



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 and Annual Meeting

Wednesday, June 23, 2021 6:30 p.m.

https://akfcs-org.zoom.us/webinar/register/WN_KZIZbQ1sR76Oa-zn4_MSEA

BoT Meeting Agenda 6.23.21	Page 1-2
Public Comments/Open Forum	Page 3-10
Board Meeting Minutes and Packet 5.26.21	Page 11-15
Board Meeting Minutes and Packet 6.4.21	Page 16-19
Interim Executive Director Update	Page 20-22
Committee Updates	Page 23-57
Governance Updates	Page 58



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- 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 May 26, 2021 and June 4, 2021
 - a. **Motion:** To accept the Meeting Minutes from May 26, 2021.
 - b. **Motion:** To accept the Meeting Minutes from June 4, 2021.
- V. Interim Executive Director Update- Ms. Paluk
- VI. Committee Updates
 - a. Facilities and Finance Committee Update- Mr. Royce
 - b. DEI Committee Update- Ms. Blue
 - c. Education Committee Update - Ms. Yarnie
 - d. Educational Foundation Update- Ms. Zagabe-Ndiku
- VII. Governance Update- Ms. Blue
 - a. Faculty Representation Discussion
 - i. **Motion:** Contingent upon discussion

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- b. Bylaws
- c. FY'21-22 Board of Trustees Meeting Schedule (Draft)
- d. Election of Officers FY'21-22
 - i. **Motion:** To elect Chair of Board of Trustees for one year term
 - ii. **Motion:** To elect Clerk of Board of Trustees for one year term
 - iii. **Motion:** To elect Treasurer of Board of Trustees for one year term

VIII. Interim Executive Director Evaluation- Ms.Blue

- a. **Motion:** Chair to execute contract with Interim Executive Director for FY'21-22 formerly approved by the Board of Trustees
- b. **Motion:** To approve Interim Executive Director salary increase

IX. Executive Director Search Update- Ms. Blue

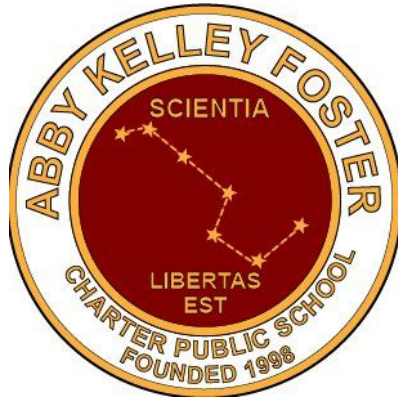
X. Adjournment

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

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Faculty Representation

Proposal for Addition of Faculty Representative to AKF Board




Background & Context for Proposal

Proposal to add a faculty representative to the AKF BOT aims to:

- Affirm our community's commitment to teachers/faculty as stakeholders
- Empower teachers/faculty to participate in the process of school governance
- Demonstrate a more collaborative model for school management than one might see between a school district and a teachers union.
- Encourage transparency and communication at all levels of the district.
- Fulfill Article 2, Section 4 of AKF's bylaws: "To provide **teachers** with a vehicle for establishing schools with... innovative methods of educational instruction and **school structure & management.**"

Petition, Signatures, & Discussion of Proposal at AKF

- Starting in January 2021, a letter to the AKF Board circulated.
- AKF faculty signed the letter, requesting that the AKF Board add a Faculty Representative.
- The letter prompted a series of meetings between the staff advocate (Ben Gitkind), Executive Director, and the Head of the Board of Trustees between February and May of 2021.



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To the Board of Trustees:

I'm writing today to propose the addition of a Faculty Representative to the Abby Kelley Foster Board of Trustees (BOT). I also want to emphasize upfront that this proposal is not an attempt to promote a specific agenda item or change in school policy, but rather a sincere, good-faith effort to improve the culture and governance of our school.


When considering the request, I hope that the Board will take the following into account:

1. Faculty BOT representation is common across top charter schools in Massachusetts. Among the top five charter schools in Massachusetts (Niche 2021), the majority include a board seat for a current teacher.
2. Addition of a Faculty Representative will improve our school's culture. Especially during challenging times like this pandemic, the relationship between staff, administrators, and the Board of Trustees can feel strained, or even adversarial. The addition of a Faculty Representative is important to emphasize camaraderie, collaboration, and a shared sense of responsibility.
3. Addition of a Faculty Representative not only gives teachers a voice, it gives them a say. By giving the Faculty Representative a seat on the board, the trustees will ensure that transparency, accountability, and a practical understanding of teaching and learning inform all discussions and decisions. Whereas the Faculty Council ensures that feedback is continuously solicited from staff, the Faculty Representative will be able to act more directly on that feedback when addressing issues of school governance.
4. The BOT will benefit from a broader spectrum of stakeholders: During salary discussions, administrator evaluations, and district-wide strategy sessions, the Faculty Representative can provide a new perspective based on first-hand, ground-level experience. While this might not always align with other members of the BOT, it is precisely this lack of alignment that strengthens the board's ability to make decisions that account for all interests and impacts. The Faculty Representative does not have veto power or the ability to act unilaterally; they are just one voice added by one voice.
5. An agreed upon selection method for the Faculty Representative could balance the interests of the current board and the faculty. The current Faculty Council could solicit district-wide recommendations, discuss the best options, and present the BOT with an agreed upon Representative. The BOT would then be able to review the candidate and make the final decision.

Thank you for taking the time to consider my proposal to add a Faculty Representative to the Board of Trustees. I bring this issue forward because I truly care about the school, and I want us to continue to thrive in the future.

Sincerely,

Ben Gitkind
 Abby Kelley Foster Charter High School
 English Department Head & IB Literature Teacher
 508-534-8400 x-614
bgitkind@akfcs.org



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This letter to the Board of Trustees regarding the proposed addition of a Faculty Representative is co-signed by...

Name	Signature	Name	Signature
Mike Amey	<i>[Signature]</i>	Ben Reilly	<i>[Signature]</i>
Nikolai Chizhko	<i>[Signature]</i>	Timothy Buchak	<i>[Signature]</i>
Gres Shinnar	<i>[Signature]</i>	James Breckany	<i>[Signature]</i>
Gracie Goughner	<i>[Signature]</i>	Glenn Wilson	<i>[Signature]</i>
Derek Butler	<i>[Signature]</i>	James Kulbaski	<i>[Signature]</i>
Topo Binsara	<i>[Signature]</i>	William Martin	<i>[Signature]</i>
Kristen Butler	<i>[Signature]</i>	Matthew Lemire	<i>[Signature]</i>
Ann O'Connor	<i>[Signature]</i>	Laura Hawek	<i>[Signature]</i>
Andrew Briggs	<i>[Signature]</i>	Emily Barton	<i>[Signature]</i>
Trinere Rodriguez	<i>[Signature]</i>	Anne Campans	<i>[Signature]</i>
Peter Wallace	<i>[Signature]</i>	Robert Thoson	<i>[Signature]</i>
Ben Mues	<i>[Signature]</i>	Rob DeKocher	<i>[Signature]</i>
DAVE O'BRIEN	<i>[Signature]</i>	Christine Lee	<i>[Signature]</i>
Deborah Doe	<i>[Signature]</i>	Karen Dasoti	<i>[Signature]</i>
Amanda Pratt	<i>[Signature]</i>	Patrick Bova	<i>[Signature]</i>
Melissa Ford	<i>[Signature]</i>	Lynn D. Sa	<i>[Signature]</i>
Renee McDonald	<i>[Signature]</i>	Horanna Padilla	<i>[Signature]</i>
Ben Siimes	<i>[Signature]</i>	Karen Rodas	<i>[Signature]</i>
Annie Poluchi	<i>[Signature]</i>	Michelle Ota	<i>[Signature]</i>

***This image is a sample of the forty-seven signatures received on the petition.

Massachusetts Charter Schools with Faculty Reps

- Atlantis Charter School
- Advanced Math & Science Academy Charter School
- Benjamin Franklin Classical Charter Public School
- Boston Collegiate Charter School
- Boston Preparatory Charter Public School
- Boston Renaissance Charter Public School
- Brooke Charter School Network
- Cape Cod Lighthouse Charter School
- Codman Academy Charter Public School
- Four Rivers Charter Public School
- Francis W. Parker Charter Essential School
- Innovation Academy Charter School
- KIPP Academy Charter School Network
- Lowell Middlesex Academy Charter School
- Marblehead Community Charter Public School
- Old Sturbridge Academy Charter Public School
- Paulo Freire Social Justice Charter School
- Phoenix Academy Charter Network
- Pioneer Valley Performing Arts Charter Public School
- Pioneer Valley Chinese Immersion Charter School
- Sizer School, A North Central Charter Essential School
- South Shore Charter School
- Sturgis Charter Public School

***Of the top five charter schools in Massachusetts, the majority have faculty representation on their BOTs (*Niche 2020*).

Feedback from Faculty Reps at Top MA Charter Schools

Ashley Benson, Faculty Representative at Sturgis Charter: “Serving on the Board has been extremely beneficial. First, it allows for transparency between the Board and the Faculty. I can communicate with staff about Board decisions, administrative details, public comment reports, community stakeholder info, etc. It also provides the opportunity for Board members to ask about the ins and outs of the school day, how things are functioning, as well as faculty perspective on specific issues. Lastly, each month I create a Faculty Report for the Board which highlights teacher strategies, extracurricular events, clubs, and anything else happening on campus that staff want to share. Board members appreciate having access to this info.”

Jess Bowen, Faculty Representative at AMSA: “Serving on the Board allows me to develop relationships with board members, and we can work together to advocate for policies and structures that provide greater transparency. Most of the AMSA board is not in the school on a day-to-day basis. I see the role as a two-way conduit: It's my job to inform the board what's going on with the faculty, but it's also my job to inform the faculty what's going on with the Board. I try to educate the staff on what the Board's job is and what it is not (there are a ton of misconceptions about this) and what the board is doing, and the result of key votes or initiatives.”

Matthew Lindsey, Faculty Representative at F.W. Parker Charter: “Collaborating with the board as a current teacher is fairly interesting and I've found it provides me with a broader systems understanding of the school. Other board member value the input of the faculty in their decisions and like to understand what our experience is like in the classroom with the students. I imagine part of what allows for such a strong and positive collaborative relationship is that at Parker, the board really only handles the high level governance and policy of the school, while the more school keeping aspects of Parker are left to the Principal and faculty. I honestly haven't felt like I've encountered any real challenges during my time on the board. It's been an almost entirely positive and rewarding experience.”

Leah Plath, Faculty Representative at Four Rivers Charter School: “I loved being part of the board meetings. Our principal generally asked me to give my perspective on various aspects of the school to the board members, a very “boots on the ground” point of view. The board asked my opinion on whether certain decisions would be useful or have unseen repercussions. I felt like I was able to speak freely, and they valued my input. The other trustees expressed that having faculty perspective helped them feel more connected to the events of the school and our experiences, more than just the principal's point of view.”

Hannah Treworgy, Faculty Representative at PVCICS: “We initially did not have a faculty rep on our Board, and the faculty and staff petitioned the Board to amend the bylaws. Eventually, it was approved, and I am the current rep. It took about a year to make it happen, if I recall. We wrote a statement outlining why we needed to have faculty representation. This year it has been particularly tough and particularly important to have a faculty rep. on the Board. Board members or parents were unlikely to hear staff perspectives on school closure or remote / hybrid learning without having a staff member on the Board. In addition, I have been able to keep faculty and staff informed about issues the Board was voting on.”

Challenges Considered

In multiple meetings between staff advocate, Executive Director, and the head of the Board of Trustees, the following challenges were considered:

- Assessment of executive director by BOT.
- Salary negotiation for staff & administrators as they pertain to budget discussions.
- Selection method: How best to find the right teacher for the job?
- Preserving the initial intent of the position so that it is not lost long-term.
- BOT meetings not a good venue for fluid discussions.

Draft of Proposal for Consideration:

This proposal seeks to establish a Faculty Representative position with following guidelines:

1. A Faculty Representative will serve a one-year term on the AKF Board of Trustees.
2. Eligible Faculty Members include any individual not serving in an administrative role.
3. Selection Method:
 - a. Opportunity to serve will rotate yearly between elementary, middle, and high school.
 - b. Faculty Council at relevant school will solicit volunteers for the position (self-nominated).
 - c. Faculty Council will conduct a single vote among their school to select candidate.
 - d. Timeline: Vote before final day of school year to select Faculty Representative for following year.
4. Faculty Representative will have standard voting privileges on Board.
5. **However**, the Faculty Representative will recuse themselves from:
 - a. Salary-scale votes or one-time compensation disbursement votes (distinct from general budget discussions)
 - b. Salary negotiations for executive director.
 - c. Assessment of executive director (distinct from goal setting)
6. Responsibilities:
 - a. Email official meeting notes directly to full faculty to communicate matters addressed at Board meeting.
 - b. Otherwise: Same expectations for all BOT members apply to Faculty Representative.

Moving Forward:

- I am available to discuss our research and our drafted proposal throughout the summer.
 - Cell Number: 508.330.8534
 - Email: bgitkind@akfcs.org
- Based on feedback from any follow-up discussions, I will plan to finalize the proposal and forward to Mrs. Blue & Mrs. Paluk by the end of August.
- Lastly: I hope the board will consider a formal motion and vote on this topic in the fall, when faculty and staff return from summer vacation.



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Board of Trustees Meeting Agenda

Wednesday, May 26, 2021 6:30 p.m.

https://akfcs-org.zoom.us/webinar/register/WN_gojkAHCFQuOsNShjF4s7Fw

- 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 April 28, 2021
 - a. **Motion:** To accept the Meeting Minutes from April 22, 2021
 - b. **Motion:** To accept the Meeting Minutes from April 28, 2021
- V. Interim Executive Director Update- Ms. Paluk
- VI. Committee Updates
 - a. Facilities and Finance Committee Update- Mr. Royce
 - b. DEI Committee Update- Ms. Blue
 - c. Education Committee - No update/May meeting canceled
 - d. Educational Foundation- Ms. Zagabe-Ndiku
 - i. Golf Tournament
- VII. By law Changes- Ms. Blue

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VIII. Upcoming Board/ Committee Meetings

- a. Education Committee- Thursday, June 10th, 7:45 a.m.
- b. Facilities and Finance- Friday, June 11th, 8:00 a.m.
- c. Educational Foundation- Wednesday, June 23rd, 5:30 p.m.
- d. Board of Trustees- Wednesday, June 23rd , 6:30 p.m.

IX. Upcoming Dates

- a. June 2, 2021- Graduation
- b. June 7, 2021- Foundation Golf Tournament
- c. June 8, 2021- Last day of school

X. Adjournment

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

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Board of Trustees Meeting Minutes -DRAFT

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The Meeting was Called to Order by Celia Blue, Board Chair at 6:40 p.m. Attendance was taken and is included. Ms. Blue read the Abby Kelley Mission Statement and noted there were no public comments or old business.

Ms. Blue asked for a Motion to accept the meeting minutes from April 22, 2021. Ms. Zagabe-Ndiku made that motion, Ms. Yarnie provided a second. The Board approved the minutes unanimously.

Ms. Blue asked for a Motion to accept the meeting minutes from April 28, 2021. Ms. Zagabe-Ndiku made that motion, Ms. Yarnie provided a second. The Board approved the minutes unanimously.

Ms. Blue then introduced Ms. Paluk to give the Interim Executive Directors report. Ms. Paluk began by stating that Ms. Emma would be retiring at the end of the school year. Ms. Paluk stated that the position was posted and she had been conducting interviews along with the search committee. Ms. Paluk stated that Ms. Kelly Gould, who is currently an employee of Abby Kelley for 7 years, had accepted the position and that she has had several various positions across schools in central Massachusetts. Ms. Paluk then took a moment to welcome Ms. Gould introduced her to the Board.

Ms. Paluk stated that there were two things that she did not include in the report. Ms. Paluk stated that Abby Kelley had been fundraising money in partnership with a national program known as "All Kids Bike". Ms. Paluk stated that the program matched the donations that Abby Kelley had received and because of that, 26 Stryder bikes were able to purchase. Ms. Paluk explained that these bikes would be for kindergarten and first-grade students next year on a unit for bike safety and bike riding lessons. Ms. Paluk then explained that a local graphic designer that had previously painted a mural in the middle school as a donation in honor of his niece had also done some outdoor art out by the field and activity center and she was sure the children would be thrilled to see it.

Ms. Paluk opened up for any questions that they may have had from the report which had been sent in advance. Ms. Paluk reminded everyone that graduation is Wednesday, June 2, 2021, on the field and that she would be asking staff to volunteer. Ms. Blue asked for any questions to which no one had any.

Ms. Paluk then gave a brief finance update as Ms. Carpino and Mr. Royce were not available. Ms. Paluk stated that the finance committee met on May 14, 2021. Ms. Paluk stated that a presentation was delivered by the IT consultants who have been helping AKFCS with risk assessment analysis. The consultants presented a plan on bringing Abby Kelley current. Ms. Paluk explained that we had some outdated equipment that would need to be changed and network updates would need to be done.

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Ms. Paluk explained everything that would need to be done and explained that a lot of this will depend on the E-rate reimbursement. Ms. Paluk explained that because of the community that Abby Kelley serves, the school is eligible for up to 80% reimbursement on the IT upgrade cost. Ms. Paluk explained that the downside of this is that it would have to be done when school is not in session as the students and staff use it. Ms. Paluk stated that in the event no response is received about the E-rate in time, the consultants have provided some short-term work that could be done.

Ms. Paluk stated that transportation costs were still being looked into because all of the buses were not used and fewer students were transported to the current bus company would not be receiving the full amount of the current contract. Ms. Paluk stated Abby Kelley gets reimbursed for monies spent on transportation in the next year so we are still working out the details.

Ms. Blue suggested bringing back the IT consultants at a later date for further explanations. Ms. Blue inquired about the deadline for an answer regarding ERate to which Ms. Paluk stated that it was unknown and could take up to 6 months possibly. Ms. Paluk explained that the application was sent on time but it did not include all of the recent findings and because of this, an amendment proposal had to be done so that all of the findings could be included in the application. Ms. Blue inquired about whether any work would be done at all in the summer to which Ms. Paluk said that some work would be done while we wait for the proposal results.

Ms. Paluk explained what an E-rate meant for any board members who may not have had a clear understanding. Ms. Paluk explained that this is a reimbursement up to 80% due to the community that the school serves. Ms. Paluk explained that because everything relies so much on technology, we need to make sure that we are current with all of our devices and ensure our network is protected. Ms. Zagabe-Ndiku inquired about whether the board would need to have any training as they are a part of the Abby Kelley network. Ms. Paluk explained that the plan was to increase cybersecurity training for everyone. Ms. Vernon wanted to know if the E-rate would be funded even partially to which Ms. Paluk explained that a partial request could be fulfilled.

Ms. Paluk reiterated that the cost for the increase in technology was included in the budget that the Board of Trustees members previously approved so this is not a separate cost.

Ms. Blue then gave an update on the DEI committee where she explained that there are 2 subcommittee groups currently active. MS. Blue stated that the first group was focused on the charter for the DEI and the other group was on hiring, recruitment, and retention. Ms. Blue stated that the recruitment emails were sent out and that there are 10 interested parties which included four students and six adults and that informal interviews would be scheduled for the next day. Ms. Blue stated that the next meeting is scheduled for June 8, 2021.

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There was no education committee update as there was no meeting last month.

Ms. Zagabe-Ndiku then gave an update on the Educational Foundation. Ms. Zagabe-Ndiku reminded everyone about the 7th annual Educational Foundation Golf Tournament and that it was scheduled for Monday, June 7, 2021. Ms. Zagabe-Ndiku that there were still opportunities for sponsors and players and that personal letters have been sent out to all members of the Board. Ms. Zagabe-Ndiku stated that the Foundation was just shy of reaching the goal of \$20,000 and that a few sponsorships have come in already. Ms. Blue inquired about the number of golfers that we currently have and if golfers were needed. Ms. Zagabe-Ndiku stated that more golfers would definitely be needed and that they were currently 14 foursomes and that 4 more would be needed.

Ms. Blue then gave an update on the bylaw changes. Ms. Blue stated that some sections of the Bylaws were outdated and had to be changed. Ms. Blue stated that the school attorney was involved and working with the Department of Elementary and Secondary Education (DESE) on those recommendations and verbiage. Ms. Blue stated that a checklist was provided about things that needed to be updated and that they were currently doing that. Ms. Blue stated that Mr. Royce would be assisting along with Ms. Vernon so that any questions and concerns could be answered within the next month so that everyone would be comfortable and understanding of the changes so that a vote could be done in June. Ms. Blue explained that this is a draft as it is a working document and that she was looking forward to hearing feedback from all members of the board after they have reviewed the document.

Ms. Blue shared how grateful she was for Ms. Emma and expressed her appreciation for Ms. Emma who will be retiring at the end of the school year. Ms. Emma expressed her gratitude for Abby Kelley and the staff. The remaining Board members also expressed their good wishes and gratitude for Ms. Emma.

Ms. Blue reminded everyone of all the upcoming Board/Committee meetings and provided upcoming dates for graduation, the golf tournament, and the last day of school.

Ms. Blue called for a motion to adjourn the meeting at 7:25 p.m. Ms. Zagabe-Ndiku moved to adjourn and Ms. Yarnie seconded the motion. Ms. Blue took a roll call in which all members except Mr. Royce., were present.

The meeting was adjourned.



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Board of Trustees Meeting Agenda

Friday, June 4, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/92380705776?pwd=RjZXS2R4VWdrT3JjQnA3MTExSzdKZz09>

- 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. Unbudgeted End of the Year Expenditure for the Staff- Heidi Paluk & Alisha Carpino
 - a. **Motion:** To approve the Unbudgeted End of the Year Expenditure for the Staff.
- V. Transportation Update- Alisha Carpino
- VI. Adjournment

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<https://akfcs-org.zoom.us/j/92380705776?pwd=RjZXS2R4VWdrT3JjQnA3MTExSzdkZz09>

The Meeting was Called to Order by Celia Blue, Board Chair at 8:06 a.m. Attendance was taken and is included. Ms. Blue read the Abby Kelley Mission Statement and noted there were no public comments or old business.

Ms. Blue then introduced Ms. Paluk and Ms. Carpino to begin their presentation. Ms. Paluk began by stating her expressed desire to give back to the staff, whenever possible. Ms. Paluk explained that this year, especially, involved so much hard work from everyone. Ms. Paluk explained that AKF had an unanticipated surplus that was higher than budgeted, which in part had to do with transportation costs being lower than expected. Because of this, Ms. Paluk requested that the Board consider providing the staff an end-of-the-year bonus of \$1,000.00 per person for all staff (instructional and non) with a prorated reduction based on the people who have been hired in the last 5-6 months.

A bonus of \$1,000.00 would be for staff who have been with AKF since the beginning of the school year; employees hired in November or later would receive about \$750.00, decreasing by \$100.00 per month closer to May. The total cost, according to Ms. Paluk, would be about \$205,000. Ms. Paluk stated that this bonus would go a long way to show appreciation while still being fiscally responsible, maintaining an end-of-the-year surplus. Ms. Paluk then introduced Ms. Carpino to provide that update.

Ms. Carpino explained the forecasted expense for transportation was 1.2 million dollars. After consulting with the bus company and the Department of Elementary and Secondary Education (DESE), the amount was then lowered to \$1,095,561.00 for services rendered, which is a significant reduction from what was planned. Ms. Carpino also explained that AKF had been underspent in the salary line-item as some positions had not been filled this year, and staff worked to fill in/assist wherever possible. Ms. Carpino also explained that we would be receiving \$40,000.00 from E-rate, compared to a forecast was \$10,000.00. Ms. Paluk explained that this E-rate money was for projects completed last summer so it should not be confused with new technology discussion.

Ms. Carpino explained an anticipated surplus of \$950,000.00 at the end of the year; making the expenditure for the bonuses feasible. Ms. Blue clarified that with the expenditure for bonuses, that would leave a surplus of about \$700,000, which Ms. Carpino confirmed.

Ms. Blue also inquired about the wait time on the E-rate for this coming school year. Ms. Carpino informed the Board that the amendment which was submitted for E-rate monies was granted; we will now begin working on the next steps for network rebuild and data refresh.. Ms. Blue inquired about the meaning of the amendment being granted and Ms. Paluk explained that the proposal for E-Rate funding for AKFCS that was re-written in April and adjusted to include the findings of the recent security scan that was performed at AKF.

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Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

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Board of Trustees Meeting Minutes -DRAFT

Friday, June 4, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/92380705776?pwd=RjZXS2R4VWdrT3JjQnA3MTExSzZKZz09>

Ms. Blue expressed her joy at the fact that there was a surplus and how it would go a long way for the staff. Ms. Zagabe-Ndiku also expressed her pleasure at knowing that this would be helping the staff.

Mr. Royce inquired about the surplus calculation and wanted to know how the \$700,000 factors in. Ms. Carpino stated that she would do a surplus calculation.

Mr. Royce also inquired about whether this bonus was something of a retention bonus or is this also going to teachers who may not be renewing their contracts and returning to AKF, in which Ms. Paluk explained that it would be given in recognition of the hard work that was put into this year. Ms. Paluk stated that a few teachers out on medical leave were not coming back, so this bonus would not be available to them.

Ms. Zagabe-Ndiku clarified with Ms. Paluk if the teachers/staff who are retiring would be receiving this bonus in which Ms. Paluk confirmed that yes, they would be since it is in recognition of the hard work done this year. Mr. Royce then clarified with Ms. Paluk if this was for all staff members and Ms. Paluk confirmed that it was instructional and non-instructional. Ms. Paluk explained that the gift cards that were given during the holiday and for teacher appreciation week were well received from all staff. Mr. Royce expressed his joy and stated that it was a great gesture and well deserved and expressed thanks to the staff, knowing how hard this year was.

Ms. Park, Ph.D., noted that this was an important gesture and expressed her thoughts about the pay scale for the bonuses. Ms. Park, Ph.D., inquired whether the team would consider either a matching reduced amount or an increased matching amount for everyone. Ms. Park, Ph.D. stated that she felt like it would show that everyone is valued, regardless of when they joined. Ms. Paluk explained that 15 people started after November of 2020 so it is not a large number of people that fall on that reduced scale. Ms. Paluk explained all staff being acknowledged and the minimum amount would be \$150.00 for someone who started in May 2021. Ms. Paluk stated that if they were to look at \$1,000.00 per person for everyone, it would be an additional \$10,000 bringing the total to about \$215,000.00.

Ms. Paluk suggested that she would not recommend reducing everyone to \$500.00; she would either go up to \$1,000.00 for everyone or keep the pay sliding scale as it is. Ms. Zagabe-Ndiku stated that she believes that it is good to compensate everyone according to the proposal. Ms. Zagabe-Ndiku stated that while it may look unfair at first, time spent and effort were looked at for those who have worked the full year and those who joined after. Ms. Zagabe-Ndiku stated that she felt that the scale made sense. Ms. Paluk reiterated that this was an unbudgeted expense and that there was money in the savings for this to be accomplished.

Ms. Yarnie stated that she was also in agreement with providing the staff with the bonus for the difficult year. Ms. Yarnie also stated that she was in agreement with the bonus being given on a pay sliding scale and that the money would be impactful for the staff. Ms. Zagabe-Ndiku inquired about whether the surplus came from

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Friday, June 4, 2021 / 8:00 a.m.

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transportation or other sources. Ms. Carpino explained that the salary budget was also down all year so that also attributed to the surplus.

Ms. Vernon wanted to know if there had been any conversation about potentially giving an extra bonus to any staff members that have gone above and beyond during this time to which Ms. Paluk stated that it would be hard to quantify who would deserve an extra bonus or not as everyone has worked hard. Ms. Blue stated that she would discuss with Ms. Paluk about putting in place a teachers recognition program next year perhaps as a way to recognize staff that have gone above and beyond.

Ms. Blue then called for a motion to approve the unbudgeted end-of-the-year expenditure for the staff at 8:28 a.m. Mr. Royce moved the motion and Ms. Zagabe-Ndiku seconded the motion. Ms. Blue performed the roll call in which all members were present.

Ms. Blue then requested a spreadsheet with the total amount distributed to the staff this year. Ms. Carpino stated that she would get that out to her. Ms. Paluk explained that this bonus would appear on their June 18, 2021, check.

Ms. Blue commented that the graduation was wonderful and congratulated Ms. Paluk and staff for the phenomenal graduation and for having the graduation on the field.

Ms. Blue called for a motion to adjourn the meeting at 8:34 a.m. Ms. Zagabe-Ndiku moved to adjourn and Ms. Yarnie seconded the motion. Ms. Blue took roll call in which all members except Ms. Park, Ph.D., were present.

The meeting was adjourned.

Executive Director Report
June 18, 2021

Since our last Board Meeting, some highlights:

1. Exit Interviews were done with the 6 staff members retiring (Jeanne Conaghan (MS), Wendy Piscitelli (MS), Ann O'Connor (HS), Angela Buzzell (HS), and Lynn Sa (HS). I will conduct Amy Emma's next week. Collectively we are losing more than 104 years of institutional knowledge.
 - a. I also spoke with a few staff who are not returning to AKF in the fall, Greg Shannon, HS music; Siby Adina, ES Curriculum; and Trinere Rodriguez, HS Art Teacher. All are looking for new opportunities.
2. Staff were very happy with the end of year bonus of \$1,000 (pro-rated) which they received in their paycheck today. This was in addition to the pay-out of personal days, if they had any remaining.
3. We still await the final report from DESE regarding our site visit on May 6 & 7. This draft version will allow for us to correct for inaccuracies. The final version won't be out until mid-summer.
4. Graduation was held on June 2 on the athletic fields and by all accounts it was a lovely, celebratory evening that allowed more than 1,000 graduates, staff, and families to be present for this event.
5. The Governor and DESE have said that no masks, social distancing, or other CoVID protocols will be in place in the fall. However, the Commissioner said on a call on 6/16/21 that this is pending further conversations with DPH and final guidance will be issued of July/early August.
6. Hiring has happening at a record pace these last few weeks, with more than 26 positions posted for the 21-22 academic year. You can access opportunities still open at <https://www.akfcs.org/careers-at-akfcs/>
7. AKFCS had their final meeting with School & Main consultants about the Family & School Partnership Initiative. Overall, we are in the participation phase with our relationship among families. We will be focusing on this in FY21-22 across the district, but there is much work to do and it will be an ongoing priority for years to come.
8. Facilities is recommending a year-long contract with FM&M for cleaning of all buildings. I have signed the contract as I have been pleased with the cleanliness of the buildings these last few months. They will also be doing some of the summer work, such as stripping floors and moving furniture. Our staff will work on other facility projects such as painting and construction/reconfiguration of spaces.

9. Revamping our Guidance and Counseling structure has been a focus these last few weeks (see education committee). This new structure with Dr. Carrie Cole leading our work, will position us for a more consistent delivery of services, a more proactive approach to the Social Emotional health of our students, and the implementation of the MTSS model of support (Multi-Tiered System of Support)
10. The DEI committee will be welcoming 10 new members. Priorities have been set for the FY21-22 year (see DEI Committee notes) with a focus on programming, communications, and the Culture survey. This is in addition to the Recruitment & Retention work, the curriculum analysis and Culturally Responsive Teaching efforts, and district wide professional development initiatives.
11. We have been approved for our ERATE reimbursement for the large IT project which was budgeted for in FY21-22. The project, including a network update and data center refresh, is budgeted for ~\$450,000 combined. The ERATE reimbursement would yield \$190,000. We have begun contract negotiations with Integrated Partners for the network update and depending on supply chain availability for equipment, anticipate the project being completed before August 18, 2021. (The completion is contingent upon the supply chain issues with technology equipment affecting the global economy. We have plans B & C if we are not able to complete the work before school opens.)
12. Facilities is working on securing estimates for summer projects including the MS roof, the updates to the Activity Center, HS Sink Holes, and the BRM safety upgrades. In addition, a design engineer is being sought for the MS HVAC and Athletic Field projects.
13. The Bus Transportation Request for Proposals has been released and made public. It is available at <https://www.akfcs.org/wp-content/uploads/2021/06/Transportation-RFP-2021-2026.pdf>
14. Finance Office has implemented a new purchasing software, Procurement Express, to streamline the Purchase Order system. This new process will be implemented this summer. This is in addition to the online Quickbooks system and work to use ADP more robustly for license tracking and credential verification. This is all part of efforts to be more efficient and accurate going forward.
15. My priority of efficiency and utilizing the systems we have will also focus on Rediker, the student/staff database, this summer. Training for all Administrative Assistants and other super users will take place at start of school year to establish consistency and standards of use.
 - a. We have hired a recent senior, Mia Dattis, who is planning to major in IT, as part of the IT department this summer cleaning, repairing, and updating the Chromebooks. This is the first step in my goal to find other opportunities with Abby Kelley for students/graduates to gain experience in areas of interest.

16. Naira Joseph, Administrative Assistant, is processing the Work Permits this summer for AKFCS High School students who are seeking employment. So far, nearly 15 permits have been issued.
17. I completed the MCPSA New Leader Institute last week, which was a intensive 10 month multi-session program that involved consultancies; practical training on budget, legislation, and Charter School specific topics such as Annual Report; mentorship; DEI workshop series; and other helpful topics. I can not say enough how helpful and supportive this program has been and will avail myself to the Year 2 offerings they are putting into place.

Respectfully submitted,

Heidi

Heidi Paluk, Interim Executive Director



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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, June 11, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/92634925050?pwd=K2lzR0hKRjZlYzVnT0drYnMzeUxudz09>

Meeting ID: 926 3492 5050

Passcode: 359745

By Phone: 1-929-205-6099

Meeting ID: 970 5467 0859

The meeting was called to Order by Patrick Royce, Treasurer at 8:03 a.m. Attendance was recorded.

Mr. Royce asked the Committee to review the Meeting Minutes from the April 16, 2021 meeting, and the May 21, 2021 meeting. Upon their review, Mr. Royce asked for a motion to approve the minutes from April 16, 2021, and May 21, 2021 Facilities and Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Ms. Blue. The committee unanimously approved the minutes.

Mr. Royce introduced Mr. Grennon to give the capital planning report. Mr. Grennon explained that the 10 year Capital plan is broken down by the building, by priority, and by year. This year a few repairs need to be done at each of the schools with a focus on getting estimates for larger district projects. Mr. Grennon noted we are responsible for the Buffer Zone area of BRM; work must be done to bring items into compliance as a result of the previous owners. Mr. Grennon explained that the BRM roof needs to be replaced or repaired as it is leaking into the teacher break room and new IT office rooms. Mr. Grennon also stated that they were looking for a firm to do design work for the school for HVAC and the athletic fields.

Mr. Royce inquired about how much of the improvements could be covered under the ESSR. Ms. Carpino explained that if any work was to be done under a capital expense, an application would need to be submitted with detailed plans, which we don't currently have. Ms. Blue asked how revenue comes into play with the ESSR II & III. Ms. Carpino explained that all the money that is received in federal grants is posted every month for the length of the grant. In the case of ESSR II, it will be ½ for 2 years; ESSR III will be ⅓ annually for 3 years.

Mr. Royce wanted to know if the only thing included in the HVAC portion of the plan was the engineering and design specs. Mr. Grennon explained that an engineer would need to determine where a unit could be placed as it was a large unit and there is not much space at the middle school. Then a plan would need to be built around that. Mr. Royce then wanted to know if this would be a million-dollar project to which Mr. Grennon said that without actually knowing, he would think that it would be close to that amount. Mr. Royce then inquired about this being worthwhile for ESSR II and ESSR III, but we don't have the plans yet to submit for the application.

Ms. Carpino explained that whenever a request for money is being made, its specific reason needs to be placed on the application. Ms. Carpino stated that a special application would need to be filled out to use



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the money for a capital project. Mr. Royce wanted to know if the ESSR monies were going to be evenly distributed throughout the years to which Ms. Carpino said that that was the plan. Mr. Royce wanted to know if we had applied yet for the full ESSR II money to which Ms. Carpino stated that she has to apply for the ESSR II and ESSR III by July 1, 2021.

Ms. Carpino explained that we would not see any financial impact until the work is completed as these are capital projects. Ms. Blue wanted to know if the HVAC expense would be put in this year to which Ms. Carpino explained that she placed a capitalized expense for this year in case it was done but it wouldn't have an impact until it's completed.

Mr. Royce wanted to know if any of the items identified in the BRM space were previously noted. Mr. Grennon explained that this was not noted. Mr. Grennon stated that he was waiting on quotes from two companies and was hoping to get them the following day for some of the work that needs to be completed. Mr. Grennon then explained the work needed to be done at the high school including parking lot repairs and sinkholes in the parking lot.

Ms. Blue wanted to know about costs on previous work done in the parking lot from last year and the year before. Mr. Grennon stated that last year it cost about \$17,000 and the previous year was about \$12,000 to \$13,000. Mr. Grennon explained that there are currently three cracks in the parking lot that need to be repaired. Mr. Royce inquired about any pattern where these are developing. Mr. Grennon explained that when the parking lot was built, a lot of fill including chunks of concrete and bricks were used to fill it in; now that same material is deteriorating and creating depressions. Mr. Royce stated that there should be some middle ground and re-do the parking lot so that it avoids patching up consistently while not incurring the full costs of a complete renovation. Mr. Grennon explained that there were some ideas in place to extend the life of the parking lot.

Mr. Grennon stated that the activity center also has some work that has to be done this year as it was delayed in FY2020.

Mr. Royce then asked about the HVAC system again and wanted to know if any secondary options would be viable vs doing a full renovation. Mr. Grennon explained that there were a couple of options available that would be part of the engineering aspect. Ms. Zagabe-Ndiku stated that she was under the impression was the activity center was built more recently; Mr. Grennon explained that he did not know how old the building was but he did know that there was work to be done such as getting air to flow. Mr.



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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, June 11, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/92634925050?pwd=K2lzR0hKRjZlYzVnT0drYnMzeUxudz09>

Meeting ID: 926 3492 5050

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Royce inquired about the turf being updated and Mr. Grennon explained that it is something that needs to be looked at as the turf is at its age and has not been kept up with and should have been replaced at ten years. Ms. Paluk then explained that this has been spoken about before and they were trying to locate plans that a contracting service had done on the field. Ms. Paluk said that the field is thirteen years old and a consultant would need to come out to see how much it would cost and that the plan was to do that this year. Ms. Blue inquired about the potential cost of a consultant to which Mr. Grennon stated that it might cost \$7,000.00 to \$8,000.00 for them to come out and do the study.

Mr. Royce inquired about the boilers and wanted to know if a replacement was needed. Mr. Grennon stated that the boilers do not need to be replaced at the moment. Mr. Royce inquired about any concerns Mr. Grennon may have when it comes to timing if any and Mr. Grennon stated that he had no concerns.

Mr. Royce then introduced Ms. Carpino for the IT update. Ms. Carpino stated that the FCC has granted the appeal so the IT work can now start. Ms. Carpino stated that Abby Kelley is expected to get \$190,000 from E-rate and that is unbudgeted revenue. Ms. Carpino also explained that Abby Kelley would also be receiving \$73,000.00 from unclaimed E-rate monies from 2019. This could be used for any project. Ms. Paluk stated that both projects (Network and Data Center Refresh) would be starting soon.

Ms. Paluk also detailed all the appreciation that has gone to staff this year:

- \$99,000 for personal days
- \$214,000 for up to \$1000 bonus (sliding scale)
- \$10,000 for holiday gift cards (\$50.00 each)
- \$15,000 for Appreciation Week (\$50.00 gift card each, cookies, Door Dash lunch)
- \$4,500 for YMCA Community Partner allowing 25% off membership for all employees
- \$408 for premier membership providing a waived Door Dash delivery fee for those who signed up

Mr. Royce inquired about the \$25,000.00 bill from LibertyM s. Carpino explained that this was for the snow removal of the MS parking lot. Ms. Carpino explained that the bill was supposed to come quarterly for \$5,000.00 and it never did; instead it all came in at once. Mr. Royce inquired about whether this was inclusive of the real estate taxes and Ms. Carpino stated that it was not.



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Ms. Blue requested Ms. Paluk ensures the IT Network and Data Center Refresh have a project plan and a system development life cycle. Ms. Blue also stated that the IT Director posting is also up on the site.

Mr. Royce called for a motion to adjourn the meeting at 9:16 a.m. Ms. Blue moved to adjourn and Ms. Zagabe-Ndiku seconded the motion. Mr. Royce took a roll call in which all members were present.

The meeting was adjourned.



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Facilities and Finance Committee Meeting Agenda

TABLE OF CONTENTS

Friday, June 11, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/92634925050?pwd=K2lzR0hKRjZlYzVnT0drYnMzeUxudz09>

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Meeting ID: 970 5467 0859

Facilities & Finance Meeting Agenda 6.11	Page 1
Facilities & Finance Meeting Minutes 4.16.21	Page 2-4
Facilities & Finance Meeting Minutes 5.21.21	Page 5-6
Capital Improvement Plan	Page 7-8



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Meeting ID: 926 3492 5050

Passcode: 359745

By Phone: 1-929-205-6099

Meeting ID: 970 5467 0859

- I. Call to Order- Patrick Royce
- II. Attendance Recorded
- III. Review of Meeting Minutes
 - a. **Motion:** To approve the minutes from the April 13, 2021 Facilities and Finance Meeting
 - b. **Motion:** To approve the minutes from the May 21, 2021 Facilities and Finance Meeting
- IV. IT Upgrade Plan- Ms. Carpino
- V. Capital Improvement Plan- Mr. Grennon
- VI. Planning for Next Year- Ms. Paluk
- VII. Adjournment



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Facilities and Finance Committee Meeting Minutes DRAFT

Friday, April 16, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/97054670859?pwd=V01BRVA1d1VHUEVGZS93cnljNnNWZz09>

Meeting ID: 970 5467 0859

Passcode: 326750

By Phone: 1-929-205-6099

Meeting ID: 970 5467 0859

The meeting was called to Order by Patrick Royce, Treasurer at 8:06 a.m.

Attendance was recorded as follows:

Committee Members: Patrick Royce, Bibiche Zagabe-Ndiku , Celia Blue

Staff: Alisha Carpino, Heidi Paluk, Mike Grennon, Naira Joseph, Michelle Vigneux

Mr. Royce asked the Committee to review the Meeting Minutes from the March 19, 2021 meeting. Upon their review, Mr. Royce asked for a motion to approve the minutes from the March 19, 2021 Facilities and Finance Meeting. Ms. Blue made the motion, it was seconded by Ms. Zagabe-Ndiku. The committee unanimously approved the minutes.

Ms. Carpino shared a Financial Overview with the Committee, which outlined the FY'22 Budget. The budget narrative Ms. Carpino shared with the Committee is included in these minutes. In her presentation, Ms. Carpino highlighted the proposed budget of \$22,063,322 which includes 10 new positions, a one-time 2% bonus payout for staff. Ms. Carpino and Ms. Paluk have streamlined how line items are grouped.

The Committee throughout Ms. Carpino's presentation asked questions and gained clarification on the process by which things accounted for and itemized. In areas where there were significant increases proposed in FY'22, the Committee asked for an additional explanation for the full Board Budget presentation on April 22nd.

Ms. Carpino shared with the Board the third-quarter financials with forecasted numbers for the remainder of the fiscal year. Transportation continues to be utilized, as more students are in-person requiring more busses. It is still undetermined if a payment to the bus company for unused services will be necessary by the end of the school year. Other points in the forecasted numbers: staffing costs are below budget as a number of positions

were not filled due to a shortage of instructional staff and those positions that were filled were done so at a lower pay rate. Federal grant funding (COVID relief act & ESSRA I) has come in, and in some instances, ESSRA II & ESSRA III will continue to come in for the next several years.

Ms. Carpino and Ms. Paluk discussed the possibility of paying out staff for unused personal days, to help avoid a significant number of staff taking their unused time at the same time. The estimated cost of this would be approximately \$99,000. The Committee discussed this idea with Ms. Carpino and Ms. Paluk determined that a Motion should be made to appropriate the money from the budget for this use. Mr. Royce called for the motion which was made by Ms. Blue, seconded by Ms. Zagabe-Ndiku. The Committee approved the motion unanimously.

Mrs. Paluk then presented the Board with a request to approve spending up to \$15,000 in support of Teacher/Staff Appreciation Week in early May. Ms. Paluk and Ms. Carpino are looking into ideas which all staff would enjoy. The Committee agreed this matter required a Motion to approve the funds for this purpose, as this money had not been previously budgeted for. Mr. Royce called for the Motion to approve \$15,000 for Team Appreciation Week. Ms. Zagabe-Ndiku made the Motion, Ms. Blue seconded it. The Motion was approved unanimously.

There was a brief conversation about the costs of Graduation, as it seems to be the best option for Abby Kelley to host the event ourselves, on the turf field. It was noted that there was money set aside for this event, but recognizing that the District does not have all that is needed for an outdoor event like this, costs might be a bit higher.

The Committee noted that they would like to be kept updated on the Transportation contact and spending, the Committee would like to have a summary YTD of attorney fees paid Attorney Cox for his work with the Board as well. There was not a formal update from the Facilities Department. The Committee did ask that a Capital Project update be prepared for the May Facilities and Finance Committee Meeting.

Mr. Royce highlighted the next meetings for the Facilities and Finance Committee, as well as the Board Meetings where the FY'22 budget will be presented to the full Board and voted on. The dates are:

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April 22, 2021, Board Meeting-Budget Presentation; April 28, 2021 Board Meeting- Budget Vote; May 21, 2021- Facilities and Finance Committee.

Prior to the motion to adjourn being made, Ms. Blue had to exit the meeting for another commitment. She left the meeting at 9:44 a.m.

Mr. Royce asked for a motion to adjourn which was made by Ms. Zagabe-Ndiku, seconded by Mr. Royce. The meeting adjourned at 9:45 a.m.



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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, May 21, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/91576605185?pwd=ZkZraEkvTmY3N251c1hVbWJlOHFBUT09>

Meeting ID: 915 7660 5185

Passcode: 178942

By Phone: 1-929-205-6099

Meeting ID: 915 7660 5185

The meeting was called to Order by Patrick Royce, Treasurer at 8:05 a.m.

Attendance Recorded as follows

Committee Members: Patrick Royce, Bibiche Zagabe-Ndiku, Celia Blue (until 9:00 a.m.)

Staff: Mike Grennon, Alisha Carpino, Heidi Paluk, Naira Joseph, Michelle Vigneux

Guests: Dan Sullivan, John Danahey

Mr. Royce introduced and allowed Ms. Paluk to speak and make introductions for the IT presentation.

Ms. Paluk began by introducing the IT staff of AKFCS; Mike Foster, Gretchen Spencer, and Kim Hartman. Ms. Paluk introduced the presenters Dan Sullivan and John Denahey as the consultants who have been helping AKFCS look at cybersecurity and the IT infrastructure of AKFCS.

Mr. Sullivan and Mr. Dehaney's presentation laid out a plan from their recent risk assessment and the next steps for the IT upgrade.

Ms. Blue inquired about the E-rate and what it entails. Mr. Sullivan explained that E-rate is a federal program where you apply for funds for networking only. Mr. Sullivan informed Ms. Blue that you would apply for funds with E-rate and receive a reimbursement for up to 80% of the money spent. Ms. Blue then asked for an explanation of what the Recovery Disaster Plan would consist of. Mr. Sullivan gave examples of different scenarios where the data may not be available and explained that there would always be a backup of the information stored somewhere else in case needed. Mr. Dehaney stated that they would email the presentation for everyone to see the information.

Mr. Royce inquired about the IT work being done before the FY '22 school year in which Ms. Paluk informed him that this is something that should not be held off too long, however, we are in a waiting pattern with E-rate. Ms. Paluk explained that to be reimbursed by e-rate the application had to already be approved and the AKFCS application was still pending. Ms. Paluk explained that depending on when the monies came in, that is when the project should start.



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, May 21, 2021 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/91576605185?pwd=ZkZraEkvTmY3N251c1hVbWJlOHFBUT09>

Meeting ID: 915 7660 5185

Passcode: 178942

By Phone: 1-929-205-6099

Meeting ID: 915 7660 5185

Mr. Royce then asked if this new system would be sufficient for 5 years or more in which Mr. Sullivan informed him that it was built for capacity for 10 years. Ms. Zagabe-Ndiku wanted to know if E-rate takes time or AKFCS does not get approved, what would the suggestion be. Ms. Zagabe-Ndiku stated that if we do patch up work, we would end up spending money on the same issue again in a year. Mr. Sullivan informed Ms. Zagabe-Ndiku that his suggestion would be to upgrade some existing equipment to conduct intrusion detection.

Ms. Zagabe-Ndiku also asked about the training that would need to be done to learn the new system and if every staff member would be trained. Mr. Sullivan informed her that training is something that has to happen and everyone should be trained.

Mr. Royce thanked Mr. Sullivan, Mr. Danahey, and the IT staff for the presentation and requested the PowerPoint presentation be sent in so that the questions could be answered to which Ms. Paluk informed them that she would send it.

Mr. Grennon did not get time to present his Capital Plan and it has been moved to the next meeting scheduled for June 11, 2021.

Ms. Blue had to exit the meeting at 9:00 a.m.

Following that Mr. Royce asked for a Motion to adjourn the meeting. Ms. Zagabe-Ndiku made the Motion, and Mr. Royce provided a second. The meeting adjourned at 9:10 a.m.

								HIGH									
	Abby Kelley Foster Charter Public School							MED									
	Estimated 10 Year Capital Plan- revised December 2020							LOW									
				Total	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year			
	Location	Department	Project Description	Estimated	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Comments	Status (12-2020)	Notes as of May 20201
	Elementary	Bldgs & G	Front Replacement	\$ 10,000		\$ 10,000									The front door needs to be redesigned for safety.	Starting the Investgation stage 2021	The sensor for motion is sensitive and unlocks when students get too close. This summer
	Elementary	Bldgs & G	Lower Level Flood Control - Three doors and exterior walls.	TBD			TBD								The lower level (bsmt) of the elementary school floods when Weasel Brook overflows during heavy rain storm.	Staring the Investigation stage 2020/2021.	This is part of a larger engineering study that needs to be done for ES and is related to the water in elevator shaft, which is tied to the drains, tied to the playground retaining wall, and tied to Weasle Brook, tied to the sinkhole on sidewalk in front of ES on New Bond with steel plates covering it.
	Elementary	Bldgs & G	Sidewalk Repair - Rebuild or replace failing sidewalk	TBD			TBD								This includes a structural issue. Steel plates have been installed but this is a temporary fix.	Staring the Investigation stage 2021/2022.	This is part of a larger engineering study that needs to be done for ES and is related to the water in elevator shaft, which is tied to the drains, tied to the playground retaining wall, and tied to Weasle Brook, tied to the sinkhole on sidewalk in front of ES on New Bond with steel plates covering it.
	Elementary	Bldgs & G	Lighting Retrofit - Change current T12,T8 to LED.	\$ 100,000				#####							Any lighting upgrades will need to wait until the electrical service is in place.	No Changes	Not recommeding this at this time
	Elementary	Bldgs & G	Brick Repointing	\$ 50,000			\$ 50,000								Alot of the brick and mortar is staring to crumble due to the age and the weather. This will cause water to enter the building.	Starting to get quotes 2021	Just need to get quotes for this work
	Elementary	Bldgs & G	Window replaced and frame construction	TDB			\$ 50,000								Alot of the brick and mortar is staring to crumble due to the age and the weather. This will cause water to enter the building.	Starting to get quotes via engineering in Summer 20201	This is going to need an engineer to develop the scope of work. This will need to be done before the Brick Repointing
	Activity Cent	Bldgs & G	Building upgrades - Annual allotment to repair or replace items	\$ 65,000		\$ 40,000	\$ 25,000								Building needs the following 1) Two large Ceiling fans, 2)Stairs to access upstairs to turn into storage, 3)New light fixtures. 4)New back door	Starting to get quotes 2021	Budgeted in 2022 for new garage door. Next priority is lights/fans '22 or '23 and then internal retractable staircase and lift '23 with better storage in loft area. Goal is also to clean out the external storage units FY '21.
	Middle	Bldgs & G	Design and install HVAC to the entire building	TBD		\$50,000.00	TBD	TBD							Work is in progress	Projected completion date for this project is	Hiring engineer for this HVAC project. '22
	Middle	Bldgs & G	Lighting Retrofit - Change current T12,T8 to LED.	\$ 75,000			\$ 75,000								Any lighting upgrades will need to wait until the electrical service is in place.	No Changes	Not recommeding this at this time
	Middle	Bldgs & G	Exterior Stairwell Rebuild stairs and top plates and drain -	\$ 60,000		\$ 60,000									Repair/ Replace stairs these are fire exits.	Getting estimate in Summer 2021	Stairs are starting to rot. Need to add steal plates to cover top grate as well as treads for staris to cafeteria.

	Middle	Bldgs & Grounds	BRM Space Roof leak into Teachers' lounge and classroom	\$ 50,000		\$ 50,000									Replace Roof over BRM space	Summer of '21	Waiting for Drone footage to determine the extent of the leak. Need to renovate the Teachers' Lounge and Classroom (summer '21) but need to fix roof at same time
	Middle	Bldgs & Grounds	Plumbing - Rebuilding pump	\$ 50,000			\$ 50,000								Rebuilding the building's sewage ejector pump and misc piping.	Cleaned during Summer '20	Cleaned last summer, moving rebuild to '23 (estimate in Spring 22)
	Middle	Bldgs & Grounds	Epoxy Flooring - Resurface epoxy flooring in the	\$ 30,000				\$ 30,000							The existing floor is worn.		In house repairs were done, extending the life of the floor.
	BRM	Bldgs & Grounds	Buffer Space in BRM is owned by us and has some issues	\$ 50,000		\$50,000									Issues identified by building inspector	UNBUDGETED ISSUE	Some issues were brought to our attention with recent inspection including mold, roof leak, lighting fixtures, holes, BRM stairs, exposed wiring etc. Project scope will need to be done ASAP and have to be addressed before
	High School	Bldgs & Grounds	Parking lot Redo	\$ 500,000						#####					This number is an estimate. We can continue to do patch repairs until a later date.		This would be a comprehensive reconstruction with full demo, adding truck loads of soil, new drains and new asphalt
	High School	Bldgs & Grounds	Parking lot patchwork and crack filling	\$ 75,000	\$25,000	\$ 30,000	\$ 25,000										Summer of '21 will have all cracks filled to help prevent the washing/eroding, although the soil is very loose.
	High School	Bldgs & Grounds	Epoxy Flooring - Resurface epoxy flooring in kitchen	\$ 30,000		\$ 30,000									The existing floor is worn.		In house repairs were done, extending the life of the floor.
	System - Wide	Bldgs & Grounds	Furniture Replacement - Annual	\$ 315,000	\$45,000	\$ 45,000	\$ 45,000	\$ 45,000	#####	#####	#####				Dividing this amount between three buildings	No Changes	Budgeted per school in FY22, will need new desks this year due to COVID and not using tables like
	System - Wide	Bldgs & Grounds	Equipment Replacement - Annual allotment for replacement of	\$ 90,000	\$20,000	\$ 15,000	\$ 20,000		#####	#####					Some equipment is at the end of its life and we will need to start replacing floor machines	No Changes	replacing a floor machine in FY22
	System - Wide	Bldgs & Grounds	Boilers	TBD						ES	MS	HS			Boilers are approaching the time that they will need work or replacement EMS is 20+ years, MS is 18 years, HS is 12 years	Approximate cost is \$40-50,000 per unit	The life cycle of these units are approaching end of life. They have been cleaned and maintained and recently inspected. This will just be a relace when they quit, not proactively replacing at this point.
	Grounds	Bldgs & Grounds	Turf Replacement	TBD		Will need to be replaced									All three areas (Main feild, Practice feild, and EMS playground)		This is a bigger conversation.
	Grounds	Bldgs & Grounds	EMS Playground	TBD				TBD							Playground will need to be repalced		This is grant/fund develop opportunity
	Grounds	Bldgs & Grounds	Seal Coat & Re-line - All parking lots and driveways												This is a preventive maintenance measure to keep all blacktop areas sealed	No Changes	No recommending it for the high-school at this time; MS is owned by Liberty. ES is in good condition. All parking lines can be repainted internally.
			Capital Plan- Building &	\$ 1,550,000	\$ 90,000	#####	\$ 340,000	\$ 175,000	\$ 65,000	#####	\$ 60,000						



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Diversity, Equity and Inclusion Committee

Meeting Minutes

Thursday, March 18, 2020 / 6:30 p.m.

Zoom Conference

- I. The Committee was welcomed and everyone checked in. **In attendance:** Rob Jones, Jenny Bram, MD, Selina Boria, Anne Clayborne, Trinere Rodrigues, Siby Adina, Heidi Paluk, Michelle Vigneux, Amy Emma, Celia Blue, Suncére Hernandez **Not in attendance:** Nana Osei-Brempong, Ernest Boakye, Tim Rehberg
- II. The minutes from the 1/21/21 meeting were reviewed and accepted.
- III. The committee discussed the following old business:
 - a. Ms. Rodriguez provided an update on the recruitment sub-committee. The sub-committee's first meeting focused on recruitment and how to reach out in a more inclusive way. The group has ideas on practices to implement. Mrs. Paluk updated on the second meeting regarding staff retention, the group had a great conversation and many ideas. They discussed what's keeping staff, barriers to retaining a diverse staff and ideas to increase retention such as a stay interview. Ms. Rodriguez will share the document so the full committee can review. Mrs. Paluk and Ms. Carpino are working to create an action plan for recruitment and retention. The sub-committee will meet via email to continue their work and summarize their findings.
 - b. Mrs. Emma provided an update on the DEI Committee Charter sub-committee. The group worked on the purpose, fleshed out guidelines for membership on the committee and determined some future sub-committees. Ms. Adina reviewed the draft of the charter.
 - i. Next Steps: Committee members will review the draft and provide feedback to Ms. Emma and Ms. Vigneux by Tuesday 3/23/21. The sub-committee will meet on Thursday 3/25/21 to incorporate the feedback.

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Meeting Minutes

Thursday, March 18, 2020 / 6:30 p.m.

Zoom Conference

- IV. Mr. Jones updated the committee on the upcoming all-staff professional development and the committee members participated in a learning component on conflict management.
- V. The next DEI meeting will take place on **Monday April 26, 2021 at 6:30 pm on Zoom**. The following meeting will be held on **Thursday May 20, 2021 at 6:30 pm on Zoom**.
- V.III. Ms. Adina closed the meeting.

Minutes submitted by Ms. Clayborne 3/29/2021

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Diversity, Equity and Inclusion Committee

Meeting Minutes

Monday, April 26, 2020 / 6:30 p.m.

Zoom Conference

- I. The Committee was welcomed and everyone checked in. **In attendance:** Rob Jones, Tim Rehberg, Anne Clayborne, Trinere Rodrigues, Siby Adina, Heidi Paluk, Amy Emma, Celia Blue, Suncère Hernandez **Not in attendance:** Jenny Bram, MD, Nana Osei-Brempong, Ernest Boakye, Selina Boria, Michelle Vigneux,
- II. The minutes from the 3/18/21 meeting were reviewed and accepted.
- III. The committee discussed the following old business:
 - a. Ms. Rodriguez provided an update on the recruitment sub-committee. Sub-committee members submitted best practices for recruitment. Ms. Rodrigues, Mrs. Paluk and Ms. Carpino will meet this week to compile findings into a document. Mrs. Paluk informed the committee that the work done by the sub-committee was shown in an application for the Student Opportunities Act that led to the school receiving a \$25,000 grant to work on recruitment and retention.
 - b. Mrs. Emma provided an update on the DEI Committee charter sub-committee. She did not receive additional feedback on the document. The final draft will be presented to the full committee and voted on at the May meeting. The group had a discussion on questions that came up regarding the document. The committee discussed formalizing the committee name; it will be the DEI Advisory committee. The committee also determined that the abbreviation “AKFCPS” will be utilized in the charter document. Mrs. Emma will communicate with the sub-committee via email to finalize the draft and see if the sub-committee needs to meet before the full committee meeting in May.
- IV. The committee discussed the possibility of having open meetings due to staff members expressing interest in attending meetings. Ms. Vigneux will put the meeting dates and times in an email to be sent out so community members can attend if they want. This change will be updated in the charter document.

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Diversity, Equity and Inclusion Committee

Meeting Minutes

Monday, April 26, 2020 / 6:30 p.m.

Zoom Conference

- V.** Ms. Blue provided an update on new member recruitment. She announced a change to the co-chair structure for next year: the co-chairs will be the Executive Director and a board member. Ms. Blue will step down as co-chair, but stay on to support the next co-chairs. Ms. Blue will revise the recruitment letter to be updated sent out by 5/3/21. The committee had a discussion on changing the structure of the committee (number of faculty, students, administration, parents and community members) based on the applications received. The committee also discussed ways to increase student engagement and recruiting community partners. Letters of intent from applicants will be due by 5/14/21 to be reviewed by Mr. Jones, Mr. Rehberg, Mrs. Paluk and Ms. Blue. A forum to answer questions for prospective members will be held 5/6/21.
- VI.** The next DEI meeting will take place on **Thursday June 10, 2021 at 6:30 pm on Zoom.**
- V.III.** Ms. Adina closed the meeting.

Minutes submitted by Ms. Clayborne 5/19/2021

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AGENDA April 26, 2021

- Welcome/Check in
- Best Practices for Recruiting, Hiring, Retaining
- DEI Charter
- New member recruitment
- Learning Component

Open space to discuss current events





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Diversity, Equity and Inclusion Committee

Meeting Minutes

Thursday, May 20, 2021 / 6:30 p.m.

Zoom Conference

- I. The Committee was welcomed and everyone checked in. **In attendance:** Rob Jones, Michelle Vigneux, Anne Clayborne, Trinere Rodrigues, Siby Adina, Heidi Paluk, Jenny Bram, MD **Not in attendance:** Nana Osei-Brempong, Ernest Boakye, Selina Boria, Tim Rehberg, Celia Blue, Suncère Hernandez, Amy Emma
- II. The minutes from the 4/26/21 meeting were reviewed and accepted.
- III. The committee discussed the following old business:
 - a. There was an update on the work of the recruitment sub-committee. Mrs. Paluk is working on the recruitment document. Mrs. Paluk reviewed the list of best practices the group identified. Some practices have already been put in place for hiring for the next school year. The practices will be implemented into the whole school structure as Abby Kelley has a decentralized hiring system. The best practices document will be a living document. The committee discussed if a vote to approve the document was necessary. It was determined a vote was not needed, the document will serve as a guide for a recruitment and retention working group.
 - i. Next Steps: Mrs. Paluk will revise the document and Ms. Rodriguez will send it out to the sub-committee for final feedback.
 - b. Because the committee did not have quorum, the vote on the charter will be postponed until the June 8, 2021 full committee meeting. Committee members in attendance gave feedback on the charter. The group discussed concerns over the leadership structure and committee structure. The group decided to change the structure to allow for two or more parents from each school. The group also decided that the co-chairs may be any two full committee members that will be voted on at the beginning of the year. These changes will be updated in the final draft of the charter.
- IV. Mr. Jones gave an update on committee recruitment for the next school year. Letters of intent have been reviewed and there are ten candidates including four students. All candidates will be interviewed and

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Meeting Minutes

Thursday, May 20, 2021 / 6:30 p.m.

Zoom Conference

will be given time to prepare for the interview. Interviews will be held next Thursday May 27, 2021 from 6:15-8:00 pm. Mr. Jones has sent out forms for candidates to sign up for their interview time.

- V. Dr. Bram brought up ways to improve communication with families regarding the work of the DEI Committee. Improving Abby Kelley's social media reach was identified as a potential way to provide information in a way that may be more easily accessed than email. The group discussed this being a potential sub-committee next year that could be student led. Mr. Jones brought up setting the Committee's agenda for next year over the summer to get dates on the calendar.
- VI. The next DEI meeting will take place on **Tuesday June 8, 2021 at 6:30 pm on Zoom.**
- V.III. Ms. Adina closed the meeting.

Minutes submitted by Ms. Clayborne 5/19/2021

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AGENDA May 20, 2021

- Welcome/check in
- Review minutes from last meeting
- Vote on the DEI charter
- Review draft of Best Practices for Recruiting and Hiring
- New DEI applicants (schedule so that they are spread out)
- Need an end of year communication to the community with an update
- Next meeting/Next year schedule





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Education Committee Meeting Agenda-**DRAFT**

Thursday, June 10, 2021/ 7:45 a.m.

<https://akfcs-org.zoom.us/j/96357555695?pwd=eXBEMWpVRkFMZXZreHNQbW1NK0dRdz09>

Meeting ID: 963 5755 5695 **Passcode:** 255742

By phone: 1-929-205-6099 **Meeting ID:** 963 5755 5695

The meeting was called to Order by Shelly Yarnie, Board Clerk, at 7:52 a.m. The attendance was Recorded.

The Committee reviewed the Meeting Minutes from the April 8, 2021 meeting. Ms. Yarnie asked for a Motion to approve April 8, 2021; meeting minutes were recommended with a correction on the second page, the first-line (incomplete sentence). The motion was made by Ms. Vernon, seconded by Dr. Park.

Ms. Yarnie then introduced Ms. Paluk to speak on the social-emotional plans. Ms. Paluk opened the floor for the various administrators to share some highlights of the year and reflect on the successes of this year, as difficult as it was. Ms. Yarnie commended all the staff and students for overcoming this difficult year.

Ms. Paluk explained that when students return to school, their social-emotional health will be a primary focus. Ms. Paluk explained that the last time she calculated the attendance, about sixty-five to seventy percent of students across the district were in person. Ms. Paluk explained that even the students who were in school did not have a normal school year and some had not seen their friends for more than a year. Ms. Paluk stated that social-emotional work will be a great priority in Fall 2021. Ms. Paluk stated that a large amount of time has been spent trying to figure out the best way to support our students. Ms. Paluk commended the amazing guidance staff but stated that we were missing a higher-level strategic plan to address the issues Abby Kelley may have. Ms. Paluk stated that the school will be adopting a multi-tiered support system also known as MTSS. Ms. Paluk stated that this is not new but it is a model of making sure that all students' needs are being met.

Ms. Paluk stated that all of the guidance staff currently report to the principles, yet we need a district-wide approach to SEO delivery. Ms. Paluk stated that after many conversations she has asked Dr. Caroline Cole, school psychologist, to oversee the guidance and counseling services. Dr. Cole has been with the school for many years as a consultant and full-time for the last 2 years. Ms. Paluk stated that Dr. Cole would be responsible for creating a plan to make sure that all of the students had support (Tier 1- Tier 4) to help them succeed. Ms. Paluk stated that Dr. Cole will be working on the job descriptions, infrastructure of the department, identifying the different Tier interventions, and establishing a process during the summer months. When school is in session, she will be meeting with the guidance team to address the needs of students ensuring everyone is providing the tools that the teachers and staff need to care for the students.

Ms. Paluk explained that they will have more information to provide to the Board in Fall 2021 and that they want to start proactively addressing issues that are causing much hardship. Ms. Yarnie inquired about whether this MTSS model has been implemented across the state and if there is information to compare. Ms.

Gould explained that the state recommends the model and they have many documents and resources and to assist with the implementation.

Ms. Vernon inquired about how the students would be evaluated, was it going to be all students or a select few, and what the process looks like. Ms. Gould explained that diagnostics are already done for academic concerns and that there is a plan in place to screen for SEO health. Dr. Park inquired about whether there was an assessment mechanism built into MTSS and how we would see the efficacy of this approach and whether it is being implemented with fidelity. Ms. Gould explained that with MTSS, every decision/intervention relies on data so that administrators can track if a student is in the right intervention or if they are ready to leave or enter a new intervention. Ms. Gould stated that all of these Tiers are very fluid and dependent on the students' performance at any one time. Ms. Gould stated that for this year, next year's diagnostic is almost complete. Ms. Paluk explained that there are resources available for MTSS and they are looking into all of it.

Ms. Paluk then took a moment to thank Ms. Emma and Ms. Adina for their work for Abby Kelley. Ms. Paluk stated that we would miss them all and wished them success in their new endeavors.

Ms. Vernon asked about the potential of the summer program. Ms. Paluk informed everyone that summer school was being done at the high school only. Ms. Paluk stated that there was many factors going into this decision such as that all students will be given intensive interventions in the fall; with most of our students having been in the building for a large part of the year, the students were not as behind as was initially thought; and that based on the vacation camps for ESL students, the interest was limited for additional 'schooling.' The decision was made for grades K-7 not to have summer school with the exception of students in Special Education. The consensus was it would be better to let the students and teachers have a break.

Ms. Yarnie called for a motion to adjourn the meeting at 8:59 a.m. Ms. Vernon moved to adjourn and Ms. Yarnie seconded the motion.

The meeting was adjourned.

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Education Committee Meeting Agenda

Thursday, June 10, 2021/ 7:45 a.m.

<https://akfcs-org.zoom.us/j/96357555695?pwd=eXBEMWpVRkFMZXZreHNQbW1NK0dRdz09>

Meeting ID:963 5755 5695 **Passcode:** 255742

By phone: 1-929-205-6099 **Meeting ID:** 963 5755 5695

- I. Call to Order- Shelly Yarne, Chair
- II. Attendance Recorded
- III. Review of the April 8, 2021 Meeting Minutes
 - a. **Motion:** To approve the April 8, 2021 Meeting Minutes.
- IV. Social Emotional Plans- Ms. Paluk
- V. Planning for Next Year- Ms. Paluk
- VI. Motion to Adjourn



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Education Committee Meeting - **DRAFT**

Thursday, April 8, 2021/ 7:45 a.m.

<https://akfcs-org.zoom.us/j/92883276704?pwd=d0crdzhScTMzMzMEVvUGN1NVVvWjIUZz09>

Meeting ID: 928 8327 6704 **Passcode:** 630340

By phone: 1-929-205-6099 **Meeting ID:** 928 8327 6704

The meeting was called to Order by Celia Blue, Board Chair at 7:46 a.m. The attendance was recorded as follows:

Board/Committee Members: Jie Park, Amy Vernon, Bibiche Zagabe-Ndiku, Patrick Royce, Celia Blue

Committee Members not in attendance: Shelly Yarnie

Staff in attendance: Siby Adina, Heidi Palu, AnnMarie Little, Jenn Giusto, Amelie Tambolleo , Jess Regan, Rob Kerr, Chris Kursonis, Amy Emma

The Committee reviewed the Meeting Minutes from the March 11, 2021 meeting. Ms. Blue asked for a Motion to approve the March 11, 2021, Meeting Minutes. The motion was made by Dr. Park, seconded by Ms. Zagabe-Ndiku. The minutes were approved by Ms. Blue, Dr. Park, and Ms. Zagabe-Ndiku. Mr. Royce and Ms. Vernon abstained from the vote.

Ms. Paluk continued the conversation with the Committee regarding the AKF Regional Footprint Conversation. After conversations with DESE, the recommendation is to hold off on a vote by the Board to adjust the AKF Regional Footprint in any way until possibly January 2022. The Committee talked through various scenarios of potential changes, what the District would need to do to make any additions or changes. Ms. Paluk noted that Admin Council was in support of adding the Wachusett Regional District to the Charter and the conversation ended with that agreement. It was noted that this topic is included in the June meeting agenda.

Ms. Blue moved to the next agenda item, the update from the District on full in-person learning. The Elementary and Middle School returned in person on Monday, April 5th, while the High School awaits guidance from DESE. Ms. Paluk noted it was typical "first week of school" issues; pick up and drop-offs need to be smoothed out, bus routes have to be updated to better reflect times. Overall everyone seems happy to be back.

The next agenda item was an iReady presentation by the Curriculum Coordinators. Ms. Adina began with the Elementary School. It was noted the District had no MCAS data to work from in the Fall given the Pandemic closing schools last spring.

iReady testing in the fall for the majority of students was done at home, not in person. Ms. Adina walked the Board through a presentation, explaining the data. Ms. Adina summarized that growth is what is measured with this testing and it's showing less growth for Reading and Math. This is something to watch but is not a grave concern at this time. Ms. Zagbe-Ndiku asked about filling these learning gaps and Ms. Adina and Mrs. Regan answered by saying this will take time, but with small groups, quality instruction, and teachers who have students in person in the future to better work with them, they are confident in the students' abilities to close these gaps.

The Curriculum Coordinators noted the data they intend to collect from January through June is going to be more consistent and they will have more to work with as students for the most part are in-person.

The conversation moved to the topic of MCAS, which the Curriculum Coordinators are trying to plan for. At this time there is no guidance from DESE on what to do for students who have elected to stay remote, and how they would be tested. The High School is anticipating and planning for the students to come into the building.

Graduation for the Class of 2021 is being planned. There is outreach to parents and students alike throughout the planning process. Prom was paused and ultimately it was decided to plan another type of celebration for the students.

Senior Awards Night will be a part of the Graduation Ceremony, which the location of is still undetermined. The High School has reached out to Mechanics Hall and if that is not an option, Graduation will be at Abby Kelley, likely on the Athletic Field. Mr. Royce inquired about the costs of the event at Mechanics Hall verse here at Abby Kelley and Mr. Kursonsis said the High School would find the balance for the event to keep it on budget.

Ms. Blue then asked for updates on the status of the schools. Ms. Emma noted that The majority of students had already been back in person and the focus was on building community, addressing logistics and certainly managing the 10 buses. Ms. Emma reflected on some of the challenges with Hybrid learning, but noted that the staff goes through it.

Mrs. Regan filled in for Ms. Puliafico for this update, as Ms. Puliafico was unable to attend the meeting. Mrs. Regan noted with the return of roughly 75% of students the Middle School felt full but not crowded. She noted all staff were team players and working hard. It was mentioned that there was a wave of staff out due to second shots for the COVID vaccine.

Mrs. Paluk took the last agenda item, plans for Summer School. She noted that a plan was being worked on as there was a need, however, there were several paths of thought 1) let the kids have the summer, no classes, 2) give them summer fundamentals, but what exactly has not been decided. Things to still work out were staffing, transportation, and which students specifically would be participating. None of this was put into the FY'21 budget and the stimulus money the District received and continues to receive had been spend (per the guidelines for the money) or comes after it would be needed; summer school would be mid-June through July with the stimulus money coming in July. Guidelines for this money state that it has to be spent on "present" needs not refunding previous programs/needs. Ms. Vernon asked what the District did previously for summer school and Ms. Little and Ms. Paluk explained that our programs were for students with high needs and in support of Title I programs. The Committee continued with some questions for Ms. Paluk around would/could the program be remote,

would there be meals, do students pay for these programs. Students paying for summer school was not an option, but the other questions were still being addressed.

Ms. Blue thanked everyone for joining the meeting and asked for a Motion to adjourn. The Motion was made by Dr. Park, seconded by Ms. Zagabe-Ndiku and the meeting adjourned at 9:17 a.m.

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Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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Education Committee Digital Meeting

TABLE OF CONTENTS

Thursday, April 8, 2021/ 7:45 a.m.

<https://akfcs-org.zoom.us/j/92883276704?pwd=d0crdzhScTMzMtZMEVvUGN1NVVvWjUjUz09>

Meeting ID: 928 8327 6704 Passcode: 630340

By phone: 1-929-205-6099 Meeting ID: 928 8327 6704

BoT Meeting Agenda 4.8	Pages 1
BoT Meeting Agenda and Minutes from 3.11	Pages 2-4
iReady Presentation	Pages 5-6

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Education Committee Meeting Agenda

Thursday, April 8, 2021/ 7:45 a.m.

<https://akfcs-org.zoom.us/j/92883276704?pwd=d0crdzhScTMzMzMEVvUGN1NVVvWjJlUzZ09>

Meeting ID: 928 8327 6704 **Passcode:** 630340

By phone: 1-929-205-6099 **Meeting ID:** 928 8327 6704

- I. Call to Order- Celia Blue, Board Chair
- II. Attendance Recorded
- III. Review of the March 11, 2021 Meeting Minutes
 - a. **Motion:** To approve the March 11, 2021 Meeting Minutes.
- IV. Regional Footprint Update- Ms. Paluk
- V. Update on Full in-person learning- Ms. Paluk
- VI. iReady Presentation- Curriculum Coordinators
 - a. MCAS Schedule
- VII. Updates from the Principals
 - a. Graduation Plans/Updates
- VIII. Summer School- Ms. Paluk
- IX. Motion to Adjourn



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Education Committee Meeting Agenda

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

<https://akfcs-org.zoom.us/j/97727203439?pwd=TGVWZ2lQaExudmpJZU83OVBFVEdQdz09>

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

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

- I. Call to Order- Shelly Yarnie, Committee Chair
- II. Attendance Recorded
- III. Review of the February 11, 2021 Meeting Minutes
 - a. **Motion:** To approve the February 11, 2021 Meeting Minutes.
- IV. IB Class Update- Ms. Paluk
- V. Moving forward with the school year- Ms. Paluk
- VI. 2021-2022 Academic Calendar- Ms. Paluk
- VII. Motion to Adjourn



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Education Committee Meeting Minutes

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

<https://akfcs-org.zoom.us/j/97727203439?pwd=TGdVWZ2lQaExudmpJZU83OVBFVEdQdz09>

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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Page 2

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.

Diagnostic Results

School
Subject
Academic Year
Diagnostic
Prior Diagnostic
Placement Definition

ABBY KELLEY FOSTER REG CS
Math
2020 - 2021
Window 2
Window 1
Standard View

Students Assessed/Total: **966/1,053**

Overall Placement

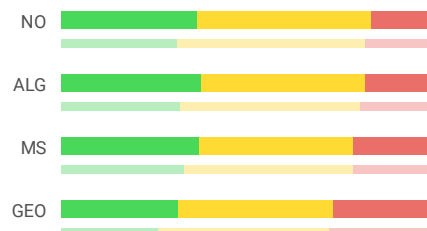


Window 2



Window 1

Placement By Domain



Switch Table View

Show Results By

Placement Summary

Grade

Showing 9 of 9

Grade		Overall Grade-Level Placement	Students Assessed/Total
Grade K	Window 2	51% 49%	117/117
	Window 1	35% 65%	
Grade 1	Window 2	27% 65% 8%	112/116
	Window 1	23% 70% 7%	
Grade 2	Window 2	25% 56% 20%	117/121
	Window 1	26% 62% 13%	
Grade 3	Window 2	17% 57% 26%	115/118
	Window 1	18% 56% 26%	

Diagnostic Results

School ABBY KELLEY FOSTER REG CS
Subject Math
Academic Year 2020 - 2021
Diagnostic Window 2
Prior Diagnostic Window 1
Placement Definition Standard View

Grade	Overall Grade-Level Placement			Students Assessed/Total
Grade 4	Window 2	<div><div>15%</div><div>60%</div><div>25%</div></div>	106/122	
	Window 1	<div><div>12%</div><div>57%</div><div>31%</div></div>		
Grade 5	Window 2	<div><div>15%</div><div>51%</div><div>34%</div></div>	103/115	
	Window 1	<div><div>16%</div><div>49%</div><div>36%</div></div>		
Grade 6	Window 2	<div><div>28%</div><div>40%</div><div>31%</div></div>	109/120	
	Window 1	<div><div>21%</div><div>39%</div><div>39%</div></div>		
Grade 7	Window 2	<div><div>33%</div><div>36%</div><div>31%</div></div>	78/113	
	Window 1	<div><div>21%</div><div>47%</div><div>32%</div></div>		
Grade 8	Window 2	<div><div>46%</div><div>37%</div><div>17%</div></div>	109/111	
	Window 1	<div><div>39%</div><div>40%</div><div>21%</div></div>		

Abby Kelley Foster Charter Public School










2021-2022 Board of Trustees Meeting Calendar

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

November 2021							December 2021							January 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

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

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

	School Closed		Employee Planning (no school for students)		Education Committee Meeting- 2nd Thur:
	Early Release Day		First and Last Day of School		Board of Trustees Meeting- 4th Wednes
	Parent Teacher Conferences		1/2 day for ES Only for Parent Teacher Conference		Finance Committee Meeting- 3rd Friday

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 EI
8-Oct	Early Release	17-Mar	Parent Teacher Conferences--Early Release Only in EI
11-Oct	Columbus/Indigenous Peoples' Day-- no school	31-Mar	Early Release
27-Oct	Professional Development -- Early Release	15-Apr	No School
11-Nov	Veteran's Day--no school	18-Apr	Spring Break -no school
22-Nov	Parent Teacher Conferences -- Early Release	18-May	Early Release (1-3 Only, No school for K) Kindergarten
23-Nov	Parent Teacher Conferences -- Early Release	27-May	Early Release
24-26 Nov	Thanksgiving Break--no school	30-May	Memorial Day - no school
		16-Jun	Early Last Day of School -- Early Release
		20-Jun	Juneteenth Observed

All dates are subject to change.

To be discussed:

- Aug 2021
- Dec 22, 2021 BoT Meeting
- Feb 23, 2021
- April 15 + 21
- June 22