



Abby Kelley Foster Charter Public School
10 New Bond Street Worcester, MA 01606
Phone: (508) 854-8400 Fax: (508) 854-8484
www.akfcs.org

Facilities and Finance Committee Meeting Agenda

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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

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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:

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

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.



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Facilities and Finance Committee Meeting Minutes-DRAFT

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

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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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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 & Grounds	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.
	Gounds	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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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 FY'20.

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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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 Liberty. Ms. 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.