



Lawrence Family Development Charter School

www.lfdes.org

strengthening families...building community

Academy for Early Academic Preparation (K-1-Grade 1)
10 Railroad Street, Lawrence, MA 01841
Ph: 978.258.6210

Lower School (Grades 2-4)
34 West Street, Lawrence, MA 01841
Ph: 978.689.9863 * Fax: 978.689.8133

Upper School (Grades 5-8)
400 Haverhill Street, Lawrence, MA 01841
Ph: 978.738.0609 * Fax: 978.738.0634

LAWRENCE FAMILY DEVELOPMENT CHARTER SCHOOL

New Board Member Orientation

Via Zoom

Wednesday, December 8, 2021 – 2:00 pm

AGENDA

- I. Welcome and Introduction of New Trustees/
Review of Board Membership
- II. Welcome letter from Interim Chair, Joan Thompson
Descriptions of the Organization's Mission, History, Programs
- III. Job Description for a Board Trustee
- IV. Organizational Chart
- V. Bylaws - Lawrence Family Development Charter School (*Member list*)
- VI. Annual Report/Compliance in Charter Schools

This training video is important to review!

Go to: <http://www.doe.mass.edu/charter/videos/BoardTrustees-Training/story.html>



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A Letter of Welcome ~ School Trustee

We welcome you as a new Board Trustee on behalf of the **Board of Trustees**, the administration, staff, students and families that we serve through all of **Lawrence Family Development Charter School's** programs and our unwavering commitment to our mission:

"Strong families, working in partnership with the school as advocates for academic achievement, will create an environment where every child has the opportunity to acquire the foundation skills and habits of mind that foster life-long learning, citizenship participation and personal fulfillment."

As a new Board Trustee, we have compiled some details about our organization and hope that this information will allow you to bridge our programs to the communities we serve.

Lawrence Family Development Charter School was founded in 1995. Although it has a separate purpose and is a government entity --- it shares some of the same values as Lawrence Family Development, Inc., founded in 1992 by the Board of Directors of the City of Lawrence Youth Commission (LYC).

There are two major components of the work at the **Lawrence Family Development, Inc.:**

· **The Maria del Pilar Quintana Family Center and the**
· **SISU Center**
(Alternative Youth Programs - YouthBuild-Lawrence, (SSYI) Safe and Successful Schools Initiative)

Closely connected, but running as a separate fiscal entity from **Lawrence Family Development, Inc. is:**

· **Lawrence Family Development Charter School (LFDCS)**
(Lawrence Family Development Charter School contracts with Lawrence Family Development, Inc. for management services and facilities rental.)

Our History

In 1995, two local donor gifts helped LFD, Inc. gain assets and momentum to create the initial cornerstone facilities of our learning community. With assistance from R. Kingman and Dean Webster, the original H. K. Webster site of Blue Seal Feeds on West Street was donated to LFD, Inc. to house the newly-approved charter school. Later that year, the estate of Oscar Hoehn, a local builder, donated the historic Orange Wheeler House for the YouthBuild-Lawrence program. Both properties, redesigned by architect Gary Wolf of Boston, won architectural awards and recognition for preservation and use of historic properties from the Massachusetts Historic Commission and Lawrence's Immigrant City Archives. The Orange Wheeler House is now the home of the LFDCS & LFD, Inc. Administration Team. In June 2015, Joanne Fournier donated to LFD, Inc. a building at 10 Railroad Street. Board Trustees and local foundations helped raise the funds necessary to transform this property called the "Academy for Early Academic Preparation" which currently houses grades K-1 through Grade 1.

In the decade and a half since LFD's beginning, the board has supported new construction at the Lower School (34 West Street) and a seven million dollar purchase and rebuild of the former St. Anne's School and convent at 400-404 Haverhill Street. Since 2006 this Haverhill Street site houses the Upper School of LFDCS (Grades 5-8) and the Maria del Pilar Quintana Family Center for adult education classes. Today, facility assets are valued at over ten million dollars which is a testimony to the commitment and leadership of the board and administration. This outcome ensures stable, safe, welcoming structures that foster LFD's mission and revitalizes its neighborhoods.

The Maria del Pilar Quintana Family Center (MDPQFC) maintains high standards and access for newcomers to Lawrence through its offering of ESL, Citizenship Preparation and Computer Literacy classes. The Maria del Pilar Quintana Family Center continues to educate more than 300 adult students each year in classes for newly-arrived immigrant residents and also serves individuals each year who wish to complete the necessary courses and paperwork in order to earn United States citizenship. Each year, MDPQFC offers approximately twenty day and evening sections of ESL classes and classes for citizenship attainment. The Center receives funding for the Family Center's ESL and citizenship programs from the Stevens Foundation, the Lawrence Community Block Grant (CDBG), and the Clipper Ship Foundation. Lastly, with Title I funding, the Family Center continued its partnership with the Lawrence Family Development Charter School by offering parents of children in the school the opportunity to take English and Citizenship classes.

SISU Center, 418 Canal Street (leased) for *Alternative Youth Development Programs: YouthBuild–Lawrence and the (SSYI) Safe and Successful Schools Initiative* helps “**high-risk**” youth turn into “**high-potential**” young adults. YouthBuild-Lawrence serves, approximately 60 young people—with academic support and occupational training in the area of construction skills. In the planning for future students' skill development, culinary arts and food processing career tracks will add to those programs in construction.

Lawrence Family Development Charter School educates 800 students in kindergarten through eighth grade and in FY'2020-2021, the MA Department of Secondary and Elementary Education approved an expansion amendment to add 200 more students from FY'2022-2023 to FY'2029-2030. The charter school experienced very successful school years with spring 2012, 2013, 2014, 2015, 2016 MCAS test scores placing it in the top 10% of public schools in the Commonwealth of Massachusetts for adequate yearly progress and with strong performance as a Level 1 school meeting its accountability measures. LFDCS, in September 2012, celebrated the distinction of being one of only 64 schools in the Commonwealth to be recognized as a **Commendation School**. LFDCS 8th grade graduates over perform many of their age-level peers in other schools. These uniquely-talented graduates score higher than 90% in both ELA and Math MCAS tests. Collectively, 8th grade graduates earn over one million dollars over four years in scholarships and financial aid to private and parochial high schools.

Finally, as we embark yet on another year of expected outcomes and growth, our Board of Trustees is determined to continue with the growth of our fine charter school district in order to keep up with the growing needs of the community of Lawrence., LFDCS has been approved to expand its enrollment from 800 students to 1,000 starting in SY'2022-2023. LFDCS would expand by 60 students in K-1 to Grade 1 starting in SY2022-2023 and adding 20 students at the K-1 level each year in SY2023-2024 until a cap of 1,000 students has been reached by SY'2029-2030. During your term, you will be key to the mobilization of our efforts. I look forward to working with you as you share your talents on the various committees of the Board.

Sincerely,

A handwritten signature in black ink that reads "Joan Thompson". The signature is fluid and cursive, with the first name "Joan" being more prominent than the last name "Thompson".

Joan Thompson, Chair

Lawrence Family Development Charter School District

Lawrence, MA

Year established: 1995

Grades and number of students served:

Our school serves students from Kindergarten (a 2-year, full-day program) through Grade 8. Currently, enrolling 800 students in school year 2021-2022.

Our unique identity:

Lawrence Family Development Charter School District (LFDCS) is a unique charter public school due to

its mission ***“Strengthening families and building community through education”*** which is represented through its key design elements. These include:

1. **Parent Engagement:** We engage parents as “advocates for their children.”
2. **Dual Language:** LFDCS is designed with a dual-language fluency mission, building on the first language of Spanish while supporting proficiency in English.
3. **Effective Teaching:** We hire certified teachers that provide rigorous instruction to prepare students for acceptance at admission-based high schools. Instruction is delivered in grade-level units and lessons tiered to meet the needs of all students.
4. **Partnerships:** We invite community partners who support growth and achievement to bring additional learning, enrichment and opportunities to our students.
5. **Governance and Leadership Structure:** Our governance supports the vision and mission of LFDCS. Parents and the community are involved in governance on multiple levels.

Why parents choose our schools:

LFDCS was designated as a “Level 1” public school for MCAS performance in 2012, 2013, 2014, 2015, 2016 and 2017 and is known for its best practices as a Massachusetts urban school. The level system was changed by the Commonwealth in 2018. Although Massachusetts no longer uses a “level” system for the Next Generation MCAS, our scores on state testing remain strong. We use rigorous practices for academic instruction and intervention, and supplement this instruction with after school and summer school programs. Founded by a coalition of Hispanic parents and community leaders who wanted a school that would be responsive to the academic, language, cultural, and developmental needs of their children, our school is designed with a dual-language mission that values language and culture. The founders dedicated themselves and the school to educating the children of immigrants and other new arrivals to the City of Lawrence and preparing them and their families to move forward with skills needed for success in the 21st Century – which we continue to do to this day.



How we engage parents and families:

Following summer home visits before their child begins school at LFDCS, parents participate in “*Right from the Start*” trainings, respond to annual parent surveys, visit the school for Family Nights and other socials, attend required parent conferences for report cards three times per year, and meet at monthly parent coffees for updates and conversation with the school’s leadership team. At our Upper School, to provide for successful transitions to high school for our 8th grade graduates, parents work in partnership with two coordinators in our “*Opening Doors Program*.” Parents are an essential part of our governance as well.

Misconceptions:

There are some misconceptions about the demographics of our students. Some think that poverty or ethnicity characteristics differ from “traditional” public schools in Lawrence, which is not the case. LFDCS has a longstanding history of educating the poorest students in Lawrence; current data indicates that we exceed both city and state in educating students of poverty, and like traditional Lawrence public schools, more than 98% of our students are Hispanic.

A story we’d like to share:

We are proud of our work to expand and disseminate practices that have been successful in our school. In 2014, LFDCS’s management organization, Lawrence Family Development, Inc. (LFD, Inc.) was approved as a Preferred Provider/Turnaround Operator for assisting other public schools in need. This status was re-approved in 2017 through 2020, and the approvals resulted in the signing of agreements with Lawrence Public Schools to operate, beginning in the fall of 2014, the Lawrence Family Public Academy. The Lawrence Family Public Academy is a structured, rigorous academic two-year kindergarten program designed to develop foundational skills in literacy, numeracy, self-regulation, oral language, and fine and gross-motor skills. This program duplicates, in most ways, the conditions for success of LFDCS’ two-year kindergarten program. Students who complete the two-year program at the Lawrence Family Public Academy are expected to enter first grade as fluent readers, allowing them to maintain grade-level proficiency across the grades. This initiative has the potential to be replicated in citywide early childhood programs and will have a dramatic impact for student achievement in our city. This status as Preferred Provider/School Turnaround Operator for targeted assistance is the single most effective way for LFD, Inc. to expand dissemination of its practices.

Offerings for special education students and ELL students:

In partnership with the Massachusetts Charter Public School Association, we have served as a Model Demonstration School for our special education practices, which provide services and equity in instruction for all students. Our RTI (Response to Intervention) programs and progress-monitoring of ELL students are major components of our success and reputation. These pieces of our programs are now disseminated as part of our work as an approved Massachusetts Preferred Provider/ Turnaround Operator for public schools in need of assistance, as well as at national conferences.

Future plans:

In 2014- 2015, we launched our first year of blended learning. All students are using 1:1 devices and blended learning, allowing students’ success by expanding knowledge, applying problem- solving and critical thinking skills, and synthesizing information and data available to them electronically. In FY16, we adopted *Schoology* as our Learning Management System (LMS). The LMS allows us to organize our strong curriculum into lesson plan templates, add instructional videos for students and teachers, and provide access for teachers, students and parents. Additionally, access is provided to our dissemination partners for viewing of content, videos, discussion forums, and internal and external links to our instructional materials. In five years, we hope this will help us further scale our dissemination opportunities, while enhancing our high-impact instructional models.



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BOARD TRUSTEES JOB DESCRIPTION

<http://www.doe.mass.edu/charter/videos/BoardTrustees-training/story.html>

PURPOSE:

Board Trustees have the fiduciary responsibility for the governance and direction of the charter school. They determine the mission of the charter school and objectives necessary to achieve the mission. They are responsible for setting policies, evaluating the effectiveness of the Superintendent in carrying out goals of the charter school, and for approving the acquisition of significant assets and investments.

RESPONSIBILITIES:

1. Board Trustees must attend regular meetings of the Board (every month) and serve on committees when appropriate. They should form Board committees and delegate matters to them where appropriate to ensure performance of their responsibilities. Board Trustees should participate meaningfully in Board and committee meetings and require that proper records of Board meetings and committee action be maintained.
2. Board Trustees must keep themselves informed regarding the mission and activities of the charter school and assist with its promotion.
3. Board Trustees must make informed decisions, using their independent judgment on all matters brought before the Board for approval.
4. Board Trustees must approve and monitor achievement of the charter school's budget. They must require the charter school to maintain proper books of account and produce periodic financial reports and annual financial statements, reviewed or audited by an independent CPA. They must require the organization to keep its assets properly insured and oversee the maintenance of its charter school legal compliance.
5. Board Trustees are responsible for developing the resources necessary for the organization to achieve its goals. They determine the goals of the organization and assist with securing support in other ways.
6. Board Trustees are responsible for selecting and employing the Superintendent and determining his/her compensation and goals. The performance of the Superintendent is to be periodically reviewed by the Board and its Chair.
7. Board Trustees are required to disclose all conflicts of interest and avoid voting or advocating on matters in which they have a conflict.
8. Board Trustees should provide advice and encouragement to the staff and participate in the recruitment of volunteers to assist the organization in achieving its mission.

Regular meetings of the Board of Trustees are held every month on Wednesdays. All Board Trustees are expected to attend or notify the Chair or Superintendent of their absence.

Trustees with three consecutive unexcused absences are understood to have removed themselves from the Board.

LAWRENCE FAMILY DEVELOPMENT, INC.

D/B/A LAWRENCE PROSPERA

FY' 2021-2022

BOARD DIRECTORS

<i>NAME</i>	<i>AFFILIATION</i>	<i>ADDRESS</i>	<i>EMAIL</i>	<i>TERM</i>
John Housianitis President	Retired teacher	P.O. Box 5025 Salisbury, MA 01952	jchdagreek@aol.com	10/2019-9/2022 1st term
Dan Halloran Vice President	Educational and Non-profit Consultant	24 Thomas Road Lawrence, MA 01843	ddhalloran@gmail.com	10/2019-9/2022 1st term
Henry Vargas Treasurer	Paraprofessional St. Ann's Home	334 Ames Street Lawrence MA 01841	vargasvar@hotmail.com	9/2020-9/2023 2nd term
Nazario Esquea Clerk	Small business owner/Asst. City Treasurer's Office	65 Park St., Apt. 4 Lawrence, MA 01841	nazarioesquea@hotmail.com	5/2020-9/2023 2nd term
Carlos Ceden	CEO/Founder US Institute for Diversity and Development	26 Stonington Street No. Andover, MA 01845	usinstitutedd@gmail.com	11/2021-9/2024 1 st term
Manny Gonzalez	City of Lawrence firefighter	1 Colonial Drive Lawrence, MA 01843	Fire1966@comcast.net	11/2019-9/2022 1 st term
Rosanna Zingales-Lopez	Realtor Team Zingales	232 Pleasant Street 2nd Floor Methuen, MA 01844	rosanna@teamzingales.com	2/2020-9/2022 1 st term
Walkiria Manzueta	Home Shop Properties/Real Estate	300 Broadway Methuen, MA 01844	walki@homeshopproperties.com	9/2020-9/2023 2 nd term
Dan Matlack	Retired teacher	49 Megunticook Street Camden, ME 04843	dmatlack61@gmail.com	9/2018-9/2024 2 nd term
Edinson Mercedes	Founder/CEO DoubleEE, Inc./ Salon 22	56 Essex Street Lawrence, MA 01840	salon22.styling@gmail.com	2/2020-9/2023 1 st term
Jesus Moore	PACE Program Teacher	63 Brookfield Street Lawrence, MA 01843	jesusmoore4@gmail.com	11/2020-9/2023 1 st term
Frank Moran, Jr.	Customer Centric Relationship Manager and Sales Consultant	38 Dartmouth Street Lawrence MA 01841	Frank.moranjr@gmail.com	9/2020-9/2023 2 nd term
Marta Rentas	Paraprofessional LFDCS	54 Hancock Street Lawrence MA 01841	martarocks@hotmail.com	9/2020-9/2023 2 nd term

LAWRENCE FAMILY DEVELOPMENT CHARTER SCHOOL
FY'2021-2022

BOARD OF TRUSTEES

<i>NAME</i>	<i>ADDRESS</i>	<i>PHONE NO.</i>	<i>E-MAIL</i>	<i>DATE ELECTED & TERM</i>
Joan Thompson Chair Community Stakeholder	148 Main Street-O501 No. Andover, MA 01845	H: (978) 688-0183	conlevjc@aol.com	1/2014-8/2022 3 rd term
Rosalia Gallo Vice Chair Community Stakeholder	61 Mill Pond Road No. Andover, MA 01845	C: (203) 228-4376	Rgcoombe13@gmail.com	9/2021 – 8/2024 2 nd term
Christopher Needham Treasurer Community Stakeholder	19 Ellsworth Village Road Acton, MA 01720	H: (617) 825-4385	cneedham@needhamassociatesllc.com	9/2021 – 8/2024 2 nd term
Jose Tejada Clerk Parent Representative/ School Site Council	17 Dracut Street Lawrence, MA 01843	H: (978) 479-3982	Jtejada1227@yahoo.com	12/2019-8/2022 1 st term
David DeFillippo Community Stakeholder	3 Halsey Street Lawrence, MA 01843-3708	H: (978) 682-7290	ddefillippo@centralcatholic.net	10/2019-8/2022 1 st term
Claribel Garcia Parent Representative	158 Crescent Street Lawrence, MA 01841	C: (917) 770-3158	Claribelg2004@yahoo.com	10/2019-8/2022 1 st term
Jose Henriquez Parent Representative	15 Katherine Street Lawrence, MA 01841	H: (978) 590-5838	henriquez-jose1@aramark.com	9/2021-8/2024 1 st term
Lynette McRae Parent Representative	P. O. Box 935 (914 Essex St.) Lawrence, MA 01840	C: (978) 857-3881	lynette.t.mcrae@gmail.com	6/2020-8/2023 2 nd term
Ana Medina Community Stakeholder	134 Marston Street Lawrence, MA 01841	H: (978) 685-9293 W: (978) 686-0194 X3042 C: (978) 407-3702	amedina@qlts.net	12/2014-8/2023 3 rd term
Elizabeth Nolberto Parent Representative	8 Hazel Place Lawrence, MA 01841	H: (978) 902-3669	elliecpr@gmail.com	10/2019-8/2022 1 st term
Germinudy Rosario Parent Representative	209 Bailey Street, Apt. 3 Lawrence, MA 01843	C: (978) 918-9267	germinudyrosario0915@outlook.com	9/2020-8/2023 1 st term
Beatriz Schinness Community Stakeholder	39 Martingale Lane Andover, MA 01810	H: (617) 510-6452	beatrizschinness@comcast.net	9/2020-8/2023 1 st term

Subcommittees of the Board FY'22

STANDING COMMITTEES

Finance Subcommittee

- ✓ Chris Needham, Chair
- ✓ Joan Thompson
- ✓ Lynette McRae
- ✓ Dave DeFillippo
- ✓ Jose Henriquez

Invitations to:

- Ralph Carrero
- Susan Perry

Nominating and Governance Subcommittee

Rose Gallo, Chair

Joan Thompson

Jose Tejada

Claribel Garcia

Ana Medina

Elizabeth Nolberto

Invitations to:

- Susan Lyons
- Ralph Carrero

SPECIAL COMMITTEES

Review of Performance of LFD, Inc. staff contracted by LFDCS through the LFD, Inc/LFDCS Management Agreement Subcommittee

Chris Needham, Chair

Lynette McRae

Dave DeFillippo

Superintendent's Evaluation Subcommittee

Joan Thompson

Rita Almanzar

David DeFillippo

Claribel Garcia

Ana Medina

Germinudy Rosario

Board Succession Planning Subcommittee

Jose Tejada