



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

Phone: (508) 854-8400 Fax: (508) 854-8484

www.akfcs.org

Board of Trustees Meeting Agenda

Wednesday, February 24, 2021 / 6:30 p.m.

https://akfcs-org.zoom.us/webinar/register/WN_nO2_LWfyQbGa5GFG8RkCbw

- I. Call to Order Celia Blue, Chair
- II. Attendance Recorded
- III. Faithfulness to Charter
 - a. Reading of the AKF Mission; “The Mission of the Abby Kelley Foster Charter Public School is to assist parents in their role as primary educators of their children by providing a classical liberal arts education grounded in the great works of Western Civilization and aimed at academic excellence, musical competence and character formation.”
 - b. Public Comments / Open Forum
 - c. Old Business
- IV. Review of the Meeting Minutes from January 27, 2021
 - a. **Motion:** To accept the meeting minutes from January 27, 2021.
- V. Executive Director’s Report- Ms. Paluk
- VI. Board/Committee Updates
 - a. Trustee Update
 - i. **Motion:** To approve Amy Vernon P’29,’31 as a Trustee for a 3-year term.
 - ii. Board Member Recruitment
 - b. Education Committee- Ms. Yarnie
 - c. Educational Foundation- Ms. Zabage-Ndiku
 - d. Facilities and Finance- Mr. Royce
 - e. DEI Committee- Ms. Blue
- VII. Upcoming Board and Committee Meetings
 - a. **Education Committee**
 - i. Thursday March 11th, 7:45 a.m.
 - b. **Facilities and Finance Committee**
 - ii. Friday, February 26th, 8:00 a.m.
 - iii. Friday, March 19th, 8:00 a.m.

Abby Kelley Foster Charter Public School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness and all students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.



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b. **Educational Foundation Golf Tournament Committee**

i. Monday, March 1st, 8:00 a.m.

c. **Board of Trustees**

i. Tuesday, March 30th, 6:30 p.m.

VIII. Adjournment

a. **Motion:** To adjourn the meeting.



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Board of Trustees Meeting Minutes- **DRAFT**

Wednesday, January 27, 2021 / 6:30 p.m.

https://akfcs-org.zoom.us/webinar/register/WN_6YDqBXrZSUOAFETQYGd6jw

The meeting was Called to Order by Celia Blue, Board Chair at 6:33 p.m. Attendance was recorded and is attached to these minutes.

Ms. Blue read the Mission Statement in support of faithfulness to our Charter. There was not old business or public comments for this meeting.

Ms. Blue asked the Board to review the Meeting Minutes from December 2, 2020. Upon that review Ms. Blue asked for a Motion to accept the meeting minutes from December 2, 2020. Mr. Royce made that motion, it was seconded by Ms. Zagabe-Ndiku. The Board unanimously approved the minutes. Ms. Blue asked the Board to also review the minutes from November 20, 2020. She asked for a Motion to approve these minutes which was made by Ms. Zagabe-Ndiku. This Motion was seconded by Ms. Yarnie. The Board unanimously approved the minutes.

Ms. Paluk presented her Interim Executive Director's Report. Ms. Paluk updated the Board on the recent Hybrid opening earlier in the month. The Elementary School has approximately 300 students coming in over the two cohorts. The Middle School staff is adjusting to and liking their rolling desks. Many have commented that the transition has not been as difficult as they expected. The High School reports they continue to deal with logistics. Ms. Paluk noted that the high anxiety that was present among staff has come down for the Middle and High School teachers to some degree.

Ms. Paluk shared that the District has applied for a Pooled Testing Pilot Program for six weeks. The State would be providing financial support to Abby Kelley and offering training to the nurses. Ms. Paluk acknowledged the work of the nurses in this Hybrid opening and in getting things in order for potential Pool Testing.

The Board had a conversation about what Pool Testing would mean for Abby Kelley; increasing the number of students in-person, social distancing and staffing. The Board asked if Summer School was something the District would/could offer as well. Ms. Paluk addressed these questions with the Board.

A Social Emotional survey was sent to staff, to gauge where they are at. There is a Professional Development session planned for early February with Dr. Brooks on resilience and how staff can support themselves and each other through the trauma of COVID. These support and topics covered with the staff, are expected to support staff who in turn will support the students.



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Questions about staff receiving the COVID-19 vaccine came up from the Board. Ms. Paluk notes that staff will receive letters to confirm they work in a school when that group becomes eligible for the vaccine. Offering a clinic at Abby Kelley is not logistically possible.

Ms. Paluk concluded her report with an announcement that following the February Break AKF would be remote for the Monday and Tuesday after the break, with Wednesday already being a planned remote day. This is to allow time for anyone who traveled over the break to test for COVID.

Ms. Blue began the Board update by announcing Mr. Schmid resigned from the Board earlier in the month. Ms. Blue introduced Ms. Amy Vernon as a Trustee candidate. Ms. Vernon has a second and fourth grade student at Abby Kelley. Ms. Blue shared Ms. Vernon's resume with the Board and outlined the process for Ms. Vernon to join the Board; the Board will vet Ms. Vernon confirming everything is in order for her appointment. If that is the case, the Board will vote at their next meeting and the recommendation will go to DESE.

Ms. Blue shared with those in attendance that the Board is actively recruiting candidates for consideration, specifically subject matter experts in Finance and Human Resources. She encouraged anyone who might have a possible candidate to email her at cblue@akfcs.org.

Ms. Blue then began committee reports, beginning with Education. Ms. Yarnie gave a brief update from the Committee's last meeting, most of which Ms. Paluk also shared in her report.

Ms. Zagabe-Ndiku updated the Board on the Educational Foundation; the Golf Tournament is on as planned for June 7th. Fundraising and invitations to golfers to join us are beginning.

Mr. Royce updated the Board on the "budget curve balls" which keep coming with COVID. COVID related expenses are up, while revenue from other sources is down, He noted that Ms. Carpino has brought "fresh eyes" to the AKF budget process.

Ms. Blue updated the Board on the DEI Committee's work. Staff participated in a Professional Development session in December, the Committee is looking to fill an open seat and subcommittees are coming together for several subject areas. Ms. Blue notes the DEI Committee is holding off on the Climate Survey they had been planning for this school year.



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Ms. Blue asked the Board for a Motion to Adjourn. Ms. Zagabe-Ndiku made the Motion, which Mr. Royce seconded. The meeting was adjourned at 7:23 p.m.

| Topic | Webinar ID | Actual Start Time | Actual Duration (minutes) | # Registered | # Cancelled | Unique Viewers | Total Users | Max Concurrent Views |
|----------------------------------|--|------------------------|---------------------------|----------------------------|---------------------------|-----------------|-----------------|----------------------|
| Board of Trustees Meeting | 943 5025 0178 | 1/27/2021 18:15 | 69 | 31 | 0 | 31 | 45 | 0 |
| Host Details | | | | | | | | |
| Attended | User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) | | | |
| Yes | Michelle Vigneux | mvigneux@akfcs.org | 1/27/2021 18:15 | 1/27/2021 19:24 | 69 | | | |
| Panelist Details | | | | | | | | |
| Attended | User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) | | | |
| Yes | Amy Vernon P'31, '29 | amyfstern@gmail.com | 1/27/2021 18:28 | 1/27/2021 19:16 | 48 | | | |
| Yes | Amy Vernon P'31, '29 | amyfstern@gmail.com | 1/27/2021 19:16 | 1/27/2021 19:24 | 8 | | | |
| Yes | Shelly Yarnie P'30, Clerk | syarnie@akfcs.org | 1/27/2021 18:29 | 1/27/2021 19:24 | 55 | | | |
| Yes | Celia Blue PP'18, Board Chair | cblue@akfcs.org | 1/27/2021 18:27 | 1/27/2021 19:24 | 57 | | | |
| Yes | Patrick Royce, Treasurer | Proyce@akfcs.org | 1/27/2021 18:30 | 1/27/2021 19:24 | 54 | | | |
| Yes | Jie Park, Ph.D. | jiepark@akfcs.org | 1/27/2021 18:29 | 1/27/2021 19:24 | 55 | | | |
| Yes | Bibiche Zagabe-Ndiku P'23, '21, PP'17, '18 | bndiku@akfcs.org | 1/27/2021 18:29 | 1/27/2021 19:24 | 55 | | | |
| Yes | Alisha Carpino, Director of Finance & Operations | arcarpino@akfcs.org | 1/27/2021 18:27 | 1/27/2021 19:24 | 57 | | | |
| Yes | Heidi Paluk she/her/hers | hpaluk@akfcs.org | 1/27/2021 18:23 | 1/27/2021 19:24 | 61 | | | |
| Attendee Details | | | | | | | | |
| Attended | User Name (Original Name) | First Name | Last Name | Email | Registration Time | Approval Status | Join Time | Leave Time |
| Yes | Amy Emma | Amy | Emma | aemma@akfcs.org | 1/27/2021 18:29 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Hannah LaLancette | Hannah | LaLancette | hlancette@akfcs.org | 1/27/2021 18:25 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Anne Clayborne | Anne | Clayborne | aclayborne@akfcs.org | 1/27/2021 18:21 | approved | 1/27/2021 18:32 | 1/27/2021 19:23 |
| Yes | Chris Kursonis | Chris | Kursonis | ckursonis@akfcs.org | 1/27/2021 18:21 | approved | 1/27/2021 18:32 | 1/27/2021 19:23 |
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| Yes | Mike Penney | Mike | Penney | mpenney@akfcs.org | 1/27/2021 18:26 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | AnnMarie Little | AnnMarie | Little | amlittle@akfcs.org | 1/27/2021 18:28 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
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| Yes | Sophronia Woods | Sophronia | Woods | swoods@akfcs.org | | | 1/27/2021 19:02 | 1/27/2021 19:19 |
| Yes | Ali Hyde | Ali | Hyde | Ahyde@akfcs.org | 1/27/2021 18:28 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Amelie Tambolleo | Amelie | Tambolleo | atambolleo@akfcs.org | 1/27/2021 18:26 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Melissa Ford | Melissa | Ford | mford@akfcs.org | 1/27/2021 18:29 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
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| Yes | Melissa Joubert | Melissa | Joubert | Mjoubert@akfcs.org | 1/27/2021 19:11 | approved | 1/27/2021 19:11 | 1/27/2021 19:24 |
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| Yes | Nik Chisholm | Nik | Chisholm | nchisholm@akfcs.org | 1/27/2021 18:27 | approved | 1/27/2021 18:32 | 1/27/2021 19:23 |
| Yes | Kayla Mezzano | Kayla | Mezzano | kaylamezzano@gmail.com | 1/27/2021 18:32 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Caroline Cole | Caroline | Cole | Ccole@akfcs.org | 1/27/2021 18:36 | approved | 1/27/2021 18:38 | 1/27/2021 19:24 |
| Yes | Amanda Durkin | Amanda | Durkin | adurkin@akfcs.org | 1/27/2021 18:24 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | renee mcdonald | renee | mcdonald | rmcdonald@akfcs.org | 1/27/2021 18:04 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Mike Vigneux | Mike | Vigneux | mikevigs@gmail.com | 1/27/2021 19:04 | approved | 1/27/2021 19:04 | 1/27/2021 19:24 |
| Yes | Lindsay Burns | Lindsay | Burns | lburns@akfcs.org | 1/27/2021 18:25 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Jennifer Giusto | Jennifer | Giusto | jgiusto@akfcs.org | 1/27/2021 18:23 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | jessica regan | jessica | regan | jregan@akfcs.org | 1/27/2021 18:21 | approved | 1/27/2021 18:32 | 1/27/2021 19:24 |
| Yes | Trinere Rodriguez | Trinere | Rodriguez | trodriquez@akfcs.org | 1/27/2021 18:51 | approved | 1/27/2021 18:52 | 1/27/2021 19:05 |
| Yes | Trinere Rodriguez | Trinere | Rodriguez | trodriquez@akfcs.org | | | 1/27/2021 19:07 | 1/27/2021 19:24 |
| Yes | Kelly Davila | Kelly | Davila | kdavila@akfcs.org | 1/27/2021 18:18 | approved | 1/27/2021 18:32 | 1/27/2021 18:47 |
| Yes | Kelly Davila | Kelly | Davila | kdavila@akfcs.org | | | 1/27/2021 18:47 | 1/27/2021 19:13 |
| Yes | Kelly Davila | Kelly | Davila | kdavila@akfcs.org | | | 1/27/2021 19:13 | 1/27/2021 19:24 |



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Facilities and Finance Committee Meeting Agenda

Friday, January 22, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/91373293837?pwd=R1pHaHdvTk1mK1E5N0EvZDVlU3UzZz09>

Meeting ID: 913 7329 3837

Passcode: 051417

By Phone: 1-929-205-6099

Meeting ID: 913 7329 3837

- I. Call to Order- Patrick Royce, Treasurer
- II. Attendance Recorded
- III. Review of Meeting Minutes
 - a. Motion: To approve the minutes from the December 18, 2020 Facilities and Finance Meeting
- IV. Financial Overview- Alisha Carpino
- V. Facilities Update - Mike Grennon
- VI. Next Meeting Friday, February 26, 2021
- VII. Adjournment



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Facilities and Finance Committee Meeting Minutes- DRAFT

Friday, December 18, 2020 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/96062121266?pwd=cVRacVFTEUhwN21KT0czOTc4MHVoUT09>

Meeting ID: 960 6212 1266

Password: 723237

By Phone: 1-929-205-6099

Meeting ID: 960 6212 1266

Mr. Royce Called the meeting to Order at 8:03 a.m. Committee Members in attendance: Patrick Royce, Celia Blue and Randy Schmid. Staff in attendance: Heidi Paluk, Alisha Carpino, Michelle Vigneux, Michael Grennon. Mr. Schmid noted he would have to leave the meeting at 8:30 a.m. and his official exit was 8:31 a.m.

Mr. Royce asked the committee to review the Meeting Minutes from June 12, 2020 and September 18, 2020. Mr. Royce asked for a Motion to approve the minutes from the June 12, 2020 Facilities and Finance Meeting. Ms. Blue made the Motion, Mr. Schmid seconded the motion. The Committee approved the motion.

Mr. Royce asked for a Motion to approve the minutes from the September 18, 2020 Facilities and Finance Meeting. Ms. Blue made the Motion, Mr. Schmid seconded the motion. The Committee approved the Motion.

Ms. Carpino presented the committee with a Financial Overview. Abby Kelley had received two CoVID grants which needS to be spent by the end of the calendar year. Some of this grant money was directed toward the Kitchen for their needs, the purchase of Air Purifiers for the Middle School, and throughout the district rolling desks for teachers.

Ms. Carpino noted there was the possibility of an additional \$100k in grant money potentially for Charter Schools. She will participate in a Webinar to learn more.

Mr. Grennon's Facilities updated shared with the Committee that he is looking at the possibility of outsourcing the custodial work. He is talking to companies and looking at options. He will bring this back to the Facilities and Finance Committee at the January meeting.

Mr. Schmid asked if the concept of a Board Executive Committee was an option. This committee would meet with Ms. Paluk on a monthly basis to ensure the Board was supporting Abby Kelley to the best of their abilities with more frequent contact between the Board and Ms. Paluk. Ms. Blue said this was already "on the table" with Ms. Yarnie, Mr. Royce and Ms. Blue being that Executive Committee.

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Facilities and Finance Committee Meeting Minutes- DRAFT

Friday, December 18, 2020 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/96062121266?pwd=cVRacVFTEUhwN21KT0czOTc4MHVoUT09>

Meeting ID: 960 6212 1266

Password: 723237

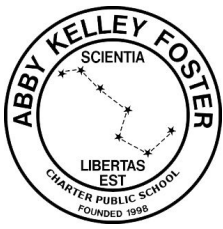
By Phone: 1-929-205-6099

Meeting ID: 960 6212 1266

Ms. Paluk and Ms. Carpino updated the Committee on the District's transportation costs given the District is mostly Remote and operating a limited number of busses. Ms. Carpino noted that the District, as this time, is only paying for the busses being used. However, there have been some conversations about paying for what we would have used this school year, without possibly even using these busses this school year, to balance our 2021/2022 school year Transportation reimbursement. This is a grey area for the District as there has not been a clear directive from the State. Ms. Paluk and Ms. Carpino will reach out to members of the Charter School Association to hear more about what others are doing to help guide AKF in the decision. It was noted that the District has to renew the bus contact for the upcoming school year as well.

The Facilities and Finance Committee asked that Ms. Carpino and Ms. Paluk provide for them an update and understanding of the liability insurance for Directors and Officers at Abby Kelley.

Mr. Royce noted for the Committee the next meeting is planned for Friday, January 22, 2021 and asked for a Motion to Adjourn. Mrs. Blue made the Motion, Mr. Royce seconded the Motion and the Committee adjourned at 8:55 a.m.



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Facilities and Finance

1-22-2021

Cleaning:

I am still down a few staff members. I still need to focus on the day to day cleaning. It was best to move staff around and make a few minor changes. Recently I have brought in an outside cleaning company to clean the HS building. They are providing 3 part timers that come in and clean the building nightly. There are no extra charges and the fee for them is pretty much a break even. I have the flexibility to move them into another building if needed. I am in the process of determining where I need them most.

As for the inhouse staff I am monitoring them daily and taking the appropriate steps to document everything. They are all receiving a performance review and if needed they will be given performance plans. There are still several day to day issues I am working out.

Air Purification:

All MS classrooms Air purifiers have been installed.

Work order system:

I am currently rolling out a new computerized work order, preventive maintenance and Asset based system. This will help manage the requests coming into the Facilities department. It also sends out reminders to complete preventive maintenance on filters and other equipment.



Response to Request for Proposal
for
Heidi Paluk, Interim Executive Director
Abby Kelley Foster Charter Public School



12/05/2020

Revision History

| Version Number | Date | Author(s) | Description |
|----------------|-----------|----------------------------|--|
| 1.0 | 12/5/20 | J. Danahey, D. Sullivan | Initial Proposal for Consulting Services |
| 1.1 | 12/7/2020 | J. Danahey, D. Sullivan | Updates to Initial Proposal to include Written Information Security Plan |

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Do You Know the Biggest Risk to Your Organization?

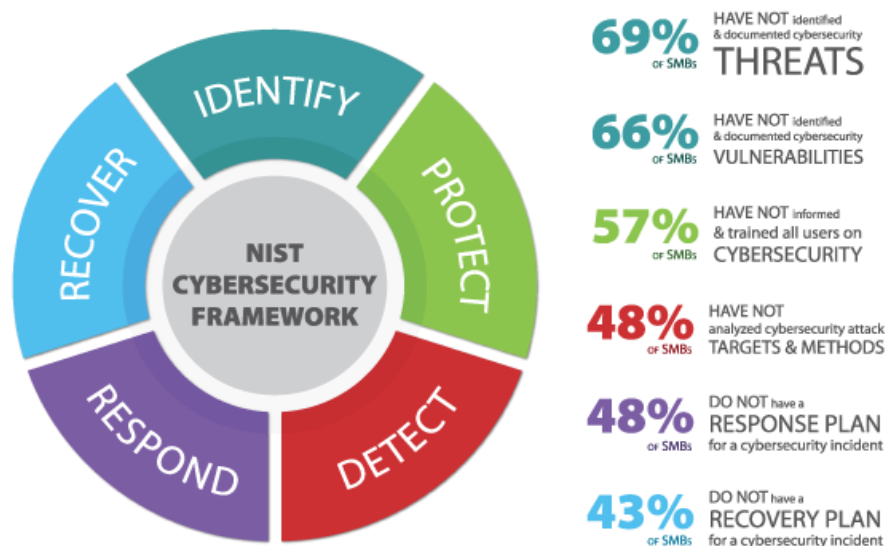
We're in the business of keeping your operations running at an optimal level. However, there's a serious new risk that's becoming more prominent every day: cybersecurity attacks.

Cybersecurity isn't just a buzzword designed to create fear. Even as a small to midsize business, your company, employee, and customer data is one of your most valuable assets. For example, how would you feel if your price book was leaked to your customers? Or your customers' sensitive credit card data was stolen from your database? These are real situations that can cripple your reputation and business. In fact, 60% of SMBs go out of business within six months of a cyberattack.

The smartest thing we can do as your service provider is to identify your greatest areas of risk for a security data breach. The most critical risks are not only within your IT environment, but in the processes, policies, and procedures that can leave you open to popular phishing and social engineering attacks.

Critical Risks Exposing SMBs to Cyberattacks

We can't afford to find out after a breach where you are vulnerable. By running a security risk assessment, we can identify critical areas to strengthen your security and develop a roadmap that fits your budget. Enterprise organizations pay upwards of \$50,000 to have their risk assessed. Today, it's very affordable for us to perform an enterprise-quality assessment of your business's risk.



*Based on anonymous data of over 1,000 risk assessments, March 2019

Understand Your Security Position with a Cybersecurity Risk Assessment

In today's complex security landscape, it's impossible to prevent all threats. Just like your insurance policy, security is all about managing your risks. With a cybersecurity risk posture assessment, we can evaluate and mitigate risky activities that leave you vulnerable to a cyberattack damaging your operations.



A Holistic View of Your Security Health

Our approach to security starts with a global view of your security health. Like a 100-point inspection on your car, we take a proactive assessment of your policies, procedures, and technology to assess all possible security gaps and their level of severity. Together, we'll discuss the gaps found, why they matter, and how to address each risk.



Backed by a Trusted Cybersecurity Framework

While there are many approaches to cybersecurity, we believe in standardizing on an industry-wide framework. Our risk assessment is based on the NIST Cybersecurity Framework, developed and backed by the U.S. government. This framework enables us to apply the best practices of risk management across your entire organization to improve our ability to prevent, detect, and respond to cyberthreats.



Allocate Your Security Budget Wisely

We know you have a limited budget to allocate to IT and security measures, and we want you to spend it wisely. We'll show you which gaps, if left unaddressed, would cause the greatest financial and operational impact. This allows us to determine where your budget can be most impactful.



A Roadmap to Mitigate Your Top Risks

Customers who have a lot of issues—and don't take your advice—can put your business at risk. By performing a risk assessment, you gain a clearer picture of how risky customers (or prospective customers) are to your business, putting you in the driver's seat of the partnership.

Objectives

Abby Kelley Foster Charter Public School is seeking a qualified Information Technology Service provider that can assist assessing organizational effectiveness and exposures. We appreciate the time spent with us explaining your technology environment. We pointed out a few areas of improvement during our conversation and are very pleased to present the following proposal to meet your needs. We at Digital Tech Partners, Inc. (DTP) provide businesses with effective services to protect, defend, and manage their systems. Ultimately your success is our success, and we are passionate about leveraging our expertise to your benefit. We are pleased to present our solution to your computer, network, and security needs.

Alternatives:

1. **Doing nothing** is not an option for many important reasons therefore it is understood that this initiative is critical for the protection of your business.
2. **Doing the work internally**, is not viable as it would increase your overhead, potentially expose the business to unnecessary risks associated with gaps in knowledge and best practices. The best-case scenario is that it would distract a scarce resource (employee) from doing what they do best.... focus on your core business.
3. **Outsourcing** is the only viable option. An outsourcing initiative with Digital Tech Partners will enable AKFC to focus on strategy and core competencies, while Digital Tech Partners brings skills to critical IT functions such as Cybersecurity and Disaster Recovery. Access to innovation best practices and thought leadership mean greater efficiency and peace of mind for AKFC.

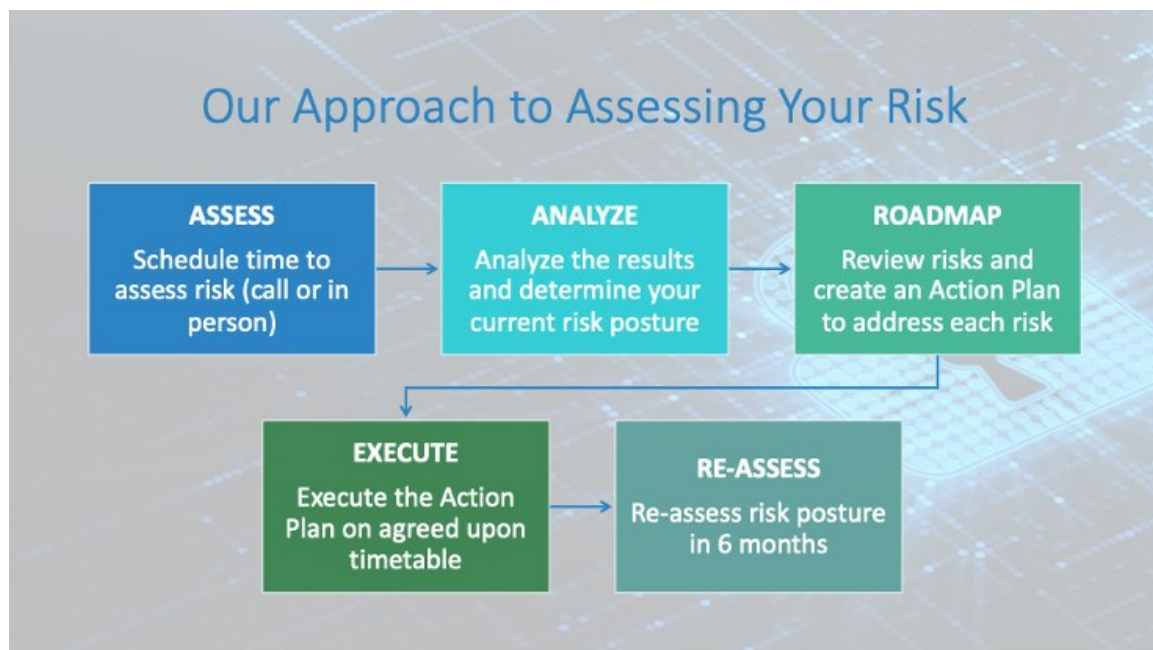
Recommendation:



Why us? ...

Digital Tech Partners, Inc. is the best choice for your Information Technology needs. We are a local Veteran owned business that delivers expert solutions to your most pressing issues. Offering over 60 years of Information Technology experience, both hands-on and in senior managerial positions for Fortune 1000 companies. We partner with local best of breed providers to talent to meet our customer needs in areas where deep technical skills and capabilities are necessary. What sets us apart from other service providers is our experience in Information Security. Our services identify and document your existing practices, compare those to best practices as defined by the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF). This gap analysis results in detail report of findings and remediation recommendations.

Our Holistic Approach



- Measure your operations against the NIST Cybersecurity Framework
- Show gaps, risk areas and measures the level of compliance to industry standards
- This effort will generate a sense of urgency for the customer by design
- Our cybersecurity risk assessment (CRA) tells how prepared you are for a cyberattack
- We will then take action to close the gaps
- Next, we seal your data for safe and secure operations
- We harden security & deliver compliance to Industry-Standards, like PCI & HIPAA

Solutions:

Our Standard Services Agreement Includes:

NIST Cybersecurity Risk Assessment (CRA) - Essentials

The journey toward cybersecurity resilience begins with a high-level analysis of existing business and technology practices. This analysis is led by the “best practices” established in the NIST CSF framework. Our analysis focuses on your industry and the resulting assessment report provides management with a “heat map” outlining all areas of concern. The assessment report not only outlines where variances lie, it also organizes these shortcomings in order of importance. A further benefit of the report is overall standing of your assessment compared to your peers nationally.

NIST Cybersecurity Risk Assessment (CRA) – Comprehensive

This assessment is valuable to organizations that are working with the NIST CSF at the essentials level, and due to the risks to the organization need to analyze their practices at a lower level. Consider this assessment the “advanced” version of our CRA.

Systems Engineering Services – Bridging the Technical and Procedural Gaps

As the gaps in business and technology practices are identified, our complimentary service in Systems Engineering enables the closure of gaps. This work includes policy formulation, systems analysis and design, and identification of role or skills gaps in the Information Technology organization.

Project Management Services – Navigating Change

Our project management services establish the roadmap for success from the existing state to the future state with specific milestones, tasks, and responsibilities. The plan can be managed by DTP or the customer at their discretion. We offer expert project management services with decades of successful enterprise level projects.

Periodic Reassessments – Maintaining the Course and Objectives

As an impartial third party we offer re-assessment services to ensure that all of our services rendered are operating as designed. Change management is often a catalyst to breach or outages, we assist our customers in the realization of change before it becomes a critical problem.

Pricing:

We at Digital Tech Partners, Inc. are proud to offer Abby Kelley Foster Charter Public School the following capabilities that will ensure the best possible outcomes. We understand that Information Technology investment decisions are a business management function, and we stand ready to help you prioritize your “get-well” activities that are respectful of your goals and budget.

Priority Key



Cybersecurity Risk Assessment cost: \$5,000

Value:

As there are several changes in staff and roles within the Abby Kelley Foster Charter Public School management team, it is our professional opinion that a Cybersecurity Risk Assessment be conducted as soon as practical. Upon completion of this assessment the Interim Executive Director will have the information necessary to make critical decisions that will payoff for many years to come. A further benefit to this engagement will help reduce the urgent need to replace the Director of Information technology.



Written Information Security Plan cost: \$5,000

Value:

As an information security plan is not available, we are offering this service to define and develop the plan. The benefits of the information security plan are two-fold; first it establishes the policies that govern acceptable use of organization assets, and second it is informed by and informs other organizational policies that may or may not be available.

About Us

About the Managing Partner Dan Sullivan

Digital Tech Partners, Inc.

Managing Partner – Cybersecurity Services Practice

Digital Equipment Corporation/Compaq/HP:

Sr. Software Engineer – Manufacturing Shop Floor Control Systems

Project Leader – VAX Systems Engineering

Program Manager – Strategic Accounts

Led a team for a custom solution for NYPD 911/CAD; a 2-year, \$65M Project

VMware:

Start-up Employee (#500) Now a \$8.97B Company

Sr. Account Manager – Sales & Business Development, driving new Logo attainment

Sr. Partner Business Manager – Strategic Accounts Enablement

Education:

Thayer Academy – Graduated with Distinction

Bryant University – Dean's List

Streetwise MBA – VETRN PROGRAM

Certifications:

ITIL, VMS, NSK, Sixteen VMware Technical Certifications

Awards:

Member of team that was recognized as the 1st MRP II Class A Manufacturing Plant in the U.S.

Two-time VMware President's Club; Top Sales Account Manager in 2009

Environmental Protection Agency National Wastewater Excellence Award for Innovation

Talking Values

QUALITY

Digital Tech Partners has always believed that the quality of its services are its greatest strength. We do customer audits to substantiate this.

HONESTY

A person's word is all it takes to make a commitment for work in this company. This value is a hiring criterion and how we work with our customers.

DO THE RIGHT THING

- Decide what is right for the customer -- commit to that right thing and do it.

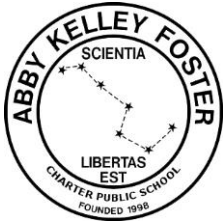
About the Managing Partner John Danahey

John J. Danahey, Jr. is the Managing Partner – Systems Engineering. John brings 30 years of management experience in all aspects of I.T. from small start-ups to Fortune 1000 companies. He concluded his “corporate world” career as the Department Head of I.T. Systems Engineering at MITRE Corporation. MITRE manages Federally Funded Research and Development Centers (FFRDC) for the United States Government and is leader in Cybersecurity for National Security and Defense. John is currently enrolled in the Master of Science, Systems Engineering program at Worcester Polytechnic Institute where he expects to graduate in 2021.

Deploying as the Battery First Sergeant for Echo Battery (Target Acquisition), 101st Field Artillery Regiment based in Rehoboth Massachusetts, he earned the Bronze Star and The Order of Saint Barbara for his service in combat. He led the second highest deployed unit in the state of Massachusetts during Operations Iraqi and Enduring Freedom. The unit deployed eight times in six years. His leadership skills have been developed through decades of practice in the real world.



“My role as a “Trusted Advisor” goes back over decades in both civilian and military roles, I pride myself in delivering honesty, integrity, and value.” – John Danahey, Jr.



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

10 New Bond Street Worcester, MA 01606

Phone: (508) 854-8400 Fax: (508) 854-8484

www.akfcs.org

January 22, 2020

Notes to Draft Financial Statements dated December 31, 2020:

Attached are unaudited financial statements for the 6-month period ending December 31, 2020.

Following are explanations of various budget items and variances: The enclosed Statement of Activities includes a column titled 2020-2021 Revised Forecast. This column has been updated to reflect the projected numbers for FY2021. The Annual Budget column continues to reflect the budget that was approved by the board in April.

Revenue from State Sources- The Department of Elementary and Secondary Education now shows Abby Kelley projected to receive \$19,373,530 in tuition revenue. This amount is \$126,470 below the budgeted \$19,500,000 and \$186,224 above the projected number from August. This projection is reflected in both the forecast column and the actual revenue.

In District Transportation- We are still receiving our full In-District transportation payment this year, which is paid out monthly in the amount of \$99,436 (which is included in Revenue from State Sources) and a yearly projected amount of \$1,193,228. I have updated the financials to reflect this and this has also been reflected in the new forecasted number. Our regional transportation (outside of Worcester) payment is much smaller and will come in the spring and will also be based on last year's transportation numbers. I have forecasted this number for the year at \$40,000. We do not know yet the impact this year will have on 2021-2022 transportation numbers but are working to figure this out.

Meal Program Revenues – Since AKFCS has received its SSO designation, we have been able to bill for meals provided. This has been reflected in the financials and a new number of 79,207 has been added to the revised forecast. This projected number was based on the meals served from October – December. We could see a rise in this number with the hybrid model in place and I will reflect the forecast accordingly as changes happen.

Federal Grant Funding- In addition to the standard entitlement grants (which remain in line with budget), the school was awarded \$822,246 in COVID related funding in the beginning of the school year and has been awarded another \$104,777 for the second half. The new grant will be used to cover facilities and technology costs. With these grants the new forecasted number for FY21 COVID funding has been updated to 927,023. Medicaid revenue is still below budget due to the pandemic and the forecasted number for revenue from state sources reflects this.

Staffing Costs- The FY2021 approved budget included the addition of 8 new positions. These positions remain in the revised forecast at this time, however, they have not all been filled. They will be staffed as needed.

Benefits and Other Fixed Charges- Retirement & Fringe Benefits is running above the budgeted amount. This is still due to the large HSA payment of \$18,500 made in October. The new projected number for FY21 retirement and fringe benefits is \$2,364,375 due to high insurance costs in the first half of the year. I plan to monitor this closely and update the projected number accordingly as the year goes on.

COVID Related Costs: \$374,610 has been spent to date for items related to COVID. \$356,928 of that has been spent in FY2021. This includes items and supplies for facilities and nutrition, and technology and instructional items to support remote learning, hybrid learning and making sure AKFCS was ready to bring grades 4 – 12 this month. I have added a forecasted number of \$771,115, but don't not foresee this much being spent with what has been purchased in the first half the year, but wanted to make sure we planned for anything that may come up.

Financing- The FY21 Debt Service Coverage Ratio is 2.07:1, compared to a required ratio of 1.15:1 as of December 31. All three of the school's Certificates of Deposit have matured and been closed out. This money was transferred into our Middlesex money market account. The plan is to keep the money here accruing some interest until better options arise. Due to the Certificates of Deposit maturing the forecasted number for interest income has been updated to \$27,053 for FY21.

Abby Kelley Foster Charter Public School
Statement of Activities - unaudited
July 2020 - December 2020

| | Actual | Budget | YTD | YTD Budget | Budget | FY2021 Annual | 2020-2021 | |
|---|--|--|--|------------------------------------|---------------|----------------------|---------------------|-------------------|
| | July 1, 2020 - December 31, 2020 | July 1, 2020 - December 31, 2020 | Budget Variance \$ as of 10/31/2020 | Variance \$ as of 12/31/2020 | Variance % | Budget | Revised Forecast | Difference |
| Revenues: | | | | | | | | |
| Revenue from State Sources | 10,031,164 | 10,210,266 | (207,264) | (179,102) | -2% | 20,420,534 | 20,606,758 | 186,224 |
| State Grants | 23,802 | 26,364 | (1,708) | (2,562) | -10% | 52,733 | 47,603 | (5,130) |
| Revenue from Federal Sources | 420,211 | 452,490 | (20,112) | (32,279) | -7% | 904,969 | 852,180 | (52,789) |
| CoVID Funding | 633,955 | - | 422,636 | 633,955 | | - | 927,023 | 927,023 |
| Meal Program Revenues | 40,107 | 287,916 | (143,958) | (247,809) | -86% | 719,792 | 79,207 | (640,585) |
| Private Grants/Fundraising | - | - | - | - | | - | - | - |
| Private Grants AKF Ed Foundation | - | - | - | - | | 20,000 | - | (20,000) |
| E-Rate Reimbursement | - | - | - | - | | - | 10,592 | 10,592 |
| Other Revenues | 6,725 | 36,657 | (10,003) | (29,932) | -82% | 91,419 | 6,725 | (84,694) |
| Total Revenue | 11,155,963 | 11,013,693 | 39,591 | 142,270 | 1% | 22,209,446 | 22,530,088 | 320,641 |
| Operating Expenses: | | | | | | | | |
| <u>Administration:</u> | | | | | | | | |
| Salaries- Leadership & Administration (non-instructional) | 450,727 | 483,162 | (17,908) | (32,435) | -7% | 966,319 | 953,308 | (13,011) |
| Contracted Services- Business & Finance | 85,178 | 77,988 | 6,342 | 7,190 | 9% | 155,984 | 171,741 | 15,757 |
| Contracted Services- Legal | 41,694 | 25,002 | 10,715 | 16,692 | 67% | 50,000 | 60,000 | 10,000 |
| Information Management & Technology | 49,858 | 18,702 | 1,763 | 31,156 | 167% | 37,406 | 65,148 | 27,741 |
| Recruitment & Advertising | 3,713 | 1,377 | 2,795 | 2,336 | 170% | 2,748 | 9,674 | 6,926 |
| Other Administrative Expenses | 68,697 | 69,968 | 10,705 | (1,271) | -2% | 110,497 | 139,667 | 29,170 |
| Depreciation | 6,075 | 8,130 | (1,370) | (2,055) | -25% | 14,119 | 12,150 | (1,969) |
| Total Administration | 705,943 | 770,986 | 13,043 | (65,043) | -8% | 1,337,073 | 1,411,688 | 74,615 |
| <u>Instructional Services:</u> | | | | | | | | |
| Salaries- Instructional | 4,842,119 | 5,017,150 | (31,507) | (175,031) | -3% | 11,002,488 | 10,709,566 | (292,921) |
| Contracted Services- Instructional | 67,948 | 67,800 | (20,828) | 148 | 0% | 169,500 | 169,500 | - |
| Professional Development | 24,409 | 34,400 | (3,760) | (9,991) | -29% | 86,000 | 90,658 | 4,658 |
| Supplies & Materials | 234,950 | 374,769 | (67,980) | (139,819) | -37% | 348,074 | 400,227 | 52,152 |
| International Baccalaureate Program | 902 | 33,874 | (28,835) | (32,972) | -97% | 60,560 | 33,874 | (26,686) |
| Depreciation | 62,028 | 82,956 | (13,952) | (20,928) | -25% | 167,912 | 124,056 | (43,855) |
| Total Instructional Services | 5,232,356 | 5,610,949 | (166,862) | (378,592) | -7% | 11,834,533 | 11,527,882 | (306,652) |
| <u>Pupil Services-Other</u> | | | | | | | | |
| Salaries- Other Student Services | 204,472 | 189,552 | 16,103 | 14,919 | 8% | 458,379 | 478,030 | 19,651 |
| Student Transportation | 175,595 | 529,752 | (191,454) | (354,157) | -67% | 1,324,377 | 1,307,547 | (16,830) |
| Food Services | 33,161 | 187,148 | (70,793) | (153,987) | -82% | 467,865 | 281,383 | (186,482) |
| Nursing Supplies | 1,414 | 3,009 | (1,595) | (1,595) | -53% | 3,009 | 3,009 | 0 |
| Athletic Programs | 10,754 | 76,348 | (32,352) | (65,595) | -86% | 190,872 | 72,994 | (117,878) |
| Other Student Services | 9,329 | 28,738 | (10,773) | (19,409) | -68% | 67,633 | 55,432 | (12,201) |
| Total Pupil Services | 434,724 | 1,014,547 | (290,865) | (579,823) | -57% | 2,512,134 | 2,198,396 | (313,739) |
| <u>Operation and Maintenance of Plant:</u> | | | | | | | | |
| Salaries | 280,059 | 303,708 | (16,884) | (23,649) | -8% | 607,421 | 560,119 | (47,302) |
| Maintenance of Buildings, Grounds & Equipment | 225,615 | 201,582 | (10,201) | 24,033 | 12% | 469,500 | 417,598 | (51,902) |
| Security of Buildings | - | - | - | - | | - | - | - |
| Environmental Costs | 7,946 | 1,500 | 6,946 | 6,446 | 430% | 3,000 | 7,946 | 4,946 |
| Utilities | 380,372 | 376,608 | (1,977) | 3,764 | 1% | 753,214 | 793,264 | 40,049 |
| Depreciation | 702,418 | 710,004 | (5,057) | (7,586) | -1% | 1,420,007 | 1,404,836 | (15,171) |
| Total Operation & Maintenance of Plant | 1,596,410 | 1,593,402 | (27,174) | \$ 3,008 | 0% | 3,253,142 | 3,183,763 | (69,379) |
| <u>Benefits and Other Fixed Charges</u> | | | | | | | | |
| Retirement & Fringe Benefits | 1,162,469 | 1,149,342 | 18,027 | 13,127 | 1% | 2,298,687 | 2,364,375 | 65,689 |
| Rental/Lease of Buildings, Grounds & Equipment | 44,335 | 45,324 | 117 | (989) | -2% | 90,645 | 88,669 | (1,976) |
| Insurance (non-employee) | 72,007 | 74,502 | (1,663) | (2,495) | -3% | 149,003 | 144,014 | (4,989) |
| Total Benefits and Other Fixed Charges | 1,278,810 | 1,269,168 | 16,481 | 9,642 | 1% | 2,538,335 | 2,597,058 | 58,723 |
| Total Operating Expenses | 9,248,244 | 10,259,052 | (455,378) | (1,010,809) | -10% | 21,475,218 | 20,918,787 | (556,432) |
| Non-Operating Expenses: | | | | | | | | |
| COVID Related Costs | 385,558 | - | 282,322 | 385,558 | | - | 771,115 | 771,115 |
| Interest Expense- Long Term Debt | 372,721 | 366,066 | 6,347 | 6,655 | 2% | 732,129 | 732,132 | 3 |
| MDFA Guaranty Fee/Letter of Credit Fee | 3,742 | 2,502 | 2,074 | 1,240 | 50% | 5,000 | 5,004 | 4 |
| Total Non-Operating Expenses | 762,020 | 86,657 | 279,216 | 393,452 | 454% | 737,129 | 1,508,251 | 771,122 |
| Non-Operating Revenue: | | | | | | | | |
| Interest Income | 25,553 | (50,000) | (11,526) | 75,553 | -151% | 100,000 | 27,053 | (72,947) |
| Total Non-Operating Revenue | 25,553 | (50,000) | (11,526) | 75,553 | -151% | 100,000 | 27,053 | (72,947) |
| Total Expenses | \$ 10,010,264 | \$ 10,345,710 | \$ (176,162) | \$ (617,356) | -6% | \$ 22,212,347 | \$22,427,038 | \$ 214,691 |
| Change in Net Position | \$ 1,171,252 | \$ 617,984 | \$ 204,227 | \$ 835,179 | 135% | \$ 97,099 | \$ 130,103 | \$ 33,004 |

Abby Kelley Foster Charter Public School

Statement of Net Position

As of December 31, 2020

| | | December 31, 2020 | December 31, 2019 | Prior Year Change \$ | Prior Year Change % |
|---|-----------|--------------------------|--------------------------|---------------------------------|--------------------------------|
| <u>Assets</u> | | | | | |
| Current Assets: | | | | | |
| Cash and Cash Equivalents | \$ | 8,005,322 | \$ 3,459,069 | \$ 4,546,252 | 131% |
| Cash - Board Designated Capital Improve. Acct | \$ | - | \$ - | \$ - | |
| Accounts Receivable | \$ | 572,671 | \$ 340,325 | \$ 232,346 | 68% |
| Environmental Settlement Receivable | \$ | - | \$ 589,000 | \$ (589,000) | -100% |
| Prepaid Expenses | \$ | 173,050 | \$ 81,846 | \$ 91,204 | 111% |
| Total Current Assets | \$ | 8,751,043 | \$ 4,470,241 | \$ 4,280,802 | 96% |
| Non-Current Assets: | | | | | |
| Cash and Cash Equivalents- Restricted | \$ | - | \$ - | \$ - | |
| Certificate of Deposit | \$ | - | \$ 4,102,566 | \$ (4,102,566) | -100% |
| Capital Assets (net of accumulated depreciation): | \$ | 24,017,503 | \$ 20,979,431 | \$ 3,038,073 | |
| Land | \$ | 2,996,500 | \$ 2,816,500 | \$ 180,000 | 6% |
| Buildings & Improvements | \$ | 31,665,858 | \$ 31,034,769 | \$ 631,089 | 2% |
| Construction in Progress | \$ | 974,110 | \$ 268,041 | \$ 706,069 | 263% |
| Land Improvements | \$ | 1,845,849 | \$ 2,066,464 | \$ (220,615) | -11% |
| Musical Instruments | \$ | - | \$ - | \$ - | |
| Computers and Peripherals | \$ | 172,745 | \$ 180,344 | \$ (7,598) | -4% |
| Text/Library/Instructional | \$ | 12,929 | \$ 28,978 | \$ (16,049) | -55% |
| Furniture, Fixtures & Equipment | \$ | 205,096 | \$ 272,711 | \$ (67,615) | -25% |
| Automobiles | \$ | 14,123 | \$ 16,187 | \$ (2,064) | -13% |
| Total Non-Current Assets | \$ | 61,904,713 | \$ 61,765,990 | \$ (3,505,429) | -5% |
| Total Assets | \$ | 70,655,756 | \$ 66,236,231 | \$ 630,925 | 1% |
| <u>Liabilities and Net Assets</u> | | | | | |
| Current Liabilities | | | | | |
| Current Maturities of Long Term Debt | \$ | 2,611,560 | \$ 1,260,930 | \$ 1,350,630 | 107% |
| Accounts Payable | \$ | 458,081 | \$ 271,019 | \$ 187,062 | 69% |
| Accrued Payroll and Related Expenses | \$ | 977,594 | \$ 1,141,611 | \$ (164,017) | -14% |
| Other Accrued Expenses | \$ | 19,198 | \$ 29,105 | \$ (9,907) | -34% |
| Accrued Interest and Bond Costs | \$ | 0 | \$ 65,741 | \$ (65,741) | -100% |
| Other Current Liabilities | \$ | 42,970 | \$ 56,966 | \$ (13,996) | -25% |
| Total Current Liabilities | \$ | 4,109,402 | \$ 2,825,371 | \$ 400,917 | 11% |
| Non-Current Liabilities | | | | | |
| Long-Term Debt (net of current maturities) | \$ | 18,213,443 | \$ 20,923,517 | \$ (2,710,073) | -13% |
| Environmental Liability | \$ | 296,897 | \$ 528,482 | \$ (231,585) | -44% |
| Total Non-Current Liabilities | \$ | 18,510,341 | \$ 21,451,999 | \$ (2,111,490) | -10% |
| Total Liabilities | \$ | 22,619,743 | \$ 24,277,370 | \$ (1,710,573) | -7% |
| Net Position | \$ | 48,036,013 | \$ 41,958,861 | \$ 2,341,499 | 5% |

Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending December 31, 2020 (unaudited)

Debt Service Coverage Ratio: Tested Semi-Annually

CASH FLOW AVAILABLE FOR DEBT SERVICE:

| | |
|--|---------------------|
| Change in Net Position | \$ 1,171,252 |
| <i>Plus:</i> | |
| Depreciation | \$ 770,521 |
| Amortization | \$ - |
| Interest Expense | \$ 376,463 |
| <i>Minus/Plus:</i> | |
| Unrealized Gains/(Losses) on Investments | |
| Extraordinary Gains/(Losses) | |
| Net Operating Cash Flow | <u>\$ 2,318,236</u> |

DEBT SERVICE:

| | |
|--|---------------------|
| Interest Expense | \$ 376,463 |
| Current Maturities of Long Term Debt (ytd) | <u>\$ 742,157</u> |
| Total Debt Service | <u>\$ 1,118,619</u> |
| Required Ratio | 1.15 |
| Actual Ratio (unaudited YTD) | 2.07 |
| Compliance | yes |

Abby Kelley Foster Charter Public School
Statement of Cash Flows (unaudited)

July 1, 2020 thru December 31, 2020

OPERATING ACTIVITIES

| | |
|---|---------------------|
| Change in Net Position | 1,171,252.26 |
| Adjustments to reconcile Net Income to net cash provided by Operations: | |
| Accounts Receivable | (388,219.60) |
| Prepaid Expenses | (108,984.44) |
| Certificate of Deposit- Middlesex Savings Bank | 4,140,652.58 |
| Accounts Payable | (189,959.11) |
| Fundraising Liabilities | (5,061.97) |
| Accrued Payroll Related Liabilities | (666,900.08) |
| Accrued Interest and Bond Costs | (61,823.97) |
| Accrued Environmental Expenses | (42,847.59) |
| Other Accrued Expenses | (1,824.04) |
| Net cash provided by operating activities | <u>3,846,284.04</u> |

INVESTING ACTIVITIES

| | |
|---|-------------------|
| Purchase of Capital Items: | |
| Automobiles | - |
| Building Improvements | (47,671.00) |
| Computers & Peripherals | (98,824.01) |
| Construction in Progress | (89,003.51) |
| FF&E | - |
| Land Improvements | - |
| Musical Instruments | - |
| Textbooks & Other Instructional | - |
| Accumulated Depreciation Expense: | 770,521.20 |
| Net cash provided by investing activities | <u>535,022.68</u> |

FINANCING ACTIVITIES

| | |
|---|---------------------|
| Principal Payments for Bond Payable | (742,156.72) |
| Amortization of Bond Costs | - |
| Hedging Instrument | |
| Net cash provided by financing activities | <u>(742,156.72)</u> |

| | |
|---|-------------------------------|
| Net cash increase (decrease) for period (7/1/2020-12/31/2020) | 3,639,150.00 |
| Cash Balance @ Beginning of Period (7/1/2020)- unrestricted | 4,366,171.71 |
| Cash Balance @ End of Period (12/31/2020)- unrestricted | <u><u>\$ 8,005,321.71</u></u> |

Abby Kelley Foster Charter Public School

COVID Related Expenses

| Type | Date | Num | Source Name | Memo | Amount |
|------|------------|------------|-----------------------|--|------------------|
| Bill | 03/13/2020 | S369070 | IXL Learning | Service Site License Upgrade take from k-12 PD budget | 1,250.00 |
| Bill | 06/29/2020 | 0013669792 | ASCD | 1 Year District License 6/29/2020-6/30/2021(Funds taken) | 3,600.00 |
| Bill | 06/01/2020 | 221305 | Next Gen Supply Group | Masks | 312.00 |
| Bill | 06/02/2020 | 221474 | Next Gen Supply Group | Masks | 2,080.00 |
| Bill | 06/23/2020 | 224489 | Next Gen Supply Group | Masks | 3,480.00 |
| Bill | 06/24/2020 | 224355 | Next Gen Supply Group | Disposable Protective Masks | 6,960.00 |
| | | | | | 17,682.00 |

| Type | Date | Num | Source Name | Memo | Amount |
|------|------------|----------------|---------------------------|---|-----------|
| Bill | 07/06/2020 | ZHX1450 | CDW Government, Inc. | ACAD GOOGLE CHROME EDU LICManufacturer Part N | 10,000.00 |
| CC | 07/08/2020 | M. Grennon | Home Depot | ES build out and wall repair | 244.82 |
| CC | 07/13/2020 | M. Grennon | Home Depot | Sheetrock and blades | 264.60 |
| CC | 07/25/2020 | M. Grennon | Clearmasks.com | | 1,273.94 |
| CC | 07/30/2020 | M. Grennon | Amazon | Sneeze Guards | 309.98 |
| Bill | 07/30/2020 | 228841 | Next Gen Supply Group | Covid Supplies | 6,410.32 |
| CC | 08/02/2020 | M. Grennon | Amazon | Floor and window decals | 199.54 |
| CC | 08/02/2020 | M. Grennon | Amazon | Floor and window decals | 33.98 |
| Bill | 08/04/2020 | 2020303 | Mark's Moving & Storage | Moving Furniture from ES to HS | 3,080.00 |
| CC | 08/04/2020 | M. Grennon | Custom Ink | Custodian, Admin and food service masks | 408.45 |
| Bill | 08/05/2020 | ZQR1715 | CDW Government, Inc. | Chromebooks | 41,078.01 |
| Bill | 08/05/2020 | 229685 | Next Gen Supply Group | Masks | 4,640.00 |
| Bill | 08/11/2020 | ZRZ5503 | CDW Government, Inc. | | 29,218.00 |
| Bill | 08/12/2020 | ZSH9586 | CDW Government, Inc. | Chromebooks | 48,703.50 |
| Bill | 08/12/2020 | ZSD1570 | CDW Government, Inc. | Laptops | 7,304.50 |
| Bill | 08/13/2020 | 2020309 | Mark's Moving & Storage | Moving Furniture from ES to HS | 1,820.00 |
| CC | 08/14/2020 | S. Collins | Webstaurant Store | Storage racks for student bottled water | 196.69 |
| Bill | 08/18/2020 | 23994465 | Sweetwater | JBL Lifestyle Bluetooth On-Ear Headphones, Black | 9,395.30 |
| Bill | 08/21/2020 | INV/20-21/0099 | Callido Learning Private | Subscription to Extended Essay Companion (USD)Charge | 1,160.00 |
| CC | 08/28/2020 | S. Collins | Webstaurant Store | Meal delivery classroom bags | 685.11 |
| Bill | 08/29/2020 | 3455037845 | Staples Advantage | | 68.90 |
| CC | 08/29/2020 | S. Collins | Staples Advantage | Bag sealer, tap, ice packs etc for remote meal pick up | 288.82 |
| Bill | 08/31/2020 | ZXK3895 | CDW Government, Inc. | | 13,860.00 |
| Bill | 08/31/2020 | INV39074493 | Zoom Video Communications | Annual web-based video conferencing 8/31/2020-8/31/2021 | 14,000.00 |
| Bill | 09/01/2020 | 233082 | Next Gen Supply Group | | 777.60 |
| CC | 09/01/2020 | M. Grennon | Amazon Marketplace | Plexiglass sneeze guards | 162.48 |
| CC | 09/01/2020 | M. Grennon | Amazon Marketplace | Plexiglass Sneeze Guards | 445.80 |
| CC | 09/01/2020 | M. Grennon | Buy Masks Direct | Masks | 147.42 |
| CC | 09/01/2020 | M. Grennon | Amazon Marketplace | Face Shields | 148.52 |
| CC | 09/01/2020 | M. Grennon | Amazon Marketplace | Hand Sanitizer | 233.74 |
| CC | 09/01/2020 | M. Grennon | Home Depot | Mask and hand sanitizer for classrooms | 197.82 |
| CC | 09/01/2020 | M. Grennon | Amazon Marketplace | Gowns for nurses | 159.36 |
| CC | 09/01/2020 | M. Grennon | | Gloves for Nurses | 428.88 |
| Bill | 09/14/2020 | 232458A | Next Gen Supply Group | Disinfectant wipes and micro fiber wipes | 2,700.00 |
| Bill | 09/15/2020 | 10965 | EDS Mechanical Inc | Service rooftops | 7,412.50 |
| Bill | 09/17/2020 | 10967 | EDS Mechanical Inc | Replace motors on exhaust fans | 5,394.02 |
| Bill | 09/17/2020 | 10968 | EDS Mechanical Inc | Replace motors on exhaust fans @ HS | 4,674.64 |
| Bill | 09/17/2020 | 221475 | Next Gen Supply Group | Foaming Hand Sanitizer | 459.69 |
| Bill | 09/25/2020 | 1949702 | CDW Government, Inc. | Teacher Laptops | 3,920.80 |
| Bill | 09/29/2020 | B12360182 | SHI International | WC-1080 Web Cam (100) | 5,670.00 |
| Bill | 09/29/2020 | EC8451 | Bulbs. com inc | PPE Supplies | 774.20 |
| Bill | 09/29/2020 | 216704-01 | Next Gen Supply Group | Electrostatic Sprayer | 718.75 |

| | | | | | |
|----------|------------|---------------|------------------------------|---|-----------|
| CC | 10/01/2020 | S. Collins | Webstaurant Store | Items for remote meal pickup as well as health inspector | 312.55 |
| CC | 10/01/2020 | M. Grennon | Amazon Marketplace | Sneeze Guards | 289.34 |
| CC | 10/01/2020 | M. Grennon | Amazon Marketplace | Safety glasses for nurses | 53.82 |
| Bill | 10/07/2020 | 4554 | Love Your Lunchroom | SOCIAL DISTANCING GRAPHICS:Package #2 - Paw Pr | 150.00 |
| Bill | 10/07/2020 | 4554 | Love Your Lunchroom | SOCIAL DISTANCING GRAPHICS:Package #2 - Paw Pr | 17.58 |
| Bill | 10/07/2020 | B12402935 | SHI International | SonicWall SonicWave 231C - wireless access | 2,571.00 |
| Bill | 10/07/2020 | B12402594 | SHI International | Sony WH-CH510 - headphones with mic | 1,200.00 |
| Bill | 10/14/2020 | 3755831020 | Lakeshore Learning Materials | | 3,739.90 |
| Bill | 10/14/2020 | 315930 | Bulbs. com inc | PPE Supplies | 1,757.80 |
| Bill | 10/15/2020 | 7766486 | Spotify USA Inc. | Soundtrap for Education. Renewal 142 seats. Start:2020- | 200.68 |
| Bill | 10/16/2020 | S1235632 | Kamco Supply Corp. of | Doors for Covid room and LL offices in ES | 4,106.00 |
| Bill | 10/16/2020 | B12445682 | SHI International | Teacher Laptops | 10,050.00 |
| Bill | 10/19/2020 | 4901 | Davis Advertising | Website Project - 1st of 3 installments | 3,000.00 |
| Bill | 10/27/2020 | 207488 | Kami | Kami School Plan for School Year until July 31 (for Schor | 3,510.00 |
| Bill | 10/30/2020 | B12526910 | SHI International | Kodak NuScan Q500 - document camera | 886.00 |
| Bill | 10/30/2020 | 241050 | Next Gen Supply Group | Hand Sanitizer | 2,875.00 |
| Bill | 11/09/2020 | 59283449 | Webstaurant Store | COVID Kitchen Items | 1,159.20 |
| Bill | 11/17/2020 | 243170 | Facilities Department | Gloves | 2,025.00 |
| Bill | 11/18/2020 | 970542208Nov2 | T Mobile | Hot Spots Nov 2020 | 4,909.38 |
| Bill | 11/30/2020 | 970542208Oct2 | T-Mobile | Hot Spots October 2020 | 4,517.29 |
| Bill | 11/30/2020 | B12673334 | IT Budget | Kodak NuScan Q500 - document camera | 3,544.00 |
| Bill | 11/30/2020 | 1020-T5 | Elem ELL | Translation Services | 947.00 |
| Bill | 12/01/2020 | 11091 | Facilities Department | Install Glycol in heating system ES | 4,454.85 |
| Bill | 12/01/2020 | 399043 | Food/Kitchen Supplies | | 855.89 |
| Credit C | 12/01/2020 | M. Grennon | Facilities Department | CO2 Monitor | 212.49 |
| Credit C | 12/01/2020 | M. Grennon | Amazon Marketplace | Sneeze guards | 337.89 |
| Credit C | 12/01/2020 | M. Grennon | Facilities Department | Air purifier of ES basement | 573.76 |
| Credit C | 12/01/2020 | S. Colins | Food/Kitchen Supplies | 12-1 pick up promotion day latex balloons | 8.94 |
| Credit C | 12/01/2020 | S. Colins | Restaurant Depot | Remote Meal Trays | 116.96 |
| Bill | 12/02/2020 | 11095 | Facilities Department | Install Glycol in heating system ES | 2,988.90 |
| Bill | 12/02/2020 | 11094 | Facilities Department | Install Glycol in heating system ES | 2,520.00 |
| Bill | 12/02/2020 | 11096 | Facilities Department | System drain and refill due to a leak | 4,200.00 |
| Bill | 12/07/2020 | 11107 | Facilities Department | Portable classroom air purification units | 12,400.00 |
| Bill | 12/09/2020 | 7003 | Facilities Department | GROUP 1 KEY | 18.45 |
| Bill | 12/10/2020 | 334121 | Facilities Department | Ballasts for BRM | 224.91 |
| Bill | 12/10/2020 | 1-61716-1 | Facilities Department | BRM Heat Staff offices behind Nurse for IT and Admin St | 12,300.00 |
| Bill | 12/11/2020 | 243170-01 | Facilities Department | Covid | 675.00 |
| Bill | 12/16/2020 | EF0805 | Facilities Department | Ballasts for BRM | 129.80 |
| Bill | 12/17/2020 | 7078 | Facilities Department | STOREROOM LEVERSET | 470.05 |
| Bill | 12/18/2020 | 970542208Dec2 | T-Mobile | Hot Spots 11/18-12/17/2020 | 5,291.29 |
| Bill | 12/18/2020 | 7083 | Facilities Department | Various wire connectors, bushings, and 14/2 wire | 406.00 |
| Bill | 12/20/2020 | 11131 | Facilities Department | Portable classroom air purification units | 12,400.00 |
| Bill | 12/22/2020 | B53008507 | Facilities Department | BRW work | 8,866.40 |
| Bill | 12/22/2020 | 5285-6 | Facilities Department | Paint for BRM offices | 156.74 |
| Bill | 12/23/2020 | B12786309 | Facilities Department | Tech needs for MS Hybrid Model | 921.28 |
| Credit C | 12/28/2020 | 60996075 | Food/Kitchen Supplies | COVID related kitchen supplies | 4,832.78 |
| Bill | 12/28/2020 | 3174633 | Learning A-Z | RK-SMALL-SCHOOLRAZ-KIDS LICENSES | 673.40 |

356,928.00

Total: 374,610.00

Abby Kelley Foster Charter Public School
Disbursement Register
November 17 through December 31, 2020

| Type | Date | Num | Name | Memo | Amount |
|---------------------|------------|-------------|-------------------------------------|---|-------------|
| Nov 17 - Dec 31, 20 | | | | | |
| Check | 11/30/2020 | | | Service Charge | -38.64 |
| Check | 12/31/2020 | | | Service Charge | -40.04 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | AA Transportation | https://app.bill.com/BillPay?id=blp01HWC SVU | -46,228.44 |
| Bill Pmt -Check | 12/22/2020 | Bill.com | AA Transportation | https://app.bill.com/BillPay?id=blp01NSVMEM/ | -52,890.40 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | AAFCPAs, Inc | https://app.bill.com/BillPay?id=blp01HAPNPLC | -5,974.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Addchieve | https://app.bill.com/BillPay?id=blp01ONETCMI | -813.75 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Addchieve | https://app.bill.com/BillPay?id=blp01WIOUPW' | -232.50 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Addchieve | https://app.bill.com/BillPay?id=blp01OSSFRTE | -1,007.50 |
| Credit Card Charge | 12/03/2020 | Heidi 12/3 | All Kids Bike.com | | -323.00 |
| Credit Card Charge | 12/05/2020 | Heidi 12/5 | All Kids Bike.com | | -260.00 |
| Credit Card Charge | 12/01/2020 | Heidi 11/12 | Amazon | | -123.31 |
| Credit Card Charge | 12/05/2020 | Heidi 12/5 | Amazon | | -27.10 |
| Credit Card Charge | 12/05/2020 | Heidi 12/5 | Amazon | | -33.40 |
| Credit Card Charge | 12/01/2020 | Heidi 11/6 | Amazon | | -63.52 |
| Credit Card Charge | 12/01/2020 | Heidi 11/6 | Amazon | | -27.57 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Amazon Marketplace | | -212.49 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Amazon Marketplace | | -337.89 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Amazon Marketplace | | -573.76 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Ascentria Community Services, Inc | https://app.bill.com/BillPay?id=blp01MJNLBSL | -3,845.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Ascentria Community Services, Inc | https://app.bill.com/BillPay?id=blp01PTGTTQV | -2,526.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Ascentria Community Services, Inc | https://app.bill.com/BillPay?id=blp01GGUMFZ. | -520.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Ashdown Technologies | https://app.bill.com/BillPay?id=blp01YSXVDLN | -6.50 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Ashdown Technologies | https://app.bill.com/BillPay?id=blp01OGLVGBV | -6.50 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Atlantic Charter Insurance Company | https://app.bill.com/BillPay?id=blp01NJTSQSO | -6,081.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Atlantic Charter Insurance Company | https://app.bill.com/BillPay?id=blp01KMCHRY? | -6,081.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Avant Assessment, LLC | https://app.bill.com/BillPay?id=blp01FFIEFTXC | -99.50 |
| Credit Card Charge | 12/09/2020 | Reissue Ck | Bill.com | | -28.00 |
| Bill Pmt -Check | 12/01/2020 | HRK | Blue Cross Blue Shield of MA | 4036942/4036943/2316998 | -166,898.55 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Bulbs. com inc | https://app.bill.com/BillPay?id=blp01PZFYTDY | -880.15 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Bureau Of Education & Research Inc. | https://app.bill.com/BillPay?id=blp01BLWYYKC | -1,295.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | C&C Temp Control, Inc. | https://app.bill.com/BillPay?id=blp01UFLQMEI | -345.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Center for Responsive Schools | https://app.bill.com/BillPay?id=blp01NQDNNDI | -729.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Central Source, Inc. | https://app.bill.com/BillPay?id=blp01PYPRRXQ | -165.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Cherry Road Technologies | https://app.bill.com/BillPay?id=blp01VGAKDOX | -3,108.60 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Cherry Road Technologies | https://app.bill.com/BillPay?id=blp01REHNGF) | -3,081.95 |
| Bill Pmt -Check | 12/29/2020 | Bill.com | Chirandu, Diana | https://app.bill.com/BillPay?id=blp01IJJGMCHF | -48.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Citizens Bank | https://app.bill.com/BillPay?id=blp01IMMGCFH | -7,133.66 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Citizens Bank | https://app.bill.com/BillPay?id=blp01VFYNSYZ | -3,972.49 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | City of Worcester Police Dept | https://app.bill.com/BillPay?id=blp01IGVCXXNI | -825.12 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | City of Worcester Police Dept | https://app.bill.com/BillPay?id=blp01GYRJQLZ | -825.12 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | City of Worcester Police Dept | https://app.bill.com/BillPay?id=blp01RWJZLDC | -825.12 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | City of Worcester Police Dept | https://app.bill.com/BillPay?id=blp01ZONVXR) | -206.28 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | City of Worcester Police Dept | https://app.bill.com/BillPay?id=blp01XLTUNBM | -825.12 |
| Bill Pmt -Check | 12/30/2020 | Bill.com | City of Worcester Police Dept | https://app.bill.com/BillPay?id=blp01YEQDCXC | -412.56 |
| Bill Pmt -Check | 12/28/2020 | 33623 | City of Worcester Inspectional Se | #Multiple | -275.00 |
| Bill Pmt -Check | 12/28/2020 | 33623 | City of Worcester Inspectional Se | #Multiple | -275.00 |
| Bill Pmt -Check | 12/28/2020 | 33623 | City of Worcester Inspectional Se | #Multiple | -275.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | City Of Worcester Water/Sewer | https://app.bill.com/BillPay?id=blp01XNQVWO | -591.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | City Of Worcester Water/Sewer | https://app.bill.com/BillPay?id=blp01IMUOXOF | -827.40 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | City Of Worcester Water/Sewer | https://app.bill.com/BillPay?id=blp01WQJHUW | -14.50 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | City Of Worcester Water/Sewer | https://app.bill.com/BillPay?id=blp01VWNDFG | -236.40 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | City Of Worcester Water/Sewer | https://app.bill.com/BillPay?id=blp01UNJPPKJ | -14.50 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | City Of Worcester Water/Sewer | https://app.bill.com/BillPay?id=blp01UYDIDOW | -945.60 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Cogent | https://app.bill.com/BillPay?id=blp01GEQYEGE | -3,264.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Cogent | https://app.bill.com/BillPay?id=blp01LJDNMMX | -3,264.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Constellation NewEnergy -6710892-0 | https://app.bill.com/BillPay?id=blp01CLRZIIQM | -382.16 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Constellation NewEnergy -6710892-2 | https://app.bill.com/BillPay?id=blp01QIDZKUY) | -1,143.62 |
| Bill Pmt -Check | 11/20/2020 | 33617 | Criollo, Maria | | -164.22 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Crystal Rock | https://app.bill.com/BillPay?id=blp01QRCUHHI | -172.34 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Crystal Rock | https://app.bill.com/BillPay?id=blp01OJZQOXS | -172.34 |

| Type | Date | Num | Name | Memo | Amount |
|--------------------|------------|------------|--|---|------------|
| Bill Pmt -Check | 11/24/2020 | Bill.com | Didonna, Amy | https://app.bill.com/BillPay?id=blp01OHSLMEC | -4,120.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Durkin, Amanda | https://app.bill.com/BillPay?id=blp01DAXBIQH | -96.45 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Earthlink Business/Windstream | https://app.bill.com/BillPay?id=blp01UPRPHM | -490.80 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Earthlink Business/Windstream | https://app.bill.com/BillPay?id=blp01MYNZPPV | -489.88 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01QGHNYZE | -18,300.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01YZCSUKX | -2,001.34 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01NYKPUHL | -2,069.05 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01IAZHWHC | -2,981.11 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01PXCAJER | -1,160.14 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01YCFGABAY | -1,785.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01PNTRJUNY | -747.44 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01KFLOBTX | -840.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01CINGQJF | -1,710.72 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01UAPMRK | -2,520.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01BPMYGE | -4,454.85 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01KTBFQL | -2,988.90 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01YQZGIEHL | -4,200.00 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01VLEHTGE | -12,400.00 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | EDS Mechanical Inc | https://app.bill.com/BillPay?id=blp01TFVOETB | -12,400.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Eversource (formally NStar-1639- Elem) | https://app.bill.com/BillPay?id=blp01UAHKGDF | -271.96 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Eversource (formally NStar-1639- Elem) | https://app.bill.com/BillPay?id=blp01PWRMVV | -470.02 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Eversource (formally NStar-1639- Elem) | https://app.bill.com/BillPay?id=blp01DZJUNLG | -2,229.34 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Eversource (formally Nstar-2845- HS) | https://app.bill.com/BillPay?id=blp01EOBQEG | -5,772.54 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Eversource (formally Nstar-2845- HS) | https://app.bill.com/BillPay?id=blp01SANVFFT | -11,248.42 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Eversource (formerly NStar-1638- MS) | https://app.bill.com/BillPay?id=blp01XRZOYPC | -756.04 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Eversource (formerly NStar-1638- MS) | https://app.bill.com/BillPay?id=blp01MNKASUE | -1,406.53 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Eversource (formerly NStar-1638- MS) | https://app.bill.com/BillPay?id=blp01LULBFIZA | -3,521.24 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Executive Summits | https://app.bill.com/BillPay?id=blp01HCCAEIV | -199.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | F&D Truck Company Inc. | https://app.bill.com/BillPay?id=blp01USGTUEZ | -10,028.45 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Fairfax Electrical Service | https://app.bill.com/BillPay?id=blp01ZMRHDVJ | -525.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Federal Express | https://app.bill.com/BillPay?id=blp01AIWUVJTI | -149.97 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Finishing Touches by Dianne | https://app.bill.com/BillPay?id=blp01OFGNIJLJ | -785.53 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Finishing Touches by Dianne | https://app.bill.com/BillPay?id=blp01ZWRYHGI | -1,810.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Follett School Solutions, Inc. | https://app.bill.com/BillPay?id=blp01MKFNDEL | -28.94 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Follett School Solutions, Inc. | https://app.bill.com/BillPay?id=blp01HDPQSCF | -145.45 |
| Bill Pmt -Check | 11/20/2020 | 33618 | Ford, David | | -141.66 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | French River Ed. System | https://app.bill.com/BillPay?id=blp01AAYKTKW | -9,483.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | French River Ed. System | https://app.bill.com/BillPay?id=blp01UCQECFI | -14,152.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | French River Ed. System | https://app.bill.com/BillPay?id=blp01RBBYOYNF | -17,016.50 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Frontline Technologies Group LLC | https://app.bill.com/BillPay?id=blp01FSZQHUY | -1,124.76 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Frontline Technologies Group LLC | https://app.bill.com/BillPay?id=blp01FHGAPAF | -748.08 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Gopher | https://app.bill.com/BillPay?id=blp01KQMWUE | -327.37 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Gopher | https://app.bill.com/BillPay?id=blp01UQFGDXF | -664.10 |
| Bill Pmt -Check | 11/25/2020 | Oct20Dent | Guardian | Oct20Dental | -515.62 |
| Bill Pmt -Check | 12/25/2020 | Nov20Dent | Guardian | # DentalClaimsNov2020 | -1,002.80 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Gurney Water Treatment NE | https://app.bill.com/BillPay?id=blp01MHPMNEI | -180.25 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Gurney Water Treatment NE | https://app.bill.com/BillPay?id=blp01KFNEEAU | -382.50 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Hanover Insurance Co. | https://app.bill.com/BillPay?id=blp01HGEVKGL | -9,087.40 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Hanover Insurance Co. | https://app.bill.com/BillPay?id=blp01BNGTBOF | -9,087.40 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Holmes-Shusas Florist | https://app.bill.com/BillPay?id=blp01JNFVAXE | -58.00 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Home Depot | | -26.54 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Home Depot | | -107.46 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Home Depot | | -78.70 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Home Depot | | -138.81 |
| Bill Pmt -Check | 11/20/2020 | HRK | HR Knowledge Inc. | | -3,344.22 |
| Bill Pmt -Check | 12/04/2020 | HRK | HR Knowledge Inc. | | -4,160.70 |
| Bill Pmt -Check | 12/18/2020 | HRK | HR Knowledge Inc. | | -2,939.62 |
| Bill Pmt -Check | 12/31/2020 | HRK | HR Knowledge Inc. | | -3,143.16 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Institute for Multi-Sensory Education | https://app.bill.com/BillPay?id=blp01XUEKCPSE | -25.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Institute for Multi-Sensory Education | https://app.bill.com/BillPay?id=blp01YQLUNAC | -1,275.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Institute for Multi-Sensory Education | https://app.bill.com/BillPay?id=blp01AGLSESA | -148.85 |
| Credit Card Charge | 12/01/2020 | Heidi 11/9 | Intuit | | -434.18 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Iron Mountain | | -1.94 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | IXL Learning | https://app.bill.com/BillPay?id=blp01ORYSOE\ | -180.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Kuhn Riddle Architects | https://app.bill.com/BillPay?id=blp01SAVKYNC | -55.00 |

| Type | Date | Num | Name | Memo | Amount |
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| Bill Pmt -Check | 12/21/2020 | Bill.com | Learning A-Z | https://app.bill.com/BillPay?id=blp01IOBYFPQ | -808.15 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Lesley University Center for Math Achieve | https://app.bill.com/BillPay?id=blp01JGZSVBM | -3,925.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Lesley University Center for Math Achieve | https://app.bill.com/BillPay?id=blp01BPGEJFY | -314.00 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Logo Software | | -135.92 |
| Credit Card Charge | 12/03/2020 | M. Grennon | Lowe's | | -169.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | M.L. Schmitt | https://app.bill.com/BillPay?id=blp01CWWPJF | -83,250.40 |
| Bill Pmt -Check | 12/03/2020 | HRK | M.T.R.S. | School ID 445-Agency # 4140 | -82,881.79 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Mansfield Paper Company, Inc. | https://app.bill.com/BillPay?id=blp01UMXHBB | -641.43 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Mansfield Paper Company, Inc. | https://app.bill.com/BillPay?id=blp01NBPEPGY | -827.71 |
| Credit Card Charge | 12/01/2020 | S. Collins | Market 32 | | -8.94 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Marshall Memo LLC | https://app.bill.com/BillPay?id=blp01YIELYSAE | -140.00 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | McDonald, Renee | https://app.bill.com/BillPay?id=blp01LNFWLRF | -400.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Mirick O'Connell Attorneys at Law | https://app.bill.com/BillPay?id=blp01YXTKWCF | -572.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Mirick O'Connell Attorneys at Law | https://app.bill.com/BillPay?id=blp01FXAADBA | -12,435.40 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Mirick O'Connell Attorneys at Law | https://app.bill.com/BillPay?id=blp01JVVOSLI | -14,086.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | MSSAA/Mass Secondary School Admin Ass | https://app.bill.com/BillPay?id=blp01VQLDSXE | -110.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Music & Arts | https://app.bill.com/BillPay?id=blp01XFROJNG | -61.96 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Music & Arts | https://app.bill.com/BillPay?id=blp01OFNUANF | -70.00 |
| Credit Card Charge | 12/01/2020 | Heidi 11/5 | NASSP | | -195.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | National Assoc of College Admission Couns | https://app.bill.com/BillPay?id=blp01PWFENGI | -112.50 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | National Grid-6 New Bond | https://app.bill.com/BillPay?id=blp01HFNQCM | -19,612.09 |
| Bill Pmt -Check | 12/22/2020 | Bill.com | National Grid-6 New Bond | https://app.bill.com/BillPay?id=blp01EEMNRHF | -21,575.74 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | National Grid 38928-53023 | https://app.bill.com/BillPay?id=blp01DZSWFU | -3,521.78 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | National Grid 38928-53023 | https://app.bill.com/BillPay?id=blp01TQNLAVS | -4,257.63 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | National Grid 69923-82006 | https://app.bill.com/BillPay?id=blp01JKIAYZU | -6,123.23 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | National Grid 69923-82006 | https://app.bill.com/BillPay?id=blp01DXFVUCL | -6,310.93 |
| Bill Pmt -Check | 11/20/2020 | HRK | Nationwide Trust Company, FSB | | -24,999.92 |
| Bill Pmt -Check | 12/04/2020 | HRK | Nationwide Trust Company, FSB | | -27,279.05 |
| Bill Pmt -Check | 12/18/2020 | HRK | Nationwide Trust Company, FSB | | -24,285.96 |
| Bill Pmt -Check | 12/31/2020 | HRK | Nationwide Trust Company, FSB | | -23,468.55 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | NCS Pearson, Inc. | https://app.bill.com/BillPay?id=blp01IGCHWC | -110.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | NCS Pearson, Inc. | https://app.bill.com/BillPay?id=blp01ZTKOEW | -187.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | NCSM | https://app.bill.com/BillPay?id=blp01QINWUX | -85.00 |
| Credit Card Charge | 12/03/2020 | Heidi 12/3 | Netflix | | -12.99 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01FIRXVQE | -98.40 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01XLSWQC | -71.96 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01SNOBHUC | -100.69 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01GIYIDVDZ | -112.85 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01KKKUQLV | -148.84 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01VAUTADH | -189.96 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01UBEYHHE | -166.54 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01NHNQZU | -148.94 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | New England Ice Cream | https://app.bill.com/BillPay?id=blp01PIMOBHA | -50.30 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Next Gen Supply Group | https://app.bill.com/BillPay?id=blp01EPGAGFE | -75.52 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Next Gen Supply Group | https://app.bill.com/BillPay?id=blp01YBHZXLU | -1,264.38 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Next Gen Supply Group | https://app.bill.com/BillPay?id=blp01UBVIHKW | -2,875.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Next Gen Supply Group | https://app.bill.com/BillPay?id=blp01IYJVRUCE | -2,025.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Next Gen Supply Group | https://app.bill.com/BillPay?id=blp01NWTVZYJ | -354.81 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Nixon Company | https://app.bill.com/BillPay?id=blp01JXPECK | -431.50 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | OHI Engineering, Inc | https://app.bill.com/BillPay?id=blp01VWTHOG | -1,819.37 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | OHI Engineering, Inc | https://app.bill.com/BillPay?id=blp01DOYSONF | -9,705.02 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Oriental Trading | https://app.bill.com/BillPay?id=blp01EIBTXIKBI | -541.38 |
| Bill Pmt -Check | 12/08/2020 | Bill.com | Otis Elevator | https://app.bill.com/BillPay?id=blp01TMRRUZS | -22,922.32 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Peterson Oil | | -30.25 |
| Bill Pmt -Check | 12/29/2020 | Bill.com | Phan, Jackie | https://app.bill.com/BillPay?id=blp01UIVGUFA | -48.00 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Poulton Associates, Inc. | https://app.bill.com/BillPay?id=blp01JRJAYMK | -2,814.83 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01OKNSFAJ | -690.46 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01QLKNJZ | -702.85 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01DHWVOIC | -525.34 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01RABIRYCI | -194.30 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01YRWEEH | -404.60 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01EJUHUQT | -115.95 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01RQWIWW | -72.96 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01KNXVDLH | -497.76 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01AJTJJCFF | -194.30 |

| Type | Date | Num | Name | Memo | Amount |
|--------------------|------------|------------|---|---|------------|
| Bill Pmt -Check | 11/17/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01DSWZHT | -235.90 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01XXPDLHT | -177.91 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01MKNOMO | -376.21 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01VHEYJCB | -521.76 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01IMDUCYV | -934.73 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01NZWHLR | -500.13 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01NKWXOA | -380.60 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01AIDZVZLC | -1,009.10 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01MFCJHBN | -123.95 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01TAQNATV | -405.39 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01LZKVNKO | -744.44 |
| Bill Pmt -Check | 12/30/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01MYEYUES | -475.80 |
| Bill Pmt -Check | 12/30/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01DFVRQTN | -293.86 |
| Bill Pmt -Check | 12/30/2020 | Bill.com | Preferred Meal Systems, Inc. | https://app.bill.com/BillPay?id=blp01MXDAAR | -198.30 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | PrintResource | https://app.bill.com/BillPay?id=blp01WADLTK | -127.06 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | PrintResource | https://app.bill.com/BillPay?id=blp01ICSGSJD | -419.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Quadiant Financial USA, Inc | https://app.bill.com/BillPay?id=blp01WMDDFH | -1,000.00 |
| Bill Pmt -Check | 11/20/2020 | Bill.com | Quadiant Leasing USA Inc | https://app.bill.com/BillPay?id=blp01NIKJMRQ | -1,323.90 |
| Bill Pmt -Check | 12/16/2020 | Bill.com | Quadiant Leasing USA Inc | https://app.bill.com/BillPay?id=blp01KPLVTPY | -1,325.07 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Ransford Pest Control | https://app.bill.com/BillPay?id=blp01RJRDKZG | -118.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Ransford Pest Control | https://app.bill.com/BillPay?id=blp01VVKDKST | -118.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Ransford Pest Control | https://app.bill.com/BillPay?id=blp01NOBPOA | -118.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Ransford Pest Control | https://app.bill.com/BillPay?id=blp01DUZDFU | -118.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Ransford Pest Control | https://app.bill.com/BillPay?id=blp01RSUCJQT | -118.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Ransford Pest Control | https://app.bill.com/BillPay?id=blp01TIMDQGM | -118.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Rediker Software, Inc. | https://app.bill.com/BillPay?id=blp01YKBYURC | -700.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | REPUBLIC SERVICES | https://app.bill.com/BillPay?id=blp01THFDVUL | -2,248.68 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | REPUBLIC SERVICES | https://app.bill.com/BillPay?id=blp01WVITUOV | -2,248.68 |
| Credit Card Charge | 12/01/2020 | S. Collins | Restaurant Depot | | -116.96 |
| Credit Card Charge | 12/01/2020 | S. Collins | Restaurant Depot | | -5.76 |
| Credit Card Charge | 12/01/2020 | Heidi 11/9 | Right Networks | | -76.29 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Roto Rooter Services | https://app.bill.com/BillPay?id=blp01VEPZKPV | -3,407.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Roto Rooter Services | https://app.bill.com/BillPay?id=blp01YWRLVC | -2,253.00 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Rubin and Rudman, LLP | https://app.bill.com/BillPay?id=blp01FCFVBC | -225.00 |
| Bill Pmt -Check | 12/22/2020 | Bill.com | School Specialty | https://app.bill.com/BillPay?id=blp01ZFSAMM | -68.64 |
| Bill Pmt -Check | 12/29/2020 | Bill.com | Semidei, Lindiana | https://app.bill.com/BillPay?id=blp01NEEHKO1 | -48.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Shapiro Educational & Behavioral Consulta | https://app.bill.com/BillPay?id=blp01GNVCVZ | -2,100.00 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Shapiro Educational & Behavioral Consulta | https://app.bill.com/BillPay?id=blp01IGQDAAE | -2,300.00 |
| Credit Card Charge | 12/01/2020 | S. Collins | Shaw's | | -103.03 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Sherwin Williams Sturbridge | https://app.bill.com/BillPay?id=blp01OXCEZLH | -20.38 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Sherwin Williams Sturbridge | https://app.bill.com/BillPay?id=blp01YGMISKY | -103.83 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | SHI International | https://app.bill.com/BillPay?id=blp01NHRMSH | -886.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | SHI International | https://app.bill.com/BillPay?id=blp01WMCPPD | -10,050.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | SHI International | https://app.bill.com/BillPay?id=blp01VSXYQC | -195.15 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | SHI International | https://app.bill.com/BillPay?id=blp01KZATZEM | -2,429.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | SHI International | https://app.bill.com/BillPay?id=blp01MBNDCM | -3,544.00 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | SHI International | https://app.bill.com/BillPay?id=blp01MHVWLUI | -8,866.40 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Sonova USA, Inc. | https://app.bill.com/BillPay?id=blp01AMRXQFE | -2,684.99 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Stan Kaitbenski Inc. | https://app.bill.com/BillPay?id=blp01DFIKNAVI | -18,942.00 |
| Bill Pmt -Check | 11/19/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01UHHSJWI | -47.99 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01RKAMEW | -327.74 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01AJHKWN | -234.73 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01JNIIWFXZ | -37.65 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01RRQGNPI | -184.20 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01IFEKFXNF | -37.04 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01BEFZKBA | -33.24 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01VJQHKZQ | -18.98 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Staples Advantage | https://app.bill.com/BillPay?id=blp01UGUWXG | -39.54 |
| Credit Card Charge | 12/01/2020 | M. Grennon | Staples Advantage | | -348.68 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Suburban Propane | https://app.bill.com/BillPay?id=blp01PNDHRQ | -1,902.47 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Suburban Propane | https://app.bill.com/BillPay?id=blp01VIJBWEZ | -2,470.93 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Symczak, Jessica | https://app.bill.com/BillPay?id=blp01JUCOTHC | -5.82 |
| Bill Pmt -Check | 12/01/2020 | Bill.com | T-Mobile | https://app.bill.com/BillPay?id=blp01SBRTRAY | -4,517.29 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | T-Mobile | https://app.bill.com/BillPay?id=blp01XOSCSDI | -5,291.29 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | T Mobile | https://app.bill.com/BillPay?id=blp01YEWMMH | -369.61 |

| Type | Date | Num | Name | Memo | Amount |
|--------------------|------------|----------|----------------------------------|---|-----------------------------|
| Bill Pmt -Check | 11/24/2020 | Bill.com | T Mobile | https://app.bill.com/BillPay?id=blp01YXYRIYRL | -377.01 |
| Bill Pmt -Check | 11/25/2020 | Bill.com | T Mobile | https://app.bill.com/BillPay?id=blp01WEIFNIJIF | -4,909.38 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | T Mobile | https://app.bill.com/BillPay?id=blp01OFAAXCZ | -397.00 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | T. Lee Associates | https://app.bill.com/BillPay?id=blp01RTTLDLSL | -1,600.00 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | T. Lee Associates | https://app.bill.com/BillPay?id=blp01NGAAEUH | -1,600.00 |
| Bill Pmt -Check | 11/20/2020 | HRK | TASC- FlexSystem | | -3,164.18 |
| Bill Pmt -Check | 12/04/2020 | HRK | TASC- FlexSystem | | -2,962.70 |
| Bill Pmt -Check | 12/18/2020 | HRK | TASC- FlexSystem | | -2,967.68 |
| Bill Pmt -Check | 12/31/2020 | HRK | TASC- FlexSystem | | -2,967.68 |
| Bill Pmt -Check | 12/07/2020 | HRK | TASC- FlexSystem | | -9,250.00 |
| Bill Pmt -Check | 12/21/2020 | 33622 | Taylor, Nicole | | -88.23 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | The Learning Center for the Deaf | https://app.bill.com/BillPay?id=blp01VNLGPOH | -396.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | The Main Idea | https://app.bill.com/BillPay?id=blp01KUOBVQJ | -39.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Thurston Foods, Inc. | https://app.bill.com/BillPay?id=blp01NZCWMB | -668.59 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Thurston Foods, Inc. | https://app.bill.com/BillPay?id=blp01YBESCRV | -1,354.42 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Thurston Foods, Inc. | https://app.bill.com/BillPay?id=blp01WFAFURI | -668.65 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | Thurston Foods, Inc. | https://app.bill.com/BillPay?id=blp01MFDFBRE | -400.58 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Trane U.S., Inc. | https://app.bill.com/BillPay?id=blp01XZZKIDS# | -926.00 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Trane U.S., Inc. | https://app.bill.com/BillPay?id=blp01SDULVLJ | -926.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | US Games | https://app.bill.com/BillPay?id=blp01SUCMEW | -1,729.22 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | USAbLe Life | https://app.bill.com/BillPay?id=blp01KSDRKH# | -656.70 |
| Bill Pmt -Check | 12/01/2020 | HRK | USAbLe Life | | -5,456.30 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | USAbLe Life | https://app.bill.com/BillPay?id=blp01GIVQXOQ | -650.10 |
| Bill Pmt -Check | 12/04/2020 | Bill.com | Verizon | https://app.bill.com/BillPay?id=blp01OEDMEU# | -113.88 |
| Bill Pmt -Check | 12/24/2020 | Bill.com | Verizon | https://app.bill.com/BillPay?id=blp01AQZKFCC | -113.88 |
| Bill Pmt -Check | 11/20/2020 | 33619 | Vivier, Maria | | -159.45 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Webstaurant Store | https://app.bill.com/BillPay?id=blp01FEALXGO | -1,159.20 |
| Credit Card Charge | 12/28/2020 | 60996075 | Webstaurant Store | | -4,832.78 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Wells Fargo Financial Leasing | https://app.bill.com/BillPay?id=blp01GQUTCBBz | -4,315.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Wells Fargo Financial Leasing | https://app.bill.com/BillPay?id=blp01JYCMKPA | -2,023.10 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Wells Fargo Financial Leasing | https://app.bill.com/BillPay?id=blp01HDIALYIIN | -2,023.10 |
| Bill Pmt -Check | 12/11/2020 | Bill.com | Wells Fargo Financial Leasing | https://app.bill.com/BillPay?id=blp01CQLYHJQ | -4,315.00 |
| Bill Pmt -Check | 12/04/2020 | 33620 | White, Melissa | | -842.24 |
| Bill Pmt -Check | 12/04/2020 | 33621 | Wilson, Glenn | | -803.16 |
| Bill Pmt -Check | 11/24/2020 | Bill.com | Windstream/Earthlink Business | https://app.bill.com/BillPay?id=blp01GLAICXV | -8,795.07 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | WoRad Inc. | https://app.bill.com/BillPay?id=blp01ROOXWLI | -65.98 |
| Bill Pmt -Check | 12/21/2020 | Bill.com | WoRad Inc. | https://app.bill.com/BillPay?id=blp01GVRUNB# | -1,494.00 |
| Bill Pmt -Check | 11/17/2020 | Bill.com | Worcester County Math League | https://app.bill.com/BillPay?id=blp01HOPHGL | -280.00 |
| | | | | | <u>-1,105,761.15</u> |



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Education Committee Meeting Minutes -DRAFT

Thursday, February 11, 2021/ 7:45 a.m.

<https://akfcs-org.zoom.us/j/99214045703?pwd=d3FPVFZVL2dzZDdDdXBUEW41cWo2Zz09>

Meeting ID: 992 1404 57031 **Passcode:** 793968

By phone: 1-929-205-6099 **Meeting ID:** 992 1404 5703

The meeting was Called to Order by Shelly Yarnie, Committee Chair at 7:48 a.m. Attendance was recorded **Committee attendees:** Shelley Yarnie, Celia Blue, Jie Park, Bibiche Zagabe-Ndiku (at 7:53 a.m.) **Staff attendees:** Heidi Paluk, Amy Emma, Amy Pulificio, Chris Kursonis, Jess Regan, Amelie Tambolleo, AnnMarie Little, Jenn Guisto

The Committee reviewed the January 7, 2021 Meeting Minutes. Ms. Yarnie asked for a motion to approve the January 7, 2021 Meeting Minutes. Ms. Blue made the Motion, Ms. Yarnie seconded it, the minutes were approved.

Ms. Plauk updated the Committee on the AKF Hybrid Model. AKF is in the fifth week of the full District Hybrid Model, and Ms. Paluk and the Principals are looking to bring more kids back in, safely. This will require some re-measuring to confirm space, there is no plans to reduce social distancing less than 6 feet at this time.

Ms. Paluk noted that the school day would likely not lengthen this year, and while there are not firm plans for next year being worked on the goal would be a full school day.

Ms. Paluk noted that the final point of review for she and the principals would be looking at moving to 4 days in person for students, potentially five days. The Committee asked questions regarding timelines, current enrollment numbers, space within the building, and prioritizing students who are coming in presently for two or four days.

The topic of attendance was covered with each principal updating the Committee daily attendance of students.

MCAS were discussed, as MCAS are required this year. Details are being worked out; times, spacing, transportation and available computers/Chromebooks for testing.

This opened the conversation to confirm the Flu vaccine is no longer required for students.

The Committee heard quickening that the Enrollment Lottery is closed as of 2/1/21. The number of applications was pretty close to what we had last year. The Enrollment Lottery will be on Thursday,



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February 25th at 10 am. The Committee will discuss Regional Planning at the next meeting.

Ms. Yarnie asked for a Motion to adjourn. Ms. Blue made the Motion, it was seconded by Ms. Zagabe-Ndiku. The meeting adjourned at 8:51 a.m.

Experience

Testing Proctor, Quinsigamond Community College, Worcester, MA 2019–present

- Administer and proctor placement tests to current and prospective students
- Maintain secure testing environment and integrity of testing functions

Data and Accountability Manager/Testing Coordinator, Neighborhood House Charter School, Dorchester, MA 2011–present

- Create and maintain customized tools to track student performance
- Track and analyze data for use in instructional, curricular and staffing decisions
- Generate multi-layered quarterly and year-end analyses of term grades (middle & high schools)
- Generate formative assessment reports & analyses for staff, Board of Trustees & student/family audiences
- Generate annual MCAS performance reports for internal and external use
- Prepare data presentations on student performance data for Board of Trustees
- Coordinate testing administration (MCAS, MCAS-ALT, ACCESS, SAT, PSAT, AP) including:
 - Create plan for secure/accurate testing, including accommodation/administration tracking documents
 - Ensure compliance with all requirements and deadlines
 - Serve as liaison to technology staff to ensure smooth online administration
 - Prepare test administrator training materials
 - Support academic and operational staff in creating assessment schedules

Grants and Data Manager, Neighborhood House Charter School, Dorchester, MA 2009–2011

- Data
 - Tracked student performance
 - Coordinated preparation of DESE Charter Annual Report
 - Generated annual MCAS performance reports
- Grants

Responsible for seeking and monitoring corporate, foundation and government grants, including:

 - Wrote, researched and prepared data for proposals, renewals, and reporting materials
 - Ensured program compliance on awarded grants

Director of School Programs, Boston Plan for Excellence in the Public Schools, Boston, MA 2006–2009

On-site position at Edward Everett Elementary School, Dorchester, MA

Worked with principal to prepare budgets, reports and schoolwide goals. Prepared grant proposals. Participated in school-based leadership teams. Managed school partnerships. Coordinated student promotion review process. Supervised extra-curricular programming. Organized interviewing and hiring process. Site coordinator for state testing (MCAS), formative assessment and tutoring programs. Assisted with data analysis tasks. Provided technology support to staff.

Special Assistant to the Principal, Boston Plan for Excellence in the Public Schools, Boston, MA 2002–2006

On-site position at Edward Everett Elementary School, Dorchester, MA

Assisted principal in most aspects of daily work. Prepared agendas and minutes for school-based leadership team meetings. Coordinated and facilitated programming. Supported staff in fulfilling mandates and requirements. Wrote/edited letters and documents.

Research Assistant, Social Norms Marketing Research Project, Education Development Center, Newton, MA 2000–2002

Recruited and interviewed staff and study applicants. Prepared applications for site-based Institutional Review Boards (IRBs). Provided assistance and feedback to university-based project participants. Created and maintained databases. Assisted with data analysis tasks. Supervised temporary project staff. Assisted in supervision of annual administration of national, mail survey. Assisted in writing of papers/press releases.

Education

Harvard Graduate School of Education, Cambridge, MA—*Ed.M., School Leadership, school development* 2007

Vassar College, Poughkeepsie, NY—*BA, psychology* 2000

Publications

Leader, G. with **Stern, A.** (2008). *Real Leaders, Real Schools: Stories of Success against Enormous Odds*. Cambridge: Harvard Education Press. [Seven-chapter, narrative analysis of five Boston principals' successful implementation of education reform.]