Aye
J. Tejada	Absent
E. Nolberto	Aye
G. Lopez	Aye
R. Almanzar	Absent
L. McRae	Aye
L. Perez	Absent
J. Cedeno	Aye
J. Henriquez	Aye
D. DeFillippo	Aye

F. Capital Assessments

G. LFDCS Turning 30

It's been 30 years since LFDCS has gained. The state has asked the school to share pictures and anecdotes. Mass Charter Association asked for a picture of the original charter. We have a few months to collect. A flyer will become available to share with community. A social media channel has been created to share information. An email was also created to share information at imaginemore@lfdcs.org.

Chris Needham asked for the next Board meeting to include information on School Safety and Emergency Response.

III. Principal's Report

A. Results from the PD week survey

Three days of professional development for new hires and five days for all returning staff. Teachers liked that on Wednesday an outside agency presented and it was well received. Mr. Reardon gave a presentation on the new IEP for the state. This year we instituted vertical teams for staff who teach the same subject to meet with the other grades. Morning meeting/advisory has been implemented during the day. Teacher's really liked this change. Teachers asked for more session on cultural and other PDs.

A posting for the Academic Advisory Committee with dates of November, January and March will be going out.

B. Next Steps

1. Chris N. and Jose H. to work on details of financial planning before the next Finance Committee meeting.
2. Finance Committee to prepare a draft proposal for capital improvements and surplus utilization for the October meeting.
3. Principal Hali Castleman to add school safety and active shooter drill discussion to the next meeting agenda.
4. Susan to revise the uncollectible policy language to clarify "99% of collectibles" instead of "99% of parents pay".
5. Darshan to create a repository for collecting 30th-anniversary artifacts and distribute flyers to networks for contributions.
6. Darshan to search for the original charter grant picture for the Mass Charter School Association's 30th-anniversary celebration.
7. The Finance Committee to work with the nonprofit to determine who will pay for and execute various capital improvements.
8. Pedro to provide a breakdown of in-house vs. contracted work for capital improvements to account for prevailing wage requirements.
9. Chris to coordinate with Jose for potential treasurer role transition planning.

IV. Closing Items

A. Adjourn Meeting

D. DeFillippo made a motion to Adjourn the meeting.
J. Henriquez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Tejada	Absent
D. DeFillippo	Aye
G. Lopez	Aye
J. Henriquez	Aye
L. Perez	Absent
E. Nolberto	Aye
C. Needham	Aye
J. Cedeno	Aye
R. Almanzar	Absent
L. McRae	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:04 PM.

Respectfully Submitted,
Y. Rodriguez

Documents used during the meeting

- Board Officers.png
- Board Terms 2025.pdf
- Committee Assignments.png
- Corporate Resolution School 2024-25.docx
- Quintana Center new ideas-draft 9.3.24[41].pdf
- upper school changes[24].pdf