APPROVED

Lawrence Family Development Charter School

Minutes

LFDCS Finance Subcommittee Meeting

Date and Time
Tuesday May 27, 2025 at 5:30 PM

Location
Zoom

Committee Members Present
C. Needham (remote), D. DeFillippo (remote), G. Lopez (remote), L. McRae (remote)

Committee Members Absent
J. Henriquez

Guests Present
Anthony Cichello (remote), D. Thakkar (remote), Y. Rodriguez (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Needham called a meeting of the Finance Committee of Lawrence Family Development Charter School to order on Tuesday May 27, 2025 at 5:37 PM.

II. Executive Session

A. Discuss lease and purchase option.

D. DeFillippo made a motion to to go into Executive Session.

C. Needham seconded the motion.
The motion to enter Executive Session was made to discuss the lease and other purchase options.
The committee **VOTED** to approve the motion.

Roll Call

C. Needham	Aye
G. Lopez	Absent
J. Henriquez	Absent
D. DeFillippo	Aye
L. McRae	Absent

B. Review the letter drafted by counsel

This agenda item was discussed in the Executive Session.

III. Lease Agreement

A. Report out on decision regarding lease and purchase option.

This agenda item was discussed in the Executive Session.
D. DeFillippo made a motion to end Executive Session and to enter Open Meeting to discuss the services LFDCS intends to bring in house.
C. Needham seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

D. DeFillippo	Aye
G. Lopez	Aye
C. Needham	Aye
J. Henriquez	Absent
L. McRae	Aye

B. Discuss IT Services and Custodial Services contracts

Darshan T. provided an update regarding the costs associated with IT and custodial services. He reported that LFD has proposed a custodial services contract totaling $868,000. Based on his analysis of historical expenditures, Darshan T. believes that the actual cost should not exceed approximately $400,000. He is uncertain as to why the proposed figure is significantly higher. To validate this assessment, he has solicited competitive bids and anticipates they will align more closely with the $400,000 range.

Regarding IT services, the amount proposed by LFD appears to be consistent with pricing offered by comparable vendors.

Chris N. inquired whether, under a new arrangement, the current custodial staff would transition to become employees of the school. Darshan T. clarified that this would not be the case. If the school proceeds with a new vendor, that vendor would likely bring in their

own personnel. He also shared that several members of the existing IT and custodial teams have approached him to express interest in becoming school employees. However, due to a lack of sufficient information, he has not provided them with any commitments.

Chris N. noted that since there is no non-compete or non-solicitation agreement in place with LFD, there may be an opportunity for the school to retain the existing staff if it chooses to do so. He suggested that, should the school be satisfied with the performance of the current IT and custodial personnel, it might be feasible to offer them employment directly. Darshan T. agreed, particularly in the case of the IT department, noting that 85–90% of their work is already dedicated to the school.

In regard to nutritional services, Darshan T. reported that the school awarded a contract through a formal RFP and bidding process to a new vendor, which resulted in a surplus of $40,000 in revenue for the school in reimbursable meals from the state.

Lynette M. inquired whether a cost analysis has been conducted to evaluate the financial implications of bringing IT and custodial staff in-house. Darshan T. responded that such an analysis has not yet been completed. He stated that once more detailed information becomes available, he will be able to perform a comprehensive cost comparison. He also indicated a preference to retain the current IT personnel, as they are already familiar with the school buildings and have established workflows in place.

C. Update on federal funding

This agenda item has been postponed until the next board meeting.

IV. Closing Items

A. Adjourn Meeting

D. DeFillippo made a motion to adjourn the meeting.
L. McRae seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Needham	Aye
G. Lopez	Aye
L. McRae	Aye
J. Henriquez	Absent
D. DeFillippo	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:39 PM.

Respectfully Submitted,
Y. Rodriguez

Documents used during the meeting

None