



# Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

[www.akfcs.org](http://www.akfcs.org)

## Board of Trustees Meeting Agenda

Tuesday, March 30, 2021 / 6:30 p.m.

[https://akfcs-org.zoom.us/webinar/register/WN\\_1JAxmlEhSyC-8OtdVJetKw](https://akfcs-org.zoom.us/webinar/register/WN_1JAxmlEhSyC-8OtdVJetKw)

- 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 February 24, 2021
  - a. **Motion:** To accept the meeting minutes from February 24, 2021.
- V. Update on a full in-person return to school- Ms. Paluk
  - a. Regional Footprint discussion
    - i. **Motion:** To update the sending district towns to be in compliance with DESE requirements.
  - b. Family School Partnership Initiative (FSPI)
  - c. DESE Site Visit May 6 & 7
- VI. Board/Committee Updates
  - a. Education Committee- Ms. Yarnie
    - i. **Motion:** To approve the '21-'22 academic calendar as presented.
  - b. Educational Foundation- Ms. Zabage-Ndiku
  - d. Facilities and Finance- Mr. Royce
  - e. DEI Committee- Ms. Blue
  - f. Executive Director Search Planning Discussion - Ms. Blue
    - i. **Motion(s)-** To be considered in accordance with discussion.
- VII. Upcoming Board and Committee Meetings
  - a. **Education Committee**
    - i. Thursday, April 8th, 7:45 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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Tuesday, March 30, 2021 / 6:30 p.m.

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b. **Facilities and Finance Committee**

ii. Friday, April 16th, 8:00 a.m.

c. **Board of Trustees**

iii. Wednesday, April 22nd, 6:00 p.m.

iv. Wednesday, April 28th, 6:30 p.m.

VIII. Adjournment

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

|                           |  |  |                     |                            |                           |                           |                 |                      |                           |
|---------------------------|--|--|---------------------|----------------------------|---------------------------|---------------------------|-----------------|----------------------|---------------------------|
| Attendee Report           |  | 3/28/2021 8:07                                   |                     |                            |                           |                           |                 |                      |                           |
| Report Generated:         |  | Webinar ID                                       | 927 5258 8022       | Actual Start Time          | 2/24/2021 18:20           | Actual Duration (minutes) | 52              | # Registered         | 42                        |
| Topic                     |  |  |                     |                            |                           |                           |                 | # Cancelled          | 0                         |
| Board of Trustees Meeting |  |  |                     |                            |                           |                           |                 | Unique Viewers       | 38                        |
| Host Details              |  |  |                     |                            |                           |                           |                 | Total Users          | 52                        |
| Attended                  |  |  |                     |                            |                           |                           |                 | Max Concurrent Views | 0                         |
| User Name (Original Name) |  | Email  | Join Time           | Leave Time                 | Time in Session (minutes) |                           |                 |                      |                           |
| Yes                       |  | Michelle Vigneux                                 | mvigneux@akfcs.org  | 2/24/2021 18:20            | 2/24/2021 19:11           | 52                        |                 |                      |                           |
| Panelist Details          |  |  |                     |                            |                           |                           |                 |                      |                           |
| User Name (Original Name) |  | Email  | Join Time           | Leave Time                 | Time in Session (minutes) |                           |                 |                      |                           |
| Yes                       |  | Amy Vernon                                       | amylstern@gmail.com | 2/24/2021 18:29            | 2/24/2021 18:56           | 27                        |                 |                      |                           |
| Yes                       |  | Amy Vernon                                       | amylstern@gmail.com | 2/24/2021 18:57            | 2/24/2021 19:11           | 15                        |                 |                      |                           |
| Yes                       |  | Celia Blue PP'18, Board Chair                    | cbblue@akfcs.org    | 2/24/2021 18:23            | 2/24/2021 19:11           | 49                        |                 |                      |                           |
| Yes                       |  | Alisha Carpino, Director of Finance & Operations | arcarpino@akfcs.org | 2/24/2021 18:27            | 2/24/2021 19:11           | 45                        |                 |                      |                           |
| Yes                       |  | Patrick Royce, Treasurer                         | proyce@akfcs.org    | 2/24/2021 18:30            | 2/24/2021 19:11           | 42                        |                 |                      |                           |
| Yes                       |  | Heidi Paluk she/her/hers                         | hpaluk@akfcs.org    | 2/24/2021 18:22            | 2/24/2021 19:11           | 50                        |                 |                      |                           |
| Yes                       |  | Bibiche Zagabe-Ndiku P' 21,' 23, PP'17,' 18      | bndiku@akfcs.org    | 2/24/2021 18:26            | 2/24/2021 19:11           | 46                        |                 |                      |                           |
| Yes                       |  | Jie Park, Ph.D.                                  | jiepark@akfcs.org   | 2/24/2021 18:31            | 2/24/2021 19:11           | 41                        |                 |                      |                           |
| Yes                       |  | Shelly Yarnie P'30, PP'19, Clerk                 | syarnie@akfcs.org   | 2/24/2021 18:29            | 2/24/2021 19:11           | 43                        |                 |                      |                           |
| Attendee Details          |  |  |                     |                            |                           |                           |                 |                      |                           |
| User Name (Original Name) |  | First Name                                       | Last Name           | Email                      | Registration Time         | Approval Status           | Join Time       | Leave Time           | Time in Session (minutes) |
| Yes                       |  | Amanda Durkin                                    | Durkin              | adurkin@akfcs.org          | 2/22/2021 12:35           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Ali Hyde   | Hyde                | ahyde@akfcs.org            | 2/22/2021 12:33           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Lindsay Burns                                    | Burns               | lburns@akfcs.org           | 2/24/2021 18:23           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Kayla Mezzano                                    | Mezzano             | kmezzano@akfcs.org         | 2/24/2021 18:26           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Naleigha Evans                                   | Evans               | evansnp@simmons.edu        | 2/24/2021 19:01           | approved                  | 2/24/2021 19:02 | 2/24/2021 19:11      | 10                        |
| Yes                       |  | Melissa Ford                                     | Ford                | Mford@akfcs.org            | 2/24/2021 18:29           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:01      | 30                        |
| Yes                       |  | Melissa Ford                                     | Ford                | Mford@akfcs.org            |                           |                           | 2/24/2021 19:02 | 2/24/2021 19:06      | 4                         |
| Yes                       |  | Laura Houck                                      | Houck               | lhouck@akfcs.org           | 2/24/2021 18:34           | approved                  | 2/24/2021 18:34 | 2/24/2021 19:11      | 38                        |
| Yes                       |  | Jennifer Bram                                    | Bram                | jennyastinbram@gmail.com   | 2/24/2021 6:59            | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Mike Vigneux                                     | Vigneux             | mikevigs@gmail.com         | 2/24/2021 18:36           | approved                  | 2/24/2021 18:36 | 2/24/2021 19:08      | 33                        |
| Yes                       |  | Mike Vigneux                                     | Mike                | mikevigs@gmail.com         |                           |                           | 2/24/2021 19:08 | 2/24/2021 19:11      | 4                         |
| Yes                       |  | amy Pulliafco                                    | amy                 | apuliafco@akfcs.org        | 2/24/2021 18:13           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| No                        |  | Rob  | Kerr                | Rkerr@akfcs.org            | 2/24/2021 18:25           | approved                  | --              | --                   | --                        |
| Yes                       |  | Carrie Cole                                      | Cole                | Ccole@akfcs.org            | 2/24/2021 18:29           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Amelie Tambolleo                                 | Tambolleo           | atambolleo@akfcs.org       | 2/24/2021 18:30           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 41                        |
| No                        |  | Amanda   | An                  | Angersamanfa@gmail.com     | 2/24/2021 18:50           | approved                  | --              | --                   | --                        |
| Yes                       |  | Kate Condon                                      | Condon              | kcondon@akfcs.org          | 2/24/2021 18:30           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:04      | 32                        |
| Yes                       |  | Amy Emma   | Emma                | aemma@akfcs.org            | 2/24/2021 10:27           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 41                        |
| Yes                       |  | Deborah Sanborn                                  | Sanborn             | dsanborn1973@gmail.com     | 2/24/2021 18:36           | approved                  | 2/24/2021 18:36 | 2/24/2021 19:11      | 36                        |
| Yes                       |  | Michael Grennon                                  | Grennon             | mgrennon@akfcs.org         | 2/24/2021 18:16           | approved                  | 2/24/2021 18:32 | 2/24/2021 18:34      | 3                         |
| Yes                       |  | Michael Grennon                                  | Grennon             | mgrennon@akfcs.org         |                           |                           | 2/24/2021 18:36 | 2/24/2021 19:06      | 31                        |
| Yes                       |  | Kaitlyn Greenwood                                | Greenwood           | kaitlyngreenwood@akfcs.org | 2/24/2021 18:08           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Hannah LaLancette                                | LaLancette          | hlaLancette@akfcs.org      | 2/24/2021 18:20           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:06      | 35                        |
| Yes                       |  | Mackenzie Woll                                   | Woll                | Mwoll@akfcs.org            | 2/24/2021 18:49           | approved                  | 2/24/2021 18:50 | 2/24/2021 19:04      | 15                        |
| Yes                       |  | Kym Rutkiewicz                                   | Rutkiewicz          | krutkiewicz@akfcs.org      | 2/24/2021 18:39           | approved                  | 2/24/2021 18:39 | 2/24/2021 19:04      | 26                        |
| Yes                       |  | Darcy Schwartz                                   | Schwartz            | Darcyschwartz65@gmail.com  | 2/24/2021 18:29           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Chris Kursonis                                   | Kursonis            | ckursonis@akfcs.org        | 2/24/2021 18:22           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Trisene Rodriguez                                | Rodriguez           | trodriguez@akfcs.org       | 2/24/2021 18:39           | approved                  | 2/24/2021 18:39 | 2/24/2021 19:11      | 33                        |
| Yes                       |  | Jessica regan                                    | regan               | jregan@akfcs.org           | 2/24/2021 18:30           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 41                        |
| No                        |  | Kimberly   | Benson              | Kfletch83@hotmail.com      | 2/10/2021 18:18           | approved                  | --              | --                   | --                        |
| Yes                       |  | Mike Penney                                      | Penney              | mpenney@akfcs.org          | 2/24/2021 18:29           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Jennifer Giusto                                  | Giusto              | jgiusto@akfcs.org          | 2/24/2021 17:59           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 41                        |
| Yes                       |  | Rosibel  | Rosibel             | rosibel85@yahoo.com        | 2/24/2021 18:37           | approved                  | 2/24/2021 18:37 | 2/24/2021 19:11      | 35                        |
| Yes                       |  | Sara Ramirez                                     | Ramirez             | sramirez@akfcs.org         | 2/24/2021 18:07           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | AnnMarie Little                                  | Little              | amittie@akfcs.org          | 2/24/2021 18:25           | approved                  | 2/24/2021 18:35 | 2/24/2021 19:11      | 37                        |
| Yes                       |  | Peter Magrowski                                  | Magrowski           | pmagrowski@akfcs.org       | 2/24/2021 18:40           | approved                  | 2/24/2021 18:40 | 2/24/2021 19:04      | 24                        |
| Yes                       |  | Cynthia Prest                                    | Prest               | cprest@akfcs.org           | 2/24/2021 18:28           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Allyssa Boykin                                   | Boykin              | aboykin@akfcs.org          | 2/24/2021 18:31           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Melissa Joubert                                  | Joubert             | mjoubert@akfcs.org         | 2/24/2021 18:02           | approved                  | 2/24/2021 18:32 | 2/24/2021 19:11      | 40                        |
| Yes                       |  | Kelly Gould                                      | Gould               | kgould@akfcs.org           | 2/24/2021 18:29           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 41                        |
| Yes                       |  | Michelle Champagne                               | Champagne           | mchampagne@akfcs.org       | 2/24/2021 18:27           | approved                  | 2/24/2021 18:31 | 2/24/2021 19:11      | 40                        |
| No                        |  | Ann Marie  | Murray              | Annmarie2008@gmail.com     | 2/23/2021 19:23           | approved                  | --              | --                   | --                        |
| Yes                       |  | Lisa Joslyn                                      | Joslyn              | ljoslyn@akfcs.org          | 2/24/2021 18:34           | approved                  | 2/24/2021 18:34 | 2/24/2021 19:11      | 37                        |
| Yes                       |  | Erin Wilson                                      | Wilson              | wilson@worcestera.org      | 2/24/2021 18:36           | approved                  | 2/24/2021 18:36 | 2/24/2021 19:11      | 36                        |
| Yes                       |  | Siby Adina                                       | Adina               | sadina@akfcs.org           | 2/24/2021 18:39           | approved                  | 2/24/2021 18:39 | 2/24/2021 19:11      | 33                        |
| Other Attended            |  |  |                     |                            |                           |                           |                 |                      |                           |
| User Name                 |  | Join Time  | Leave Time          | Time in Session (minutes)  |                           | Country/Region Name       |                 |                      |                           |
| 15082432403               |  | 2/24/2021 18:31                                  | 2/24/2021 19:11     | 41                         |                           | United States             |                 |                      |                           |



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### Education Committee Meeting Agenda

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

<https://akfcs-org.zoom.us/j/97727203439?pwd=TGVMWZ2lQaExudmpJZU83OVBFVEdQdz09>

**Meeting ID:**977 2720 3439 **Passcode:** 971710

**By phone:** 1-929-205-6099 **Meeting ID:**977 2720 3439

The Meeting was Called to Order by Shelly Yarnie, Committee Chair at 7:50 a.m. The following Committee Members and Staff were in attendance;

**Committee Members:** Dr. Jie Park, Ms. Bibiche Zagabe-Ndiku, Ms. Shelly Yarnie, Ms. Celia Blue (joined the meeting at 8:00 a.m.)

**Staff:** Rob Kerr, Jenn Giusto, Jess Regan, Amy Puliafico, Chris Kursonis, Amy Emma, Siby Adina, Heidi Paluk, Amelie Tambolleo

The Committee reviewed the February 11, 2021 Meeting Minutes. Ms. Yarnie asked for a Motion to approve the Minutes. Ms. Zagabe-Ndiku made the motion, which Dr. Park seconded. The minutes were approved.,

Ms. Paluk started the meeting with an IB Class update. There are nine students who will be joining the full IB Cohort from the Class of 2023, 74% of the class are participating in IB classes. Ms. Paluk noted this is in line with past years, this year there are six full IB students.

The forthcoming announcement from DESE to bring more students back for full in-person learning was the next topic for the Committee. Ms. Paluk summed up the changes by saying “hybrid is going away” families will choose between full in-person learning or full remote learning. Ms. Paluk noted that DESE talks about making plans for K-5, the Middle School struggles with space for students, and there has not been any discussion of High School students returning at this time.

Ms. Paluk spoke a bit more about each of the schools, along with the respective Principal for each building. **Elementary School** is making plans for the anticipated switch. Numbers for students in-person are increasing while in hybrid as more students are returning to school. The Elementary School made a video for families to get more details about the learning model switch. Plans for in class lunch are being made, Facilities staff are measuring out classrooms and there will be a designated remote teacher for each grade, who may not be the teacher the students have had through the year thus far. Conversations are still ongoing regarding Professional Development and the need for half days. **Middle School** Ms. Puliafico has a survey available to parents to determine their plans for their students. As previously mentioned space in the Middle School is an issue, as the rooms are not a standard size throughout. The building’s lack of air conditioning makes the interior rooms warm

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and not a desirable classroom space. Ms. Puliafico mentioned the Middle School was looking at half days on Wednesday's, the schedule blocks would be longer, teachers will move, students would stay within their classrooms, there would be time built into the schedule for a recess break for students, and with all of this staffing requires a delicate balance. DESE has said representatives would potentially come out to Districts to help with measuring and classroom configuration. **High School** is looking to return in May as they await guidance from DESE. There is the possibility of submitting a waiver to include the 8th grade with the High School for the May return. There will be MCAS testing to work into this scheduled return.

Ms. Paluk noted there were some questions on attendance to clarify (can a student who is in-person choose to be remote and would that count as if they were in-person?) How to handle classes should they have to move to remote due to a quarantine need.

As these plans for full in-person learning come together, curriculum for next year is also being looked at. Work on assessing students, making adjustments to curriculum as needed, and now that the District as a result of the remote learning, is now 1:1 on Chromebooks, the curriculum needs to be reflective of this technology availability.

Ms. Paluk addressed the 2021-2022 academic calendar within the Committee's packet. At this time the plan is for a traditional opening to the school year, with an academic calendar which is reflective of staff Professional Development, built in snow days, parent conferences, ect. The full Board will vote on the 2021-2022 academic calendar at the full Board Meeting on March 30th.

As that concluded the business of the Committee, Ms. Yarnie asked for a Motion to adjourn. Ms. Zagabe-Ndiku made the Motion, which Ms. Blue seconded. The meeting adjourned at 8:53 a.m.

# Abby Kelley Foster Charter Public School

## 2021-2022 School Calendar

| August 2021 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| September 2021 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |
|                |    |    | 1  | 2  | 3  | 4  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 26             | 27 | 28 | 29 | 30 |    |    |

| October 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| November 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |

| December 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 | 31 |    |

| January 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| February 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 |    |    |    |    |    |

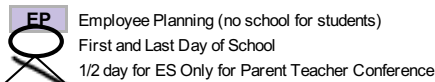
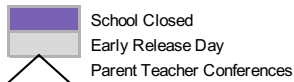
| March 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| April 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |

| May 2022 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

| June 2022 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| July 2022 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |



|           |  |           |   |
|-----------|--|-----------|---|
| 19-Aug    | Planning/Development Day (New Staff)         | 22-Dec    | Early Release   |
| 23-24 Aug | Planning/Development Days (All Staff)        | 23-Dec    | Holiday Break--No School  |
| 25-Aug    | First Day of School for students 1-12        | 3-Jan     | Return to School  |
| 3-Sep     | No School                                    | 17-Jan    | MLK Day--no school  |
| 6-Sep     | Labor Day --no school                        | 9-Feb     | Professional Development -- Early Release                       |
| 8-Sep     | First Day of School for Kindergarten         | 21-25 Feb | Winter Break-- no school  |
| 22-Sep    | Professional Development -- Early Release    | 16-Mar    | Parent Teacher Conferences--Early Release Only in Elem. Sch     |
| 8-Oct     | Early Release                                | 17-Mar    | Parent Teacher Conferences--Early Release Only in Elem. Sch     |
| 11-Oct    | Columbus/Indigenous Peoples' Day-- no school | 15-Apr    | No School   |
| 27-Oct    | Professional Development -- Early Release    | 18-Apr    | Spring Break -no school   |
| 11-Nov    | Veteran's Day--no school                     | 18-May    | Early Release (1-3 Only, No school for K) Kindergarten Screener |
| 22-Nov    | Parent Teacher Conferences -- Early Release  | 27-May    | Early Release   |
| 23-Nov    | Parent Teacher Conferences -- Early Release  | 30-May    | Memorial Day - no school  |
| 24-26 Nov | Thanksgiving Break--no school                | 16-Jun    | Early Last Day of School -- Early Release                       |

This calendar is pending BOT approval on March 30, 2022. All dates are subject to change.



# Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

[www.akfcs.org](http://www.akfcs.org)

## Facilities and Finance Committee Meeting Minutes- DRAFT

**Friday, March 19, 2021 / 8:00 a.m.**

<https://akfcs-org.zoom.us/j/94264692025?pwd=ckJiUUwwSE5KQmxLTWtXc2VpNnVvQT09>

**Meeting ID:** 942 6469 2025

**Passcode:** 880198

**By Phone:** 1-929-205-6099

**Meeting ID:** 942 6469 2025

The Meeting was Called to Order by Patrick Royce, Treasurer at 8:05 a.m. Meeting attendees: **Committee:** Mr. Patrick Royce, Ms. Bibiche Zagabe-Ndiku, Ms. Blue **Staff:** Alisha Carpino and Heidi Paluk .

Mr. Royce asked for a Motion to approve the minutes from the February 26, 2021 Facilities and Finance Meeting. Ms. Blue made the Motion, which Ms. Zagabe-Ndiku seconded. The minutes were approved.

Mr Royce asked Ms. Carpino to update the Committee with a Financial Overview. Ms. Carpino started off by sharing that the District would receive SR3 money over the next three years, which is money from the stimulus plan recently passed. It is anticipated the District will receive \$1 million dollars each year for the next three years. The money will need to be tracked and spent carefully to fall within the plans guidelines. Some of the possible uses; operating costs, HVAC has been added as an option. Using this money for salaries is not a wise option as when the money runs out, what becomes of this position. This lead Ms. Carpino to discuss a review of the annual teachers's salaries. Teachers receive a 1% raise annually, while administrators receive 3%. Ms. Carpino intends to create a schedule to review this increase annually and to see what can be done within these scales. Ms. Carpino is planning to attend an upcoming Faculty Council Meeting to open these conversations with staff.

Ms. Zagabe-Ndiku commented that the presentation Ms. Carpino should be clear, with good detail and explanations for the staff to be able to better understand the finances of the District.

This led to the Committee's discussion of the presentation of the FY '22 budget to the full Board, in April. The date for the presentation was selected for April 22nd at 6:00 p.m. The Board will then vote on the FY '22 budget at the Board Meeting on April 28th.

Ms. Carpino moved on to aske the Committee for their consideration of moving to a private provider for the PMFL (Paid Medical and Family Leave) program. Presently the State's plan is not meeting the needs of the District. Ms. Carpino noted that in the few instances where employees have tried to utilize the State's plan it has left gaps in time, has not worked with their PTO and requires a back and forth of money for health insurance coverage. By moving to a private plan employees would have an easier time being "made whole" with their



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### Page 2

PTO and the PMFL time. The District's payments would not change, with this switch to a private plan, the District could opt to go back to the State's plan at any time, there is a savings with the choice to go private and

Ms. Carpino is recommending the Committee vote to approve this switch. Mr. Royce agreed with Ms. Carpino and recommended the District move forward. Mr. Royce asked for a Motion to authorize Ms. Carpino to move forward and start the District on a private PMFL plan. Ms. Blue made the motion, it was seconded by Mr. Royce and unanimously approved.\*

Ms. Paluk briefly mentioned the need for a decision on the Regional Footprint for the District, but it was agreed that would be discussed at the Board Meeting later this month. The District needs to make a decision by May 1st.

The Committee asked that Mr. Grennon be present at future Committee Meetings, noting he did not need to attend the meeting in its entirety, but he could come for 8:30 a.m. update/answer questions and leave.

Mr. Royce noted the next Committee meeting would be April 16th where the Committee would take a closer and deeper look at the budget for the upcoming fiscal year. He asked for a Motion to adjourn which Ms. Blue made. Ms. Zagabe-Ndiku seconded the motion and the meeting was adjourned at 9:09 a.m.

\*Following the meeting Ms. Carpino sent the Committee a follow up email further breaking down the cost difference from the State's PMFL to a private provider plan. That email is included with these minutes.





Michelle Vigneux <mvgigneux@akfcs.org>

## Re: Facilities and Finance Meeting Materials

2 messages

**Alisha Carpino** <arcarpino@akfcs.org>

Fri, Mar 19, 2021 at 12:20 PM

To: Michelle Vigneux <mvgigneux@akfcs.org>

Cc: Patrick Royce <proyce@akfcs.org>, Celia Blue <cblue@akfcs.org>, Amy Vernon <avernon@akfcs.org>, Bibiche Zagabe-Ndiku <bndiku@akfcs.org>, Heidi Paluk <hpaluk@akfcs.org>

Hello Everyone,

Thanks for taking the time to listen this morning and I very much appreciate your feedback. We have a few leaves coming up so I ran some numbers on the potential cost of both scenarios (this is below). I have signed the form and am about to send it over, but plan to evaluate after one quarter of being under the new private leave option to evaluate and make sure the savings are what we predicted they would be.

If you have any questions or input please reach out. I am always available on my cell if I am not in the office.

| Probability of maxium cost under current plan |              |               |            |            |              |
|---|--------------|---------------|------------|------------|--------------|
|   | Leave Reason | Allowed Leave | Weekly Pay | STD Amount | Total Pay    |
| Staff Member 1                                | Medical      | 12            | \$ 1,417   | \$ 949.40  | \$ 11,392.83 |
| Staff Member 2                                | Medical      | 12            | \$ 738     | \$ 494.46  | \$ 5,933.52  |
| Staff Member 2                                | Medical      | 12            | \$ 1,108   | \$ 742.09  | \$ 8,905.10  |
| Total   |              |               |            |            | \$ 26,231.46 |
| Three month admin fee                         |              |               |            |            | \$ 1,950.00  |
| Grand Total                                   |              |               |            |            | \$ 28,181.46 |

| Probability of maxium cost under new plan |              |               |            |             |            |             |
|---|--------------|---------------|------------|-------------|------------|-------------|
|   | Leave Reason | Allowed Leave | Weekly Pay | PFML Amount | STD Amount | Total Pay   |
| Staff Member 1                            | Medical      | 12            | \$ 1,417   | \$ 850.00   | \$ 99.19   | \$ 1,190.30 |
| Staff Member 2                            | Medical      | 12            | \$ 738     | \$ 583.75   | \$ -       | \$ -        |
| Staff Member 2                            | Medical      | 12            | \$ 1,108   | \$ 768.75   | \$ -       | \$ -        |
| Total                                     |              |               |            |             |            | \$ 1,190.30 |
| Three month admin fee                     |              |               |            |             |            | \$ -        |
| Grand Total                               |              |               |            |             |            | \$ 1,190.30 |

Thanks,  
Alisha

--

**Alisha Carpino**

**Director of Finance and Operations**  
**Abby Kelley Foster Charter Public School**  
 10 New Bond Street  
 Worcester, MA 01606  
[www.akfcs.org](http://www.akfcs.org)

E: [arcarpino@akfcs.org](mailto:arcarpino@akfcs.org)  
 T: 508-854-8400 ext 3605  
 C: 978-631-9170



Please consider the environment before printing this email

On Thu, Mar 18, 2021 at 2:26 PM Alisha Carpino <[arcarpino@akfcs.org](mailto:arcarpino@akfcs.org)> wrote:

Hello Everyone,

The attached document gives an overview of the switch from public to private PFML which I will be talking about tomorrow.

See you all in the morning.

Thanks,  
Alisha

On Thu, Mar 18, 2021 at 9:47 AM Michelle Vigneux <[mvigneux@akfcs.org](mailto:mvigneux@akfcs.org)> wrote:

Good morning:

Here is the agenda and minutes from the February Meeting for your review. If there are additional materials, they will be sent.

See you at 8 a.m. tomorrow.

Best,  
Michelle

Michelle Vigneux P'33, '28, '30 MPA  
Director of Development & Communications  
Abby Kelley Foster Educational Foundation  
[10 New Bond St](#)  
[Worcester, MA 01606](#)

[mvigneux@akfcs.org](mailto:mvigneux@akfcs.org)  
508-854-8400 ext. 2694

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**Patrick Royce** <[proyce@akfcs.org](mailto:proyce@akfcs.org)>

Fri, Mar 19, 2021 at 12:33 PM

To: Alisha Carpino <[arcarpino@akfcs.org](mailto:arcarpino@akfcs.org)>

Cc: Michelle Vigneux <[mvigneux@akfcs.org](mailto:mvigneux@akfcs.org)>, Celia Blue <[cblue@akfcs.org](mailto:cblue@akfcs.org)>, Amy Vernon <[avernon@akfcs.org](mailto:avernon@akfcs.org)>, Bibiche Zagabe-Ndiku <[bndiku@akfcs.org](mailto:bndiku@akfcs.org)>, Heidi Paluk <[hpaluk@akfcs.org](mailto:hpaluk@akfcs.org)>

Thanks Alisha.

Have a great weekend!

Sent from my iPhone

On Mar 19, 2021, at 12:20 PM, Alisha Carpino <[arcarpino@akfcs.org](mailto:arcarpino@akfcs.org)> wrote:

Hello Everyone,

Thanks for taking the time to listen this morning and I very much appreciate your feedback. We have a few leaves coming up so I ran some numbers on the potential cost of both scenarios (this is below). I have signed the form and am about to send it over, but plan to evaluate after one quarter of being under the new private leave option to

evaluate and make sure the savings are what we predicted they would be.

If you have any questions or input please reach out. I am always available on my cell if I am not in the office.

[Quoted text hidden]

[Quoted text hidden]

## **Proposal to change to private PFML**

### **Current Plan**

Under the current situation, the staff are covered by a short-term disability plan provided by Usable. Under this plan, an administrative fee is paid monthly at \$3.30 per employee totaling \$7831 for the 2020 calendar year, and any short-term disability paid to staff who go out on leave is 100% self-funded by AKF, totaling \$25,572 for 2020.

As of January 1<sup>st</sup>, 2021, PFML became effective. With this, staff now have the option to take short-term disability with FMLA or take PFML. The short-term disability is paid at 67% of the employee's regular pay and can be combined with any accrued time that the person has available. PFML is paid by the state at different percentages based on your wages from July 2020 – March 2020 and cannot be combined with any other forms of payment such as short-term disability or accrued time. This process is run similar to unemployment, has delayed process times based on the volume of claims, and if the employee has any elected deductions, those would need to be paid to AKFCS during their leave. The cost for this is a tax of .75% of the payroll for both the employee and employer.

Right now, we are working with staff to come up with the best combination for them to get whole paychecks while they are out on leave. With the work, time this takes, and thought of our staff not having the option to make their pay whole while being at home sick or with a new baby, we decided to explore moving to a private alternative to elevate these issues.

### **New Plan**

Under the new situation, while it will have several moving parts within Human Resources, it will operate much more like a single leave plan and operate under one policy and procedure. The employee would file a request for leave with Human Resources, and this request would go to Usable for approval.

PFML would be moved to a private option with Usable as of April 1<sup>st</sup>, 2021. The cost would stay at .75% of payroll for the employee and employer, but this payment would now go to Usable instead of the State of Massachusetts.

Short-term disability would still exist, but not as a stand-alone option. It would be an internal self-funded benefit, used when needed to make sure staff don't lose the standard of receiving 67% of their pay while on leave (example below). Moving to this would eliminate the short-term disability administrative fee we currently pay and significantly decrease the self-funded amount paid by AKFCS.

Most importantly, moving to a private option would allow staff to have the ability to make their paychecks whole by using sick, personal, vacation, or sick bank time. Once a leave request has been approved, pay for the PFML portion would be paid to the employee from Usable, and any short-term disability (if needed), and accrued time would be paid directly from AKF. Having this option will also prevent most situations where an employee would need to write a check for their voluntary deductions such as health, dental, and life.

### **Employee A**

Annual Salary \$100,000

Weekly Pay \$1,923

Weekly PFML Payment paid by Usable \$850

Percentage of weekly pay 44%

Amount to be paid by AKFCS for short term disability \$438

**This brings the employees weekly pay up to the 67% that is covered by short-term disability.**

### **Employee B**

Annual Salary \$60,000

Weekly Pay \$1,154

Weekly PFML Payment paid by Usable \$792

Percentage of weekly pay 69%

Amount to be paid by AKFCS for short term disability \$0

Any employee who has made \$64,000 or less from July 2020 – March 2020 would have 67% percent or more of their pay covered by the PFML coverage and would not require any extra payment from the internal short-term disability fully funded by AKFCS.

We can opt back into the state option anytime in the future without penalty.