

Governance Committee Meeting Agenda

Wednesday, September 24, 2025

5:00 pm –6:00 pm

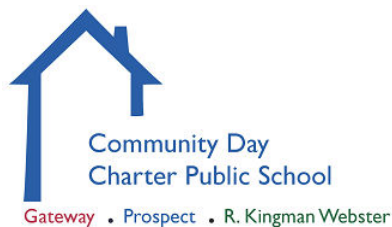
Remote via Zoom:

<https://us06web.zoom.us/j/9662884924?pwd=OHBnOE5wamtlL0grZkRHK0V6Z2lKdz09>

Meeting ID: 966 288 4924 • Passcode: TCGMeeting

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
5:00 pm - 5:05 pm	I. Welcome a. Establish Quorum	Massiel
5:05 pm - 5:10 pm	II. April 15, 2025 Minutes- Vote	Massiel
5:10 pm – 5:35 pm	III. Recruitment a. Update b. Nominations	Maria
5:35 pm - 5:55 pm	III. Set 25-26 Committee Goals a. Onboarding Process	Massiel/ Maria
5:55 pm – 6:00 pm	IV. Other- schedule next meeting	
6:00 pm	V. Adjournment	Massiel

*The above agenda items are those that the Governance Committee Chair of the Board of Trustees reasonably anticipates discussing at the meeting. Not all items listed may in fact be discussed and other items, not listed, may also be brought up for discussion, to the extent such is permitted by law.



The mission of Community Day Charter School is to provide a kindergarten through grade eight school that will draw upon our considerable experience in working together as a community to develop and implement a curriculum that discovers and supports the special characteristics and unique learning styles of each student.

Governance Committee Meeting Minutes

Tuesday, April 15, 2025

5:30 pm – 6:30 pm

Remote via Zoom

Members in Attendance: Kate Carpenter Bernier, Massiel Munoz Deleon, Lisbeth Sosa Pimentel

Staff in Attendance: Kara Brown, Maria Moeller

Packet Contents: Agenda, March 3, 2025 Minutes, Karen Reyes-Lima Resume

Lisbeth joined at 5:37 pm.

I. Welcome

Massiel chaired the meeting because Kate needed to leave early. With a quorum present, Massiel called the meeting to order at 5:31 pm.

II. March 3, 2025 Minutes

Kate motioned to accept the March 3, 2025, Minutes as presented, and Massiel seconded the motion. Massiel took a vote by roll call; the motion was accepted unanimously.

III. Member Agreement and Board Member Matrix Distribution

Massiel will announce at the Annual Meeting:

- Links to the Board Member Agreement and Matrix will be sent to the Board the following day, and completion by the deadline is appreciated.
- A reminder to the Board of the importance of attendance at meetings, noting that members should notify the Chair/CEO at least 24 hours in advance if they cannot attend a meeting, as included in the Member Agreement.

III. Discussion/Nominations

a. Officers

Chair- Massiel Munoz Deleon

- Secretary- Janelle was out of the country, and now that she has returned, Maria will contact her regarding the position of Secretary. The nomination will move forward pending Janelle's decision.
- Vice Chair and Treasurer- nominations will be made at a later time as recruitment continues.

b. Parent Representatives

Lisbeth Sosa Pimentel

- New Parent Representative- recruitment continues, position will be filled after the annual meeting.

c. New Trustees

Karen Reyes-Lima

Janelle recommended Karen as a candidate. She currently works at the Lawrence Public Library; has a child in the Lawrence Public Schools, and is familiar with public education and special education. She is meeting with Massiel and Mary on April 28th.

- Erika Johnson- Maria will be reaching out to her this week.

Kate made a motion to nominate the following people for vote by the Board at the Annual Meeting:

- Massiel as Chair
- Janelle as Secretary, pending her acceptance of the nomination
- Lisbeth as Parent Representative
- Karen Reyes- Lima as Trustee, contingent on the meeting with Massiel and Mary.

Lisbeth seconded the motion. Massiel took a vote by roll call; the motion was accepted unanimously.

IV. Recruitment Update

The members discussed recruitment efforts. A Trustee with a finance background is a priority.

- Maria will be reaching out to a contact at Eastern Bank (Rockland) with a finance background and who is very active in the community about joining the board.
- Kate Graham is working on recruiting through Deloitte's board program.
- Maria will be requesting recommendations from the auditors (not employees due to a conflict of interest).

IV. Other

Maria announced that the Zoning Board of Appeals met last Thursday and denied the permit request for the gun store to be located at 5 Ballard Way.

V. Adjournment

With no other business on the Agenda, Massiel adjourned the meeting at 5:52 pm.

[Governance Committee Folder](#)

Frank Sarcia

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Professional Summary

Experienced finance and operations leader with over 35 years in accounting and financial management. Proven track record in scaling businesses, managing budgets, and overseeing both private, nonprofit and charter public school financial operations. Strong advocate for transparent communication and strategic planning.

Professional Experience

Director of Finance & Operations

Foresight Imaging LLC, Chelmsford, MA

2005 – Present

- Spearheaded financial operations, contributing to company growth from \$3M to \$15M in annual revenue.
- Oversaw accounting, budgeting, and strategic planning.
- Managed rental properties, mortgages, and property development privately.

Chief Financial Officer

The Community Group, Lawrence, MA

Prior to 2005

- Directed nonprofit financial operations, including budgeting and contract management.
- Developed cost-allocation plans and detailed operating budgets for private and government contracts.
- Ensured compliance and financial transparency across departments.

Education

Bachelor's Degree in Finance

University of Lowell, Lowell, MA — 1988

MBA Certificate

UMass Lowell, Lowell, MA — 1998