



*Lawrence Family Development  
Charter School*

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**LFDCS Finance Subcommittee Meeting**

**MINUTES**

**Wednesday, March 1, 2023 - 5:30 PM**

**Orange Wheeler House Conference Room and/or Via Zoom  
355 Haverhill Street, Lawrence, MA 01840**

***LFDCS Finance Subcommittee Trustees in Attendance:***

Chris Needham  
David DeFillippo

Jose Henriquez

Germinudy Rosario

***LFDCS Finance Subcommittee Trustees Absent:***

Lynette McRae

***Others Present:***

Ralph Carrero

Susan Perry

Darshan Thakkar

**I. OPEN MEETING**

Superintendent Ralph Carrero called the meeting to order at 5:40pm.

**II. BUSINESS ITEMS**

**• FY'23 YTD Financials - Results compared to Budget (7/1/22 to 1/31/23)**

Chris Needham, Treasurer, asked that the committee review the Profit & Loss Budget Versus Actuals for July 2022 through January 2023. He questioned why tuition was significantly lower than the budgeted amount.

Susan Perry said that this enrollment number is based on October enrollment numbers submitted to the state, and we were not quite at 860 students at that time—our enrollment number was 854 students on October 1. She said our final submittal to DESE will be based on an enrollment of 858 students for FY'23 as we cannot add any more students after February 15.

Chris Needham thought that we might think about budgeting for a lesser enrollment number for FY'24, because we most likely will not end the year at our projected cap enrollment number of 880 for FY'24. Chris also had concern about the Teachers' Salary Line item budgeted at \$2,699,999.99, and current actuals only being \$1,327,895.72. He said for FY'23, we had to increase staffing of five new teachers at the Academy due to the expansion and the increase of sixty new students in grades K-1 to Grade 1. Due to teacher shortages, we have had trouble filling these positions and other teacher vacancies, especially at the Upper School where many teachers from last year did not return in the fall and are now being filled by paraprofessionals. He said we may find ourselves in the same predicament next year, and the numbers budgeted for teacher salaries might be too high for next year. He also noted that Account #5421 Licenses, Permits, under the Administrative Expenses Category was way over budget.

Susan Perry said that this is because we are purchasing and converting over to a new MMS Student Information System (PowerSchool) to replace Rediker, which we purchased about five years ago and is not robust enough for the school now. The charges for PowerSchool services and set up have been charged to the Administrative Licenses, Permits Account #5421. She explained that we have four accounts for IT and that Account #5421, used for purchases of IT software and hardware for the entire organization, is over budget due to purchasing PowerSchool. We also have two accounts under the Instructional category (Account #5422 and Account #5422-IT) which are specifically for hardware and software and subscriptions and licenses related to teachers and students--both are under budget or on budget at this time. Account #5422-IT is budgeted for \$50,000 for FY'23 and will increase in FY'24 to \$250,000 due to the possible addition of two digital designers.

Superintendent Carrero assured the committee that Tony Schumann, the IT Coordinator, is making sure that our systems are up to date and robust enough to handle the increase in technology for the entire organization and that access points have been increased from seventy to ninety-one. We have been using federal dollars for these big ticket computer infrastructure items, and Tony also submits for federally funded e-rate services for schools.

