



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Board of Trustees Meeting Agenda

Wednesday, April 27, 2022, 6:30 p.m.

<https://akfcs-org.zoom.us/j/91037031978?pwd=Qi92QXZlWY1FXWlSMUNIMHRBZXNBZz09>

Webinar ID: 910 3703 1978 **Passcode:** 043589

By phone: 1 929 205 6099 **Webinar ID:** 910 3703 1978

APPROVED

04.25.22 2:22 pm
City of Worcester, MA

- I. Call to Order- Ms. Celia J. 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 21, 2022
 - a. **Motion:** To approve the Meeting Minutes from April 21, 2022
- V. Executive Director Report- Ms. Heidi Paluk
- VI. Committee Updates:
 - a. Education Committee- Ms. Amy Vernon
 1. **Motion:** To Approve the Revised Mission Statement
 - b. Facilities & Finance Committee- Mr. Patrick Royce
 1. **Motion:** To approve the Modifications to the Loan Facilities with Middlesex Savings Bank as Presented
 2. **Motion:** To approve the Salary Scale as Presented
 3. **Motion:** To approve the 2022-2023 Budget as Presented
 - c. Foundation Committee- Ms. Bibiche Zagabe-Ndiku
 - d. DEI Committee- Ms. Shelly Yarnie
- VII. Timely Topics as Identified by the Chair and/or ED
- VIII. Upcoming Board/Committee Meeting (s):
 1. Foundation Golf Tournament
 - a. June 27, 2022
 2. Board of Trustees
 - a. May 25, 2022
 - b. June 22, 2022
 3. Education Committee

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



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- a. May 13, 2022
- b. June 10, 2022
- 4. Facilities & Finance
 - a. May 20, 2022
 - b. June 17, 2022

IX. Adjournment

List of Documents Provided:

- 1. Facilities & Finance Committee
 - a. Facilities Report
 - b. IT Report
 - c. Loan Modification Documents
 - d. Salary Scale Document
 - e. 2022-2023 Budget
- 2. Education Committee
 - a. Seal of Biliteracy Document
 - b. SEL Presentation
 - c. Mission Feedback/Revision
- 3. DEI Committee



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Board of Trustees Meeting Agenda- DIGITAL MEETING

Thursday, April 21, 2022, 6:30 p.m.

<https://akfcs-org.zoom.us/j/99433273595?pwd=RW5OQW53OFI4U0pqdHhXaXZJaWtWQT09>

Webinar ID: 994 3327 3595 **Passcode:** 504491

By phone: +1929 205 6099 **Webinar ID:** 994 3327 3595

- I. Call to Order- Ms. Celia J. 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 March 23, 2022
 - a. **Motion:** To approve the Meeting Minutes from March 23, 2022
- V. FY’22-23 Budget Presentation- Ms. Alisha Carpino, Director of Finance and Operations
- VI. Mission Discussion- Ms. Heidi Paluk, Executive Director
 - a. **Motion:** To approve the Mission for DESE submission and Approval
- VII. Timely Topics as identified by the Chair and/or ED
- VIII. Upcoming Board/Committee Meeting(s):
 1. Board of Trustees
 - a. April 27, 2022
 - b. May 25, 2022
 - c. June 22, 2022
 2. Education Committee
 - a. May 13, 2022
 - b. June 10, 2022
 3. Facilities & Finance Committee
 - a. May 20, 2022
 - b. June 17, 2022
 4. Annual Foundation Golf Tournament
 - a. June 27, 2022
- IX. Adjournment



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Board of Trustees Meeting Minutes- DIGITAL MEETING-DRAFT

Thursday, April 21, 2022, 6:30 p.m.

<https://akfcs-org.zoom.us/j/99433273595?pwd=RW5OOW53OFI4U0pqdHhXaXZJaWtWOT09>

Webinar ID: 994 3327 3595 **Passcode:** 504491

By phone: +1929 205 6099 **Webinar ID:** 994 3327 3595

The meeting was called to order by Celia J. Blue, Chair, at 6:35 p.m. The attendance was recorded and is attached.

Ms. Blue read the Abby Kelley Mission Statement and noted no public comments or old business.

Ms. Blue asked for a motion to accept the March 23, 2022, meeting minutes. Mr. Patrick Royce made the Motion; Ms. Bibiche Zagabe-Ndiku seconded it. Ms. Blue performed a roll call, and the minutes were approved unanimously.

Budget Presentation

Ms. Paluk began her presentation by speaking on the needs of the students that are taxing guidance staff and the importance of continuing the work of setting up MTSS structures. It was explained that the elementary school is showing signs of success, but the priority at the moment is the middle and high school. Because of this, an RBT (Registered Behavior Technician) position will be opened, and they will be based at the middle school but can be sent to any of the other schools should the need arise. A clinician will also be hired to help address the most in crisis students with tier 3 and 4 supports.

Ms. Paluk explained that the goal was to raise the quality of teaching and learning provided and align the district academically. A K-5 ELA curriculum will be implemented, and a grant for \$200,000 was received for this and will alleviate the budget. Ms. Paluk also stated that there would be an emphasis on creating a pipeline for student athletics, and it will serve to engage students in grades 4-7 while teaching them the



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fundamentals of the sports offered. Working with parents on the athletic aspect of an American education, which may not be widely understood, is also a priority.

Ms. Paluk spoke on the salary scale committee and the importance of the work done. It was explained that rebuilding the salary scale was necessary to retain high-quality teachers, recruit new and diverse staff, and compensate our teachers for the academic excellence prioritized at Abby Kelley. Ms. Paluk also explained that this budget also prioritized necessary and enhanced security upgrades and also addressed replacement instructional tools such as projectors and intelligent boards as the ones currently in use are outdated.

Ms. Paluk provided a general breakdown of the significant changes to the budget, and it was noted that the revenue shows a six percent increase over FY 22, projected at \$26,901,936. Salaries and stipends in FY 23 will be \$15,331,513 due to the new salary scale, COLA of three percent (3%) for non-instructional staff, Instructional Assistant step increases, and the addition of one new position, and the implementation of a Clinical and District Curriculum.

Ms. Carpino provided a budget explanation for the Board members. It was noted that the budget for next year puts us at a gain of \$307,000. A six percent (6%) increase was budgeted for revenue and state sources, and the state grant has been kept at \$50,000. Revenue from federal sources was kept the same as notifications about the federal funding next year are not sent out until August. Meal revenue was budgeted for \$650,000, and an application for CIP has been submitted to assist with free lunches for the students. An E-rate amount of \$30,000 has been placed in the budget as that is a guaranteed amount, but that amount may increase. An increase in next year's budget will be seen due to athletic fees. Next year, the middle school will offer athletics, which accounts for the rise.

An eight percent (8%) increase will be seen in the salary, leadership, and administration section of the budget due to regular raises and the hiring of an IT director, and IT support is included. Legal services were kept the same as \$50,000 has been spent to date, and this covers all of the legal services provided to Abby Kelley. The IT budget has also increased due to the demands of the school, such as projectors and computers, and Administrative expenses have increased due to condensing subscriptions and memberships in the workplace



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to save money. Ms. Carpino also noted that Board spending has also been added to the budget to assist with costs.

Ms. Paluk explained that the changes to the budgets have been significant over the last few years. Ms. Paluk also explained that they are looking at how to allocate funds and perform tasks differently and that it may take some time to settle. Ms. Vernon then inquired about the change in strategy for recruitment, and Ms. Carpino explained that videos were going to be created along with other marketing materials to assist with student enrollment and staff recruitment.

Ms. Blue stated that the Mission Statement discussion would be tabled for a future Board meeting as the events of the last week took precedence.

Ms. Blue called for a motion to adjourn the meeting. The motion was made by Mr. Royce and seconded by Ms. Zagabe-Ndiku. A roll call was performed, and the Board of Trustees members voted to adjourn the meeting at 7:15 p.m.



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Education Committee Meeting Agenda

Friday, April 8, 2022. 8:00 a.m.

<https://akfcs-org.zoom.us/j/95838992253?pwd=VEg1d1ZpalMwa2dzcXFreVBwRVM5UT09>

Meeting ID: 958 3899 2253 **Passcode:** 195670

By phone: +1 929 205 6099 **Meeting ID:** 958 3899 2253

- I. Call to Order- Ms. Amy Vernon, Chair
- II. Introductions/Attendance Recorded
- III. Review of the March 11, 2022, Meeting Minutes
 - a. **Motion:** To approve the March 11, 2022, Meeting Minutes.
- IV. Seal of Biliteracy - Ms. Amelie Cabral
- V. MS Principal Search Update- Ms. Heidi Paluk
- VI. Health Curriculum Grades 4-7 Update- Ms. Jessica Regan
- VII. SEL and the needs of our students - Dr. Caroline Cole
- VIII. Mission Feedback/Revisions- Ms. Heidi Paluk
- IX. Upcoming Meetings:
 - a. Friday, May 13, 2022
 - b. Friday, June 10, 2022



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Education Committee Meeting Agenda

<https://akfcs-org.zoom.us/j/91966458588?pwd=TIM4SHF6cnFOTCs1c1VhaVJ5WGltQT09>

Meeting ID: 919 6645 8588 **Passcode:** 164652

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 919 6645 8588

- I. Call to Order- Amy Vernon, Chair
- II. Introductions/Attendance Recorded
- III. Review of the February 11, 2022, Meeting Minutes
 - a. **Motion:** To approve the February 11, 2022, Meeting Minutes.
- IV. SEL Update
- V. Middle School Principal Search
 - a. Search Committee & Timeline
- VI. Approval of 22-23 Academic Calendar- Ms. Heidi Paluk
- VII. Healthy Sexuality
 - a. Communications Plan
- VIII. Charter Renewal
 - a. Mission Revision
- IX. Upcoming Meeting(s):
 - a. Friday, April 8, 2022
 - b. Friday, May 13, 2022



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Education Committee Meeting Minutes-DRAFT

Friday, March 11, 2022, 8:00 a.m.

<https://akfcs-org.zoom.us/j/91966458588?pwd=TIM4SHF6cnFOTCs1c1VhaVJ5WGltQT09>

Meeting ID: 919 6645 8588 **Passcode:** 164652

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 919 6645 8588

The meeting was called to order by Ms. Amy Vernon at 9:05 a.m. The attendance was recorded and attached.

The Committee reviewed the Meeting Minutes from the February 11, 2022 meeting. One minor edit was noted by Ms. Yarnie and “mental” was noted twice. The error was corrected. Ms. Vernon asked for a motion to approve the February 11, 2022 meeting minutes. The motion was made by Ms. Yarnie and seconded by Ms. Vernon.

SEL Update

Dr. Cole began by stating that while many students have adjusted to being back in school, there are still students that are struggling. The Panorama survey would be lined up towards those issues towards the end of the year to help and see if the interventions have been effective. Dr. Cole also stated that they began to look at next years and what needs to be addressed and the interventions that need to be developed to meet those needs. Dr. Cole noted that a parent discussion series was done with Mr. Jim Dunn over four weeks on social-emotional functioning and they were looking to produce something similar to a podcast and put the information online so that parents and teachers would be able to watch it.

Ms. Paluk stated that they were now trying to build systems as well as deliver services in ways that are considered new to focus more on the students and be intentional as opposed to reactionary and waiting for the student to erupt. It was also noted by Ms. Paluk that there would be a District-wide PD on March 30, 2022, focusing on DEI and SEL by Mr. Robert Jones.

Healthy Sexuality- Communications Plan

Ms. Regan began by explaining that two family nights were planned for 2 hours each. It would be provided by grade levels in 30-minute increments in which 10 minutes would be dedicated to the course information and the remaining 20 minutes for questions and answers. Ms. Regan also noted that there would be a google form for questions that were not answered due to time or questions that were private and they would get to the questions on time. A webinar format would be used and different times would be offered to accommodate families as many families are anticipated to attend.



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Ms. Culkeen stated that for students that would not be participating, work would be created in google classroom reinforcing topics the student already touched on. It was also noted that all means of communication would be utilized to reach out to parents about the lessons and make sure they send back their forms. Ms. Yarnie inquired about whether more content would need to be provided in the letter to which Ms. Regan stated that it would not as the letter would be going out with the opt form which has more details and the curriculum per grade level. This information would also be provided in multiple languages and it would be labeled as an information sheet. Ms. Yarnie also inquired about the possibility of providing another date to capture all of our families to which it was noted that they would look at schedules to ensure that the sessions are widely available.

Ms. Little reminded everyone that there is information in the handbook and sex education and the criteria for parent notifications and noted that wording can be included to inform parents to refer to the student handbook regarding parent notification. Ms. Culkeen reiterated the fact that respect is one of the most important values that she does push before starting this lesson. Working with the guidance counselors would also allow for assistance in wording so that it is the most effective for the students where some topics may be challenging or triggering for them. It was also noted that if a parent opted out from the health class for one year, they can join in another year and they would still be contacting families that chose to opt-out to provide reassurance.

Ms. Paluk inquired about adding a line for parents to inform them that if their child is participating, there is no need to do anything and if you don't want your child to participate, sign the form. Parents who choose not to attend the session would still receive the digital communications that would be presented and they are not mandatory. It was also noted that a FAQ sheet would be created for common questions that families may have. Ms. Regan also notified the committee members that they were waiting to hear back from a consultant that would assist Ms. Culkeen with the content area and provide their expertise and support.

Middle School Principal Search

A letter was distributed to families as well as staff soliciting interest in serving on the search committee that would be composed of Ms. Paluk, Ms. Regan, and 9 individuals. Several resumes were received and first-round interviews would be set up once they were reviewed. The semifinalist would be brought to the search committee for 2 interviews totaling an hour each on zoom and Monday night, they would deliberate and set up a visit for the remaining candidates. Ms. Paluk stated that she hoped to make an offer before April vacation.

Approval of 2022-2021 Academic Calendar

Ms. Paluk began by explaining that the consensus among staff was the desire to feel well prepared to go into next year with a new curriculum and the only way to ensure that was to provide PD at the beginning of the year, going from 2 to 3 days and building some additional days throughout the year. In the past, Friday, September 2nd has been a full day off but the recommendation was to make that day a ½ day to get to 145 days before June 16, 2022. It was noted that a memo would be added to the calendar to explain how snow days work and how it affects the last day of school.



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Charter Renewal

During the site visit from DESE last May, it was determined that an update needed to be made on the Abby Kelley mission statement. The new mission statement took into consideration the suggestions that came out of the IB accreditation a few years ago to make Abby Kelley a more global perspective on all of the learning across the Board and the more pointed areas of concern according to DESE. Areas of concern were the use of “great works of Western Civilization”, the use of parents as opposed to families, and the use of children as opposed to students. These changes would allow for a more encompassing mission statement of the diverse body at Abby Kelley. Other changes were made to add a broader perspective as opposed to a narrow descriptor.

The mission statement would have to be sent in no later than April so that it can be sent to the commissioner for approval as a charter renewal cannot be written without this piece completed. Ms. Paluk stated that she would send out a quick survey to parents explaining the changes and asking for their input on the mission statement revision. It was also noted that a Board of Trustees vote would need to be taken at the March Board meeting so the survey would be sent out to families before that. Ms. Vernon inquired about the use of the word “primary” and whether or not it diminished the role of the school. Ms. Zagabe-Ndiku then also inquired about how the term came into the mission statement and the historical knowledge behind it. Ms. Yarnie also suggested using the survey being sent out to families to gather information.

Ms. Vernon called for a motion to adjourn the meeting. Ms. Yarnie made the motion and it was seconded by Ms. Vernon. The meeting was adjourned at 9:15 a.m.

Name (Original Name)	User Email	Join Time	Duration (Minutes)
Naira Joseph	njoseph@akfcs.org	3/11/2022 7:40	98
Jennifer Giusto		3/11/2022 7:56	45
Chris Kursonis	ckursonis@akfcs.org	3/11/2022 7:56	81
Michelle Vigneux		3/11/2022 7:56	82
Amelie Cabral	acabral@akfcs.org	3/11/2022 7:56	81
Heidi Paluk	hpaluk@akfcs.org	3/11/2022 7:57	80
khersey@akfcs.org	khersey@akfcs.org	3/11/2022 7:57	26
Jessica Regan (jessica Regan)	jregan@akfcs.org	3/11/2022 7:57	80
Mr. Kerr	rkerr@akfcs.org	3/11/2022 7:58	80
Shelly Yarnie		3/11/2022 7:59	79
Amy Vernon		3/11/2022 7:59	78
Kelly Gould		3/11/2022 8:01	77
AnnMarie Little		3/11/2022 8:01	76
Carrie Cole		3/11/2022 8:02	76
Bibiche Zagabe-Ndiku		3/11/2022 8:05	73
Ms. Culkeen (Health)		3/11/2022 8:09	40
khersey@akfcs.org	khersey@akfcs.org	3/11/2022 8:21	56
Jennifer Giusto	jgiusto@akfcs.org	3/11/2022 8:41	37

What is the Seal of Biliteracy?

The State Seal of Biliteracy is an award provided by state approved districts that recognizes high school graduates who attain high functional and academic levels of proficiency in English and a world language in recognition of having studied and attained proficiency in two or more languages by high school graduation.

DESE's vision is to help students recognize the value of their academic success and see the tangible benefits of being bilingual. The State Seal of Biliteracy takes the form of a seal that appears on the transcript or diploma of the graduating senior and is a statement of accomplishment for future employers and for college admissions.

AKF Updates:

This is Abby Kelley's second year of participating in a Seal of Biliteracy program and we will be awarding the Seal of Biliteracy to four students upon graduation!

Jailimar Montanez:

Jailimar has been an AKF student since first grade and is a native Spanish and English speaker. See the video below for more on why Jailimar chose to pursue the Seal of Biliteracy.

[Jailimar's Video](#)

Dominic Denert:

Dominic has been an AKF student since Kindergarten and is a native Polish and English speaker. Dominic is our first Seal of Biliteracy with Distinction recipient. This means Dominic scored in the advanced range on the ELA MCAS as well as the Polish language assessment. See Dominic's testimonial below on why he chose to pursue the Seal of Biliteracy.

"Hello, my name is Dominic. I am in 12th grade and received the Polish certification for my Seal of Biliteracy during the spring of 2020, and am waiting to complete the English certification during Senior Year when I am able to take the MCAS that was missed during the pandemic. Growing up, my parents were both immigrants from Poland and therefore I was influenced quite a lot by Polish culture. In fact, I even went to a Polish School on the weekend for the first 9 years of school. I chose to pursue the Seal of Biliteracy because it presented an opportunity for me to make use of what I had already learned growing up and helped reignite my interest in it in order to get scholarships toward my future."

Adam Jacher:

Adam has been an AKF student since Kindergarten and has developed an interest in the Spanish language. After graduation Adam hopes to spend time traveling. A testimonial from Adam is unavailable at this time.

Yadalisse Norford:

Yadalisse has been an AKF student since Kindergarten and is a native Spanish and English speaker. A testimonial from Yadalisse is unavailable at this time.

Why Pursue the Seal of Biliteracy:

- The Seal of Biliteracy celebrates cultural diversity!
- The Seal of Biliteracy supports Abby Kelley's mission as it promotes academic excellence as well as skills needed to be a global citizen.
- The Massachusetts State Seal of Biliteracy provides colleges and universities with a method to recognize and give credit to applicants for attainment of high level skills in languages.

Currently nine public institutions of higher learning in Massachusetts provide language on their websites to provide credits for prior learning for students who have earned the Seal of Biliteracy. Those institutions include:

- Bridgewater State University
- Bunker Hill Community College
- Cape Cod Community College
- Massachusetts Bay Community College
- Middlesex Community College
- Mount Wachusett Community College
- North Shore Community College
- Northern Essex Community College
- Salem State University

Seal of Biliteracy Next Steps:

- I am working to grow our Seal of Biliteracy program.
 - Connecting with IB Foreign Language teachers
 - Working with ES and MS to spread the word of this program and opportunity
 - Communication with students and families whose native or home language includes Twi to determine what barriers may prevent them from pursuing the Seal of Biliteracy.
 - Communication with DESE
- Currently recruiting students for the 2022-2023 school year



History of the AKFC Mission Statement

The original Mission Statement was prepared by Advantage Schools and was used by all 16 schools under their management. This is the statement that appears in the charter and in the first three Annual Reports:

The mission of the Abby Kelley Foster Regional Charter School is to:

Demonstrate the heights of academic achievement that public school students can routinely attain when the advantages of charter school governance are coupled with proven curricula and instructional practices and ambitious new academic standards.

Offer area families rich new choices in public education.

Create new professional settings for teachers that permit them to succeed, free from debilitating work rules, financial constraints, and excess regulation.

After the relationship with Advantage ended, Abby Kelley Foster Charter School petitioned the Department of Education (DOE) to change our Mission Statement. The following was written by Michael Pakaluk and appears in the 2002 Annual Report:

The mission of the Abby Kelley Foster Regional Charter School is to attain the highest standards in teaching students to pursue the truth and to learn about the world; to love the good by growing in good character and civic virtues; and to cultivate what is beautiful in thought, word, action and sense. In this mission the school assists parents, who are the primary educators of their children; and it exercises stewardship by passing on to a new generation the treasures of knowledge and culture we have received from the past.

Both SchoolWorks, the group that coordinated our renewal site visit, members of the DOE charter school office, and a second site visit team, Foundations, criticized the Mission Statement. In their final report, SchoolWorks wrote: “*The mission statement, as written, is too ambiguous for comment by the team. However, during the visit, stakeholders consistently expressed the mission as follows: to provide a “classical liberal arts education” that includes foreign language, music and academics; to develop well-behaved, respectful students; and to acknowledge and engage parents as their children’s primary educators. The school is faithful to the mission verbally expressed by the stakeholders as they work toward implementation.*”

In response to this concern, the Mission Statement was simplified and was submitted to the DOE for approval in (what year? 2004?). The newest version, written primarily by Jarrett Conner, reads:

The mission of the Abby Kelley Foster Regional Charter 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.

In 2017, when the International Baccalaureate Programme underwent a five-year review, one of the recommendations that came out of it was to update the AKFCS Mission to better reflect the global perspective of IB. In 2021, when the Department of Elementary and Secondary Education (DESE) did a mid-charter review, the report indicated that the current Mission statement was outdated, especially since AKFCS does not rely on 'great works of Western Civilization' but rather has embraced more global, culturally relevant works.

As Abby Kelley begins to prepare for our upcoming Charter renewal in 2023, a small group of administrators gathers in late 2021/early 2022 to draft a more current mission statement, which is not only reflective of the IB learner, but of our diverse population, our renewed commitment to academic excellence, character formation, and accountability for all members of our community.

Proposed by internal group (reflective of IB:)

The mission of the Abby Kelley Foster Charter Public School is to assist families in their role as primary educators of their students by providing a liberal arts education grounded in works representative of a diverse population, promoting lifelong learners with a global awareness, aimed at developing accountable citizens through academic excellence and character formation. (3.20.22)

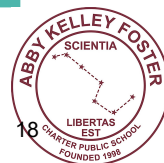
Proposed suggestion by BOT for Education Committee:

The mission of the Abby Kelley Foster Charter Public School is to ~~assist~~ partner with students' families ~~in their role as primary educators of their~~ to educate all students by providing (them with?) a liberal arts education grounded in works representative of a diverse population, ~~and to promote~~ ing lifelong learners ~~and~~

develop accountable citizens with a global awareness, aimed at developing accountable citizens through an emphasis on academic excellence and character formation. (4.5.22)

Social Emotional Needs of Students Across District

Counseling Department
of
Abby Kelley Foster Charter School



What we Know

Counselors across all three buildings are continuing to face and learn of the significant impact of social isolation and lack of connection that our students faced during the Pandemic.

Elementary School: lack of social skills, and school behavior skills. Students with significant high needs were often not receiving appropriate interventions in the community during the Pandemic and thus, they presented with significant deficits in social communication, social skills, self regulation and school behavior skills. While more rare, self harm and suicidal ideation has been observed in the elementary school this year. Absences and tardies are a significant problem for some students and families.

Middle School: middle school students continue to struggle with impulse control, low frustration tolerance, social skills, and appropriate school behavior skills. Many experience significant anxiety, panic, lack of feeling connected despite being back with their peers. Counselors deal with eating disorders, identity issues (sexual/gender), self harm, suicidal ideation. Developing and connecting with friends, getting used to the demands of school. Students who were remote last year continue to exhibit significant social emotional challenges. Absences and tardies are a significant problem for some students.

High School: high school students struggled with significant levels of anxiety, depression as well as executive functioning challenges around time management, demands of school, home, work, college prep, etc. Eating disorders, gender identity and sexual identity issues, suicidality and self harm have all been concerns brought to the guidance counselors.

What has happened since January 2022?

Panorama survey was distributed to students in December 2021. In January 2022, guidance counselors met to review and analyze results of the data. An area of significant need that was identified throughout the district was a focus on Emotion Regulation skills. While Panorama identified that 48% of our students were identified as having no strength in the area of Emotion Regulation, guidance counselors focused on the students who scored themselves a 1 or lower in the areas evaluation.

School Interventions provided by counselors

These interventions have included groups, individual counseling, as well as check in/check outs with students. The intensity and frequency of the interventions could be daily, weekly, a few times a week to every other week. Interventions have been focused on the following:

Social issues - developing friendships, bullying, interacting and reconnecting with peers, appropriate school behavior, lack of perspective taking, self management skills, conflict resolution skills. An increase in

Aggression - increase in aggressive acts - physical aggression towards staff and other students, verbal threats, verbal aggression (racial and homophobic comments), issues between peers that require mediation.

Emotional dysregulation- inability to cope or calm themselves, EMH has been called (depression, self injury), verbal and physical disruptions in class.

Anxiety-difficulty coming to school, anxiety in school, anxiety related to academic tasks

Other Responsibilities

In addition to the students that counselors see on a regular basis, there are students that come to the office in need of help on a daily basis.

Teachers will contact counselors and refer students. This could be by phone call, email, a stop in the hallway. Parents may also call to talk to a guidance counselor about their student and request that they check in or meet with the student that day.

Counselors also get called to handle crisis situations. They work on reentry meetings when students have been hospitalized, coordinating with providers, consulting with teachers, parents and helping the student feel safe again in the school environment. Refer families and students to community based programs, work with families to help them understand the students behaviors.

Elementary School

Counselors in grades K-3 have learned the Panorama dashboard and have used this judiciously in terms of tracking and monitoring their interventions.

Counseling Staff has serviced 13% of students at a Tier 2 or Tier 3 level since January.

- Kindergarten - 10% of students

- First Grade - 17% of students

- Second Grade - 10% of students

- Third Grade - 15% of students

Behavioral Interventions

Elementary school also has a behavioral team. This team works with the counseling team, but their approach is somewhat different and the focus is on the behavior of the student and shaping that behavior.

At the present time, the behavior staff is servicing 13 students. They are also a presence in certain classrooms to assist teachers in behavioral redirection of certain students.

Middle School

While we do not have specific data regarding the percentage of students that have been seen - here is a typical day in the life of a guidance counselor:

“Five students are on my schedule that need to be seen...7 students came to my door looking to see me or they were brought/sent down. I met with a student in the main office, I had a brief conversation with a student in the hallway related to an incident in the classroom. I spent 40 minutes in a 7th grade classroom with 20 students debriefing an incident that happened. Within the two grades I see, there are dozens of students that I see regularly. While this may vary this is a typical day.”

Behavioral Staff in Middle School

In the middle school, there is one RBT this year. Two other RBT's are contracted and work with students in the classroom, developing behavior plans and working with the students and the teachers in the classroom.

High School

In the high school, there are two guidance counselors and one school adjustment counselor. One guidance counselor's primary responsibilities are college and career focused. The other guidance counselor and school adjustment counselor balance the mental health needs of the students that require additional intervention.

Since January 2022 approximately 50 students (10.5%) are receiving or have received an ongoing intervention for social emotional issues by our counselors.

The school nurse is a resource for students with mental health needs. Typically, the nurse will triage to the guidance staff. Issues that present to the nurse are anxiety and other issues related to mental health. Anecdotally, on average, there are 10-15 students that present to her each week with mental health symptoms.

What's Next?

- Panorama survey will be redistributed the first week of May to all students in grades 3-12 and teachers K-2.
- Implementing an Emotional Pulse Check between surveys to all students.
- Integrating SEL into the classrooms
- Creating and working towards additional structures within guidance programs to have a team approach, implement evidence based strategies for our students.
- Building off the positive that are happening in each building.

The Positives We Can Build On

draft



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Education Committee Meeting Minutes-DRAFT

Friday, April 8, 2022. 8:00 a.m.

<https://akfcs-org.zoom.us/j/95838992253?pwd=VEg1d1ZpalMwa2dzcXFreVBwRVM5UT09>

Meeting ID: 958 3899 2253 **Passcode:** 195670

By phone: +1 929 205 6099 **Meeting ID:** 958 3899 2253

The meeting was called to order by Ms. Amy Vernon, Chair, at 8:05 a.m. The attendance was recorded and is attached.

The Committee reviewed the Meeting Minutes from the March 11, 2022 meeting. Ms. Vernon asked for a motion to approve the March 11, 2022, meeting minutes. The motion was made by Ms. Yarnie and seconded by Ms. Zagabe-Ndiku.

Seal of Biliteracy

Ms. Cabral provided an update on the Seal of Biliteracy program by reminding the committee members that the Seal of Biliteracy was an award given to High School graduates who attained high functional and academic language proficiency in English and a World Language. It was explained that this was a seal that would be written on the official transcripts of the graduates and display a statement of accomplishments for future employers and college admissions. Ms. Cabral explained that this year, Abby Kelley would see four (4) students graduating with this high accomplishment, with three (3) students obtaining the seal in Spanish and one (1) student obtaining the seal in Polish. The student who obtained the Seal of Biliteracy in Polish also earned the Seal of Distinction, which means they received the highest level of English language proficiency, as determined by MCAS, and scored in the advanced category on the Polish language subtest.

Ms. Cabral explained that obtaining this seal aligned with the Abby Kelley mission to promote academic excellence and provides the necessary skills needed to be a global citizen. Approximately nine (9) Massachusetts colleges currently offer college credits to students who obtain the seal toward the world language requirement, and more colleges are looking to do the same. Ms. Cabral explained that the goal was to expand the program and work on recruiting students who are currently in high school while also promoting the program to parents of elementary and middle school students. Ms. Cabral also noted a conversation about students obtaining the seal in the native language of Twi and why no one chose to do that. Based on preliminary discussions, it was noted that it might be due to the writing component. Not many native speakers of the Twi language also write it, which is a requirement for DESE, and because of this, Ms. Cabral explained that she did reach out to DESE to shed light on this situation and see how this can be more attainable.



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Ms. Vernon questioned whether students could take the foreign language portion of the test at any point in their high school career, to which Ms. Cabral explained that they could and did not have to wait to take the MCAS. Ms. Cabral stated that the students were also allowed to retake one of the subsections that they may not have passed. It was also noted that most of the students are native speakers of the language they choose, but some students are not native to the language.

Ms. Yarnie inquired about any future goals of expanding the number of institutions accepting the college credit seal. Ms. Cabral explained that DESE has made this one of its top initiatives and was working to partner with more institutions to do this. Ms. Zagabe-Ndiku inquired about plans to pursue another language, to which Ms. Cabral explained that students were able to choose the language they wanted to follow the seal in, and the pathway would be given to them. It was explained that most languages are online-based assessments, and some are portfolio-based. Ms. Zagabe-Ndiku also inquired about the French language being brought back to Abby Kelley. Ms. Paluk explained a plan to get French back as a required language as some teachers will be retiring, and it is not easy to find a Latin-speaking teacher. Because of this, there would be a proposal brought forth in May to change the languages to Spanish and French.

Middle School Principal Search

Ms. Paluk explained that a committee of twelve (12) people assisted in narrowing down the middle school principal candidates. Of the seventeen (17) people that applied, ten (10) of them had the proper qualifications and were interviewed, narrowing the number down to seven (7). There are now (4) candidates remaining, and reference checks and salary ranges are being checked. It was explained that there would be a meeting with all the candidates next week, where honest conversations would be had about the needs of the middle school and what we are looking for in a leader. After narrowing the list down to two (2), it was determined that they would be invited to meet families and staff members. Ms. Paluk explained that the end decision would be hers, but she is listening to the thoughts of others as well, and an offer would be made after April vacation.

Ms. Vernon inquired about possible support pathways for the gaps that the individual candidates may have to which Ms. Paluk explained that they would all have a mentor to assist with the learning process.

Healthy Sexuality

Ms. Regan began her update by explaining that the name has changed from healthy sexuality to puberty education based on the suggestion of the outside consultant who they are currently working with. One of the reasons for the change was that there were no students in the middle school now who had received puberty education. Ms. Regan explained that the goal was also to be conservative in the first year while still obtaining trust from families and that the name change would better describe it. It was also explained that most of the questions from students ages nine (9) to thirteen (13) were about anatomy, which is a focus within the puberty units; therefore, there will be a curriculum that is the same for grades four (4) and five (5) and another curriculum for grades six (6) and seven (7).

Ms. Regan explained that all lesson plans would be available for parents to view and not be sent home. Parents with questions would be invited to sit down with either Ms. Regan or Ms. Culkeen to discuss the

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concerns and review the curriculum. This is set to begin on May 2 due to the specials rotation, and students can start their lessons. Next week, written communication would be going to families explaining the goals, offering two (2) family information sessions, and providing the opt-out form and a FAQ to address some common questions and concerns in advance. Ms. Yarnie inquired about the consultant's background, to which Ms. Regan stated that she would get that information for her.

SEL and the Need of Our Students

Dr. Cole began by explaining that the impact of social isolation is still being seen in students during April across the district. It was explained that the most significant effect was seen in the elementary students as they came in with very substantial and high needs because of the lack of appropriate interventions needed during the pandemic. Absences and tardies continue to be an issue in high school, and many students are experiencing anxiety and depression.

Data was collected from Panorama, and emotional regulation skills were looked at. Students who scored lower were looked at, and different interventions were put in place based on their specific needs. Dr. Cole noted that the guidance counselors are doing more than just interventions as students can see them at any time and can be contacted by teachers. There has been a focus on social skills, conflict resolution, and social regulation around aggression, as there has been an increase in aggressive acts. Students were also being taught coping skills to deal with anxiety better.

Dr. Cole explained that two counselors are servicing thirteen percent (13%) either now or have serviced at Tier two (2) or three (3) levels since January. Ten percent (10%) of kindergartners, seventeen percent (17%) of first (1st) graders, ten percent (10%) of second (2nd) graders, and fifteen percent (15%) of third (3rd) graders are receiving some form of an intervention in the elementary school. Behavior plans were also being implemented, and teachers were involved. It was noted that there are two guidance counselors and one school adjustment counselor in the high school, and there was an increase in students seeing the nurse for mental health concerns, to which they were sent to guidance. A clinician from Community Health Link is also in the district from Monday through Friday, alternating between the schools and currently seeing nineteen (19) students, focusing on the family portion and long-term counseling services for those families.

Dr. Cole explained that the survey would be redistributed in May to obtain data and look for progress among the students. SEL was also being integrated into the classrooms, and the Guidance team would continue to work on evidence-based strategies and implementation. Ms. Vernon inquired about the percentage of students who have a counselor contact. Dr. Cole stated that there was no way to determine that but that the students were receiving different levels of interventions based on their needs.

Ms. Paluk explained that staff resources are currently limited, and there will be a budgetary ask for a new clinician and behavioral support in the middle school. Ms. Zagabe-Ndiku inquired whether a note should be included in the admission packets of students who may have a challenging year due to the pandemic. Ms. Paluk explained that there would be a college readiness presentation that would touch on that. Mr. Penney also explained that though there are difficulties for some students, many students are happy to be back in school and are doing exceptionally well. Everyone was working together for the betterment of the students.



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Mission Feedback/Revisions

Ms. Paluk explained that the mission statement is ever-evolving, and we are arriving at the point of creating a document that can go out to obtain feedback. Ms. Paluk explained that feedback received about the music piece of the mission being removed was not a way to say that music would not be a focus but that other subjects are a part of the liberal arts approach. Ms. Paluk explained that the Board of Trustees provided feedback, and it was reviewed with previous mission statements in an attempt to incorporate all the changes. Ms. Paluk explained that she would meet with the Faculty council and the DEI committee to review and discuss the mission and the concepts.

Ms. Vernon asked for a motion to adjourn the meeting. Ms. Zagabe-Ndiku provided the motion, and Ms. Vernon seconded the motion.

The meeting was adjourned at 9:40 a.m.



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Facilities and Finance Committee Meeting Agenda

Wednesday, April 13, 2022, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/98771821507?pwd=eHptc2RzaXphQ1RnZldlSWdicWp4dz09>

Meeting ID: 987 7182 1507 **Passcode:** 824734

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 987 7182 1507

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the March 18, 2022, Meeting Minutes
 - a. **Motion:** To approve the March 18, 2022, Meeting Minutes
- IV. Budget Presentation- Ms. Alisha Carpino
- V. Flood Update
- VI. Facilities Update- Mr. Michael Grennon (Time Permitting)
- VII. IT Update- Mr. Gabriel Beltran (Time Permitting)
- VIII. Upcoming Facilities & Finance/ BOT Committee Meetings
 - a. Thursday, April 21, 2022- *Board of Trustees Budget Presentation*
 - b. Thursday, April 27, 2022- *Board of Trustees Budget Approval*
 - c. Friday, May 20, 2022
 - d. Friday, June 17, 2022
- IX. Timely Topics as identified by the Chair and/or ED
- X. Adjournment



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Facilities and Finance Committee Meeting Agenda

<https://akfcs-org.zoom.us/j/98983268038?pwd=R1dyaGJwMEM5Q2M4cHJXUk5YNTc0UT09>

Friday, March 18, 2022, 8:00 a.m. DIGITAL MEETING

Meeting ID: 989 8326 8038 **Passcode:** 840857

By phone: +1 929 205 6099 **Meeting ID:** 989 8326 8038

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the February 18, 2022, Meeting Minutes
 - a. **Motion:** To approve the February 18, 2022, Meeting Minutes
- IV. Salary Scale Presentation- Mr. Benjamin Reilly & Ms. Alisha Carpino
- V. Flood Update
 - a. Insurance- Ms. Carpino
 - b. Renovations- Mr. Michael Grennon
 - c. Service Master- Ms. Heidi Paluk
- VI. Financial Reports- Ms. Alisha Carpino
- VII. Facilities Update- Mr. Michael Grennon (Time Permitting)
- VIII. IT Update- Mr. Gabriel Beltran (Time Permitting)
- IX. Upcoming Facilities & Finance/BOT Committee Meetings
 - a. Wednesday, April 13, 2022
 - b. Thursday, April 21, 2022- Board of Trustees Budget Presentation
 - c. Thursday, April 27, 2022- Board of Trustees Budget Approval
 - d. Friday, May 20, 2022
- X. Adjournment



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Facilities and Finance Committee Meeting Minutes- DRAFT

<https://akfcs-org.zoom.us/j/98983268038?pwd=R1dyaGJwMEM5Q2M4cHJXUk5YNTc0UT09>

Friday, March 18, 2022, 8:00 a.m. DIGITAL MEETING

Meeting ID: 989 8326 8038 **Passcode:** 840857

By phone: +1 929 205 6099 **Meeting ID:** 989 8326 8038

The meeting was called to order by Mr. Patrick Royce. The attendance was recorded and is attached.

Mr. Royce opened the meeting at 8:02 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from February 18, 2022. Upon their review, Mr. Royce asked for a motion to approve the minutes from February 18, 2022, Facilities & Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Ms. Blue. A roll call vote was taken to which Ms. Blue abstained as she was not present for that meeting. The meeting notes were approved.

Flood Update

Ms. Carpino began by explaining that Abby Kelley has the national flood program which is costly and does not provide the best coverage possible. The research was done and it was determined that while the new possible coverage does not add additional coverage to what we currently have, it is significantly cheaper. Information has been shared with that company and they are currently reviewing past claims of the school and will decide. Mr. Grennon provided an update on the meeting that is scheduled for BlueSky on Monday, March 21, 2022, which will begin the process of the ES basement renovations.

Mr. Royce inquired about any flood mitigation work that would be done to which Ms. Paluk explained that a company has not been brought in to discuss that at the moment. Ms. Paluk explained that in the meeting, she would discuss how the basement was going to be rebuilt to avoid further damage from future flooding.

Service Master provided no documentation to inform the school of the scope of work that was going to be done, according to Ms. Paluk. it was also noted that many conversations took place between August to



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October that did not involve anyone from Abby Kelley and because all of the work is not covered under the insurance, there is a very significant bill left under the responsibility of Abby Kelley. Mr. Royce inquired about whether it would be feasible to involve counsel at this step to which Ms. Paluk agreed.

While the amount that is the responsibility of Abby Kelley has not fully been determined, it was noted that even with the policy of \$500,000, only \$180,000 of it was covered for both the demolition and rebuild. The lack of communication between the agents, adjuster, and the school caused further confusion and it was determined that counsel would be the next step along with the potential of a letter being sent to the claims department head informing them this claims process was not done in good faith.

Salary Scale Presentation

Ms. Carpino provided a brief overview of the work that has been taking place since November. The co-chair of the committee, Mr. Benjamin Reilly, worked with a committee composed of different teachers from each school to come up with a salary scale that will be a stepping stone for future discussions. Ms. Carpino noted that this would be presented again during the budget meeting to demonstrate how this will work within the budget.

Mr. Reilly began by informing the committee members that the salary has not been adjusted in at least 6 years while the industry standard has been to update the salary scale every year by about 2% to account for inflation. With the standard increase of 2%, it was noted that teachers with a bachelor's degree would be paid about 13% more, while teachers with a master's degree would be paid about 14.5% more. This has also caused many people to accept jobs and then turn them down for a position that is paying them more, placing Abby Kelley in the difficult position of not being able to be competitive enough to retain teachers.

Mr. Reilly explained that every K-12 school in the district was compared to Abby Kelley based on enrollment, number of teachers, and population data, of which 100 out of the 220 distinct districts were researched. 84/100 had teacher contracts available online and 22 out of 84 were deemed recent enough to use. Based on that comparison that was done, it was noted that the cost of living averaged 1.85% and the average number of steps was 13.36, while Abby Kelley currently has 25 steps, and the average starting salary was 20% higher than our starting salary for the bachelors. The salary scale committee determined that based on the research, several actions would need to take place such as an increase in the starting salary, reducing the number



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of steps, and increasing the difference between each step, resulting in more significant yearly raises. The current salary scale for Abby Kelley was at \$40,000 when the average was \$50,000 and yearly increases were small, between 2%-3%.

With this information in hand, the suggestions from the salary scale committee were to increase the starting salary to \$47,000, which is still below standard but a step forward. It was also determined that the number of steps should be decreased from 25 to 15, which is also above standard and each step increase would come with a 3.5% raise. There would be a 6% increase for the first 2 lane changes and any lane changes after the masters is a 3% increase. With these new proposals, we would still be behind the average amounts by 5%. The budget would be reviewed yearly and a salary scale committee would meet yearly while reviewing the schools' competitiveness every 3 years.

Ms. Carpino explained that a ten-year trend of information was used to create the three-year projection and that was done to ensure that the salary scale could be sustained. Because of this, Ms. Carpino explained that no one-time funds were used in building the scale and the salary scale was forecasted with no retirements and no turnover so the projection would be higher. There were also no changes to federal or state grants going forward and kept in the state every year. Ms. Carpino noted that the budget advisory committee would consist of two instructional staff from each school which the Faculty council would nominate. At the end of the scale where the staff would max out on their raises, there would be a longevity bonus that would allow for staff to be able to stay current with the cost of living challenges.

Based on the budget calculations from Ms. Carpino, each year would be about a \$700,000 increase in teachers' salaries and this was done to make sure that we did not outpace ourselves with this projection. The salary scale update would allow our teachers to be paid a salary that is much closer to the industry standard, making Abby Kelley more competitive in attracting qualified teachers and staff. The salary scale would also have predictable and significant raises every year, allowing for better retention of staff.

Mr. Royce inquired about obtaining a list of the 22 schools that were used for comparison as he wanted to use that to compare the cost of living, stating that it would be more expensive to live in Boston as opposed to Worcester. Mr. Royce also asked for clarification on teachers not receiving a salary scale adjustment in 6 years,

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to which it was explained that there was an adjustment two years ago in which everyone skipped one level and there was a 1% adjustment through all the levels but an actual standard increase was not done in the past 6 years. It was also noted that while teachers do receive step increases, it does not include the cost of living changes.

Ms. Blue inquired about the current longevity bonus and whether there was a plan in place for it to which Ms. Carpino explained that while there was no document in place, this has been something that has been done even by her predecessor once the teacher no longer qualifies for the yearly raises. Mr. Royce also inquired about where the teachers reside and it was noted that there were not many teachers with bachelor's degrees due to not having a competitive salary scale among other institutions. Ms. Zagabe-Ndiku also inquired about whether there would be space to increase the starting scale as it is still below standard and the hiring of teachers has become difficult but is critical to which Ms. Carpino explained that while she agrees that this is not enough, it is currently what fits. She also explained that this is just a starting point and would be looking at other ways to increase the lines of revenue, which would allow for more salary increases. Ms. Zagabe-Ndiku then inquired about finding grants that support a hiring bonus which would allow for the budget to remain the same to which Ms. Carpino explained that a bonus was provided last year and there would also be a 2% bonus being given in May.

Ms. Paluk stated that there is money available for teacher diversification that does go towards helping to pay for classes and other items but it is focused on diverse teachers. It was noted that the application was not submitted this year due to the lack of structure in place that would have supported that. She explained that there were systemic changes that needed to take place for the recruitment of teachers who may not have had a traditional path into education and to also support them with additional financial compensation. Ms. Blue also inquired about the current grants and whether any of them could be influenced in terms of requesting them on our end from a proposal standpoint to which Ms. Carpino explained that Ms. Vigneux has done an incredible job of finding grants for budget items that were included so it allows for the grant monies to open space in the budget.



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Mr. Royce inquired about whether the incentives were properly aligned with the needs of the school to which Ms. Caprino explained that the first three lanes were the ones that had the most increase and that more steps allowed for staff to have the incentive to advance their education. It was also noted that the longevity bonus was a great way to retain staff. Ms. Blue also noted that it would be a good idea to see a grid to see where all the salaries land and create an overall district goal of receiving incentives.

Financial Report

Ms. Carpino began by stating that we are under the budget for the revenue from state sources. It was also noted by Ms. Carpino that the revenue was reduced by 7% and she is in touch with DESE to figure out the mistake if there was one. The Regional Transportation payment has also not been received yet so there is a difference showing as it comes later in the year. The in-district transportation is also reporting under budget by \$94,000 due to issues such as snow days and the lack of education outings due to the pandemic. The cost of gas has also increased so gas adjustment invoices have been sent, costing about \$4000.00 and it is currently being watched. The federal grant funding is also above the budgeted number and a \$200,000 ELA curriculum was received, along with a grant for \$61,000 for social, emotional, and mental health. Staffing costs and salaries are under budget by 2% and there are 3 open full-time positions at the moment.

The current benefits are under budget at 9% and based on a meeting with Ken, it was advised to budget at 9% again to be safe. A \$60,000 refund was received for HRA due to our funding of 25%, which was \$111,000 but any monies not used would be refunded. Ms. Carpino explained that this all put the debt ratio at 1.76%, compared to the required ratio of 1.15%.

Mr. Royce exited the meeting at 9:28 a.m. and Ms. Blue headed the remaining portion of the meeting.

Facilities Update

Mr. Grennon noted that there were outside cameras added outside of the middle school and the warehouse cameras are being completed at the high school. Ms. Blue inquired about having a document put together providing an overview of the different projects being completed.



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IT Update

Mr. Beltran began by stating that the main issues are still the Chromebooks and new Chromebooks being rolled out to the students and staff. The exterior cameras that were placed are now being backed up in case something were to happen to the server. Mr. Beltran also noted that updates have been done on many of the Chromebooks as they were not up-to-date and they have also been working on implementing an inventory system by next month. It was also explained that there was still a nationwide toner shortage and they were reviewing if the number of copier machines and printers were necessary in terms of cost and supply shortages.

Mr. Beltran implored everyone to think about the supplies that the teachers may need and use that information to strategically plan the devices that would be needed such as the projectors and Chromebooks as it is impacting how the students are expected to do their work.

Ms. Blue asked for a motion to adjourn the meeting. The motion was made by Ms. Zagabe-Ndiku and seconded by Ms. Blue. The meeting was adjourned at 9:45 a.m.



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Facilities and Finance Committee Meeting Agenda

Wednesday, April 13, 2022, 8:00 a.m. DIGITAL MEETING-DRAFT

<https://akfcs-org.zoom.us/j/98771821507?pwd=eHptc2RzaXphQ1RnZldlSWdicWp4dz09>

Meeting ID: 987 7182 1507 **Passcode:** 824734

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 987 7182 1507

The meeting was called to order by Mr. Patrick Royce. The attendance was recorded and is attached.

Mr. Royce opened the meeting at 8:02 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from March 18, 2022. Upon their review, Mr. Royce asked for a motion to approve the minutes from March 18, 2022, Facilities & Finance Meetings. Ms. Zagabe-Ndiku made the motion; Ms. Blue seconded it. A roll call vote was taken, and the meeting notes were approved.

Budget Presentation

Ms. Carpino began by stating that the budget for next year puts us at a gain of \$307,000. A six percent (6%) increase was budgeted for revenue and state sources, and the state grant has been kept at \$50,000. Revenue from federal sources was kept the same as notifications about the federal funding next year are not sent out until August. Meal revenue was budgeted for \$650,000, and an application for CIP has been submitted to assist with free lunches for the students.

An E-rate amount of \$30,000 has been placed in the budget as that is a guaranteed amount, but that amount may increase. An increase in next year's budget will be seen due to athletic fees. Next year, the middle school will offer athletics, which accounts for the rise. Ms. Blue inquired about a program where students who required assistance with the athletic costs could apply. Ms. Carpino stated that there was no official document about that policy. It was being done on a case-by-case basis.

An eight percent (8%) increase will be seen in the salary, leadership, and administration section of the budget due to regular raises and the hiring of an IT director, and IT support is included. Legal services were kept the same as \$50,000 has been spent to date, and this covers all of the legal services provided to Abby

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.



Abby Kelley Foster Charter Public School

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Kelley. The IT budget has also increased due to the demands of the school, such as projectors and computers, and Administrative expenses have increased due to condensing subscriptions and memberships in the workplace to save money. Board spending has also been added to the budget to assist with costs. Ms. Carpino also explained the steps to clean the budget and remove outdated data.

Instructional Salaries will see a thirteen percent (13%) increase due to the salary scale increase. Ms. Carpino informed the Committee that this increase would be sustainable as no one-time funds were used in the projection. Because of grants received, the instructional initiatives category was broken down to reflect zero, and the types have been moved to the proper places in the budget. It was noted that this budget item has existed in last year's budget but has been broken down more specifically in this year's budget. Pupil services, including the salaries for other student services, will not significantly increase as the regular raises and a small percentage of the increase to the salary scale.

This year, the cleaning company and snow removal company have been put out for bid. A seven percent (7%) increase will be seen in transportation due to contract changes, supplemental fuel bills, and school activities. There will be a 2% increase in food services as more students are served. Food is being brought in currently, but the kitchen staff will begin cooking for the students. Because the athletic department underspent, there was no need to increase the budget, and it was kept at \$200,000. Maintenance operations will see an eight percent (8%) decrease due to the cleaning company's changes. Maintenance has been budgeted for \$200,000, and there has been a decrease in supplies as we are no longer buying the same amount of masks and equipment to deal with the pandemic.

Insurance increased by three percent (3%). Health insurance was less than projected, so there was one percent (1%) decrease. Staff retention also decreased due to bonuses being removed from the category, leaving money for activities such as teacher appreciation week and holidays.

Mr. Royce commended Ms. Carpino on the work on the budget this year and on incorporating the updated salary scale into the budget. Ms. Carpino explained that contracted services it was composed of accounting and audit fees and professional fees. Ms. Blue inquired about the category titled other administrative expenses, which Ms. Carpino described housed the different subscriptions and memberships and currently has \$100,000. There was some discussion about breaking down categories differently and keeping things separate.



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Ms. Carpino also suggested tracking the Board spending on the back-end to assist with creating the budget based on their spending habits.

Ms. Zagabe-Ndiku inquired about whether any issues would arise if we did not receive Covid monies, to which Ms. Carpino stated that we would be able to sustain without it. Mr. Royce inquired whether it made sense to show the specific areas where the ESSR funds are going to which Ms. Carpino stated she would provide a narrative to make clear all of this information. Ms. Zagabe-Ndiku also inquired about the Foundation monies received and the line item that it falls under, and it was explained that it is not included as some of the funds come directly to the school and not the Foundation. Ms. Blue inquired about the monies categorized under the other revenue categories. Ms. Carpino explained that it houses monies that may come in for field trips, facilities rentals, reimbursements, and any additional funds that do not fall under a specific category.

Ms. Blue suggested adding the principals as advisors to the committee that Ms. Carpino has established to obtain feedback and to also include in the document to show inclusivity. Mr. Royce also spoke on the bond interest rates, fixed until June 2023 and reset. According to Mr. Royce, the concern is that because we are in a rising interest rate period, it was suggested to fix the interest rate for the remaining time through 2028 to 3.5%, which is when the bonds would mature. There would be a prepayment penalty, according to Mr. Royce, if we were to choose that option, but it is well worth the risk. Mr. Royce explained that an official vote would be taken at the Board of Trustees meeting to finalize it.

Flood Update

Ms. Carpino explained that an engineer would be at the middle school to evaluate the work that needs to be done to prevent the flooding or have measurements in place to assist with cleaning up the water that may come in.

IT Update

Mr. Beltran explained that 385 tasks had been resolved, and new batches of IDs had been issued to students. An asset management software has been connected; therefore, devices such as the printers, computers, and servers will be housed there. Mr. Beltran also noted that they were looking into another software system as the current one, Rediker, is outdated. This is expected to take a year to implement. An app store has been added for teachers and eventually will be added for students, which will help in the future. All district admins have



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received new laptops and screens. Mr. Royce requested an update on the status of the IT infrastructure and where we stand at the next meeting, which Mr. Beltran stated would not be a problem.

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

ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

Resolutions adopted by the Board of Trustees

April ___, 2022

WHEREAS, Abby Kelley Foster Charter Public School (the “School”) has entered into certain financing arrangements (the “Loans”), with Middlesex Savings Bank (the “Lender”); and

WHEREAS, the Lender has agreed to modify the certain terms of the Loans as follows:

- (a) reset the current interest rate on Loan No. 164157127 from 3.43% (tax exempt) to 3.35% (tax exempt) through May 31, 2028;
- (b) reset the current interest rate on Loan No. 164157127 from 3.43% (tax exempt) to 3.35% (tax exempt) through June 1, 2028; and
- (c) institute a new prepayment penalty over the next three years on a schedule of 3%, 2%, 1%, expiring at the end of the three year period.

WHEREAS, the parties desire to amend the loan documents to provide for the amendments contemplated hereby.

NOW, THEREFORE, the Board of Trustees hereby resolves as follows:

RESOLVED: That the Chairman, Treasurer or Executive Director (each an “Authorized Officer”) be, and each of them acting singly hereby is, authorized in the name and on behalf of the School to execute and deliver the documents set forth on Exhibit A hereto (collectively, the “Transaction Documents”), each of the foregoing to be in such form as the Authorized Officer or Authorized Officers executing the same may, in his, her or their discretion, deem to be in the best interests of the School; the execution and delivery of the same by such Authorized Officer(s) to be conclusive evidence for all purposes that the same was within the authority of such officer and that such officer has deemed the same to be necessary, proper or advisable, and that the same has been authorized and approved by this Board.

FURTHER RESOLVED: That each Authorized Officer be, and each of them acting singly hereby is, authorized to execute and deliver in the name and on behalf of the School all such agreements, releases, instruments, certifications and other documents relating to the Transaction Documents (collectively, the “Additional Documents”), and to take all such further action as may be necessary or desirable to carry out and give effect to the transactions contemplated to be performed by the School under the Transaction Documents and the Additional Documents, and by the foregoing resolutions and the transactions contemplated thereby.

FURTHER RESOLVED: That the Authorized Officers be, and each of them acting singly hereby is, authorized in the name and on behalf of the School to execute and deliver any such Additional Documents, in such form as the Authorized Officer or Authorized Officers executing the same may, in his, her or their discretion, deem to be in the best interests of the School; the execution and delivery of the same by such Authorized Officer(s) to be conclusive evidence for all purposes that the same was within

the authority of such officer and that such officer has deemed the same to be necessary, proper or advisable, and that the same has been authorized and approved by this Board.

FURTHER RESOLVED: That all actions previously taken by the several officers and officials of the School, on behalf of the School, in connection with the Transaction Documents and Additional Documents are hereby ratified and approved in all respects.

FURTHER RESOLVED: That the foregoing resolutions shall take effect immediately.

BOARD OF TRUSTEES:

Celia J. Blue

Patrick Royce

Amy Vernon

Shelly Yarnie

Bibiche Zagabe-Ndiku

EXHIBIT A

1. Second Amendment to Loan and Trust Agreement
2. Second Amendment to Bond Purchase and Continuing Covenants Agreement
3. Amended and Restated Specimen Bonds
4. Supplemental Tax Certificate
5. Borrower's Authorization of the Amendment
6. Bond Counsel Opinion
8. Post-Issuance Compliance Letter and Certificate
9. Any and all further documents necessary or appropriate to effectuate the terms and conditions of a letter from the Lender to the School dated April 4, 2022 regarding the modification of interest rates and the establishment of a prepayment penalty with respect to the Loans.

ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

CERTIFICATE OF CLERK

The undersigned certifies that:

1. She is the duly elected and acting Clerk of Abby Kelley Foster Charter Public School, a charter school established pursuant to Massachusetts General Laws Chapter 71, Section 89, as amended (the “**School**”).

2. The Board of Trustees of the School, pursuant to the adopted resolutions attached to this Certificate as Exhibit A, have authorized the Chairman, Treasurer or Executive Director of the School to sign, execute, and deliver any document relating to modifications to the loan facilities with Middlesex Savings Bank.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Certificate as of April __, 2022.

Shelly Yarnie, Clerk

EXHIBIT A

RESOLUTIONS

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FURTHER RESOLVED: That all actions previously taken by the several officers and officials of the School, on behalf of the School, in connection with the Transaction Documents and Additional Documents are hereby ratified and approved in all respects.

FURTHER RESOLVED: That the foregoing resolutions shall take effect immediately.

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6. Bond Counsel Opinion
8. Post-Issuance Compliance Letter and Certificate
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		Actual	Revised Budget	Actual	Budgeted	Actual	Budgeted	Budgeted	Budgeted
		Fiscal Year 2020 Actuals	Fiscal Year 2021	Fiscal Year 2021 Actuals	Fiscal Year 2022	July 1, 2021- Feb 28, 2022	Fiscal Year 2021 to 2022 Comparison	Fiscal Year 2023	Fiscal Year 2022 to 2023 Comparison
Revenues:									
	Revenue from State Sources	19,530,226	20,320,794	20,401,257	22,063,322	14,497,294	9%	23,450,355	6%
	State Grants	51,183	47,603	30,518	47,000	12,500	-1%	50,000	6%
	Revenue from Federal Sources	885,772	851,782	879,696	874,000	770,644	3%	871,000	0%
	Covid Funding	0	1,008,246	1,008,646	1,720,938	1,147,775	71%	1,720,938	0%
	Meal Program Revenues	488,175	209,291	230,227	650,000	551,155	211%	650,000	0%
	AKFCS Educational Foundation Funding	9,810	0	0	20,000	1,076		0	-100%
	E-Rate Reimbursement	10,592	10,000	121,884	30,000	2,611	200%	30,000	0%
	In-Kind Donations	1,800,000	0	0	0	0	0%	0	0%
	Other Revenues	90,599	54,600	29,025	85,000	46,439	56%	129,643	53%
	Total Revenue	22,866,357	22,502,317	22,701,253	25,490,260	17,029,494	13%	26,901,936	6%
Operating Expenses:									
Administration:									
	Salaries- Leadership & Administration (non-instructional)	923,983	886,927	667,000	889,332	568,141	0%	961,921	8%
	Contracted Services- District	170,273	170,971	163,136	221,760	100,061	30%	274,120	24%
	Contracted Services- Legal	114,885	77,249	69,556	75,000	47,710	-3%	75,000	0%
	Information Management & Technology	61,431	58,865	404,132	144,000	240,404	145%	380,000	164%
	Recruitment & Advertising	3,055	5,727	5,727	22,500	21,365	293%	32,000	42%
	Other Administrative Expenses	107,633	103,660	153,467	217,019	39,923	109%	361,500	67%
	Depreciation	44,381	12,150	12,150	86,188	8,100	609%	2,064	-98%
	Total Administration	1,425,640	1,315,549	1,475,168.11	1,655,798	1,025,705	26%	2,086,605	26%
Instructional Services:									
	Salaries- Instructional	9,906,218	10,577,438	10,744,556	11,698,071	7,392,631	11%	13,271,725	13%
	Contracted Services- Instructional	141,026	151,475	177,377	230,100	167,576	52%	220,000	-4%
	Professional Development	84,733	54,929	65,126	140,700	31,212	156%	150,000	7%
	Supplies & Materials	350,180	274,754	281,603	276,208	237,659	1%	283,750	3%
	Instructional initiatives	0	0	0	600,000	0		0	-100%
	International Baccalaureate Program	36,950	48,305	49,847	49,427	45,533	2%	50,913	3%
	Depreciation	150,813	124,056	124,056	165,768	82,704	34%	0	-100%
	Total Instructional Services	10,669,920	11,230,957	11,442,564.83	13,160,273	7,957,315	17%	13,976,388	6%
Pupil Services-Other									
	Salaries- Other Student Services	450,116	448,807	770,615	672,572	736,547	50%	724,686	8%
	Student Transportation	1,170,765	1,232,031	1,097,055	1,356,592	810,438	10%	1,444,900	7%
	Food Services	337,208	173,243	188,932	463,608	362,165	168%	475,000	2%
	Nursing Supplies	1,968	2,124	2,096	6,000	835	182%	6,000	0%
	Athletic Programs	131,986	41,929	61,641	202,987	114,184	384%	200,000	-1%
	Translations	4,644	16,563	16,831	30,000	9,843	81%	30,000	0%
	Other Student Services	56,413	32,450	57,026	106,250	35,538	227%	95,793	-10%
	Total Pupil Services	2,153,100	1,947,147	2,194,195.65	2,838,009	2,069,551	46%	2,976,379	5%
Operation and Maintenance of Plant:									
	Salaries	568,657	536,269	543,260	407,695	237,421	-24%	373,181	-8%
	Contracted Cleaning Costs	0	37,790	0	120,684	169,099	219%	264,000	119%
	Maintenance of Buildings, Grounds & Equipment	489,302	439,620	636,022	615,100	461,955	40%	571,900	-7%
	Environmental Costs	57,943	0	0	0	-	0%	0	0%
	Utilities	768,174	819,104	868,424	870,034	524,424	6%	864,000	-1%
	Depreciation	1,337,866	1,404,836	1,403,197	1,452,772	936,557	3%	1,652,772	14%
	Total Operation & Maintenance of Plant	3,221,943	3,237,619	3,450,903.19	3,466,285	2,329,456	7%	3,725,853	7%
Benefits and Other Fixed Charges									
	Retirement & Fringe Benefits	1,993,789	2,409,746	2,467,586	2,901,515	1,568,890	20%	2,864,980	-1%
	Staff Retention	0	119,000	0	350,000	31,941	194%	75,000	-79%
	Rental/Lease of Buildings, Grounds & Equipment	82,397	81,769	81,666	84,000	57,807	3%	85,000	1%
	Insurance (non-employee)	147,281	144,301	143,141	154,241	103,825	7%	158,848	3%
	Total Benefits and Other Fixed Charges	2,223,468	2,754,816	2,692,393.51	3,489,756	1,762,463	27%	3,183,829	-9%
	Total Operating Expenses	19,694,071	20,486,088	21,255,225.29	24,610,122	15,144,489	20%	25,949,054	5%
Non-Operating Expenses:									
	COVID Related Costs	0	503,994	10,600	0	0	-100%	0	
	Interest Expense- Long Term Debt	782,087	734,544	736,013	686,720	407,798	-7%	645,000	-6%
	MDFA Guaranty Fee/Letter of Credit Fee	6,658	3,742	3,742	3,000	0	-20%	3,000	0%
	Total Non-Operating Expenses	788,745	1,242,280	750,354.91	689,720	407,798	-44%	648,000	-6%
Non-Operating Revenue:									
	Interest Income	89,433	27,031	27,062	3,000	2,379	-89%	3,000	0%
	Total Non-Operating Revenue	89,433	27,031	27,062.06	3,000	2,379	-89%	3,000	0%
	Total Expenses	20,482,817	21,728,368	22,005,580.20	25,299,842	15,552,287	16%	26,597,054	5%
	Change in Net Position	2,472,974	800,980	722,734.99	193,418	1,479,586	-76%	307,882	59%

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Diversity, Equity and Inclusion Committee

Meeting Minutes

Tuesday March 08, 2022, at 6:30 p.m.

Zoom Conference

In attendance: Anne Clayborne, Rob Jones, Heidi Paluk, Michelle Vigneux, Bryanna Basil, Shelly Yarnie, Amelie Cabral, Grace Gallagher, Jack O'Toole, Mame Koduah, Suzanne Campbell-Lambert, Selina Boria, Sonia Broni, Kelly Gould, Tim Rehberg,

I. Welcome and Check-In – Anne and Rob opened meeting at 6:30 with welcome check-in and review of meeting norms for engagement.

II. Approval of Minutes – Minutes of the February 8, 2022, meeting were reviewed and accepted as written.

III. Subcommittee Report Out

- a. Social Media/Communications – Mame opened with presentation of a comprehensive summary handout (see Sharedrive) providing update on subcommittee activities. Ideas generated include – but are not limited to – Seniors sharing their inspiration, a “Friend Friday” feature, and entries of student gratitude. Feedback shared encouraging these efforts as great for engagement and community building. Comment on how helpful it was to have sharing of inspirational quotes and content (e.g., during Black History Month, also with thanks to Sonia) and in having this content readily accessible to for each month/year and also available to roll out for professional development use.
- b. Programs/Events – Jack shared update on committee efforts to date and an event timeline being established for year end and early next year. Opportunity to assist with upcoming events including for ESL Dept., possible May multicultural day to include Crocodile River, and possible paint night. Rob advised this committee has potential to bring in more people who are not normally engaged and they can be brought into subcommittee to assist; they need not be a DEI committee member. This also provides a good space from which to draw on for future DEI committee members.

- c. Recruitment and Retention – Heidi provided update on committee efforts and discussed posting is up for Middle School principal, opportunity for diverse pool of candidates (refer to website) and for hiring diverse candidates for workforce in general. Amelie noted it is helpful to be putting our positive DEI attributes initiatives out there as a way to promote AKF as a place people will want to work.

IV. Survey Subcommittee Presentation

Amelie provided information about Parents' Survey and related subcommittee meetings, with Rob also sharing insights from these sessions. A summary of simplified results and comparison chart are being uploaded to Sharedrive (see these for specific outcomes/figures) for reference. She provided a detailed update of efforts to date re: looking at family data to identify more trends/items to for further discussion and initiatives in future. Reviewed response rates, noting variation in responses by ES, MS, and HS among our stakeholders.

Group discussion of Parent Survey data was had with various suggestions to address areas of needs identified.

Suggestions offered including: expanding the use of a "silent buddy" to help give students an adult at school to talk to, an initiative that could be used District-wide to foster improved connection/feeling of safety; developing more opportunities for families to feel welcomed into AKF from across District, including engaging parents from other towns so we can hear everyone's voices; and encouraging communication of expectations for parent involvement early on, including for supporting their student's engagement in school clubs and activities. Observation was made that sending some communications via text to provide notifications has yielded good results for survey. Also consider having adult stakeholders fill out survey while they are already on campus during events to help gather more data/identify trends.

Rob shared related AKF's mission update, where we are at, where we want to go, and what we will do, which includes community engagement in response to survey data noting the need for an increased sense of belonging. Reviewed family data demonstrating desire for more engagement and sense of belonging. Committee will be working on this and drafting ideas on ways to create opportunity to engage and build community across buildings, we are all learning together and can all benefit from activities (including conscious dialogue, cultural sharing, fundraising and athletic opportunities, Black Student Union and other affinity/academic groups) to bring in and engage students and family as adult advisors.

Heidi also noted, as an example, the status of AKF's athletics shows where we may be missing a traditional opportunity for greater community engagement. Other schools will have sporting event-related events such as lots of fans attending, spirit wear, band, dances, homecoming week activities, etc. AKF did some of these on a limited basis pre-pandemic, but they have not picked up again and are an opportunity for gathering and celebrating as a community. Parental attendance at events and

making sure students who are participating are able to be present so games need not be cancelled are areas that could be improved. Noted there are differences in family perceptions on value of engagement in non-academic activities that could be worked on to promote events such as athletics as a community building activity. Anne also noted the issue of expectations vs. reality was also on students' mind in February conscious dialogue as they find there is a difference between what they may feel and want to prioritize re: engagement in these activities (including with school play/musical, and National Honors Society) and those family may choose to attend. Heidi noted these are big societal topics the school can try to bridge by sharing with parents for ES onwards about what goes on after school and how this can benefit students and their experience by participating.

Discussion of need to keep the good momentum present in ES going, where they have great response with clubs, etc. Need to make everyone feel comfortable and welcome in all 3 buildings, including with language/translation options, different hours of events to accommodate working schedules (such as coffee and doughnut time). We can also benefit from identifying those parents who know a good deal of others and get them to help share relevant information to encourage participation.

Rob shared we are talking about a cultural shift that is inclusive and tied to character values. Not just for competitive sport, but in learning about various cultures and how they gather and at what times. Good to start at elementary level and keep on going up from there with the goal being for engagement and meeting people where they are at. Discussed briefly the status of the PTO in ES, MS, and HS, with diminishing involvement noted for higher grades and opportunity to get parents together across schools. Need to develop sense of familiarity and belonging (perhaps giving tours of all schools early on) so they parents can get engaged and stay engaged K-12.

- VI. **“Let’s Talk About It” Exercise** – Rob lead group in discussion about ideas related to our Charter and what we are charged with doing.
- a. Jack inquired about how teachers and students are doing in light of recent events with invasion of Ukraine, and stress on parents with rising energy costs, to be conscious of any difficulties. Grace also shared that there can be a shift in student behaviors during times of stressful news, and parents may also be seeing more questions from home from their students.
 - b. Rob noted this committee would want to talk about setting up a protocol for the beginning of the next academic year that makes it easier for people to report any issues of harassment or discrimination. Noted that, if a few of our members can join Rob in researching any related learning from other districts, we may have this first phase complete for implementation at beginning of next year.
 - c. Grace shared discussion about making a nongendered bathroom for adults more clearly visible be more inclusive for adults for each building, group agreed this is doable. Feedback also shared about resources for Black History Month, and how we can work across the schools to deliver these helpful tools more consistently, with the benefit of greater coordination of activities and less need for developing

all new content each year. Rob shared there are resources nationally and regionally to aid in this; discussed the possibility of getting students involved in this as part of a project perhaps.

- d. Amelie discussed art on buildings, noting an Abby Kelly Foster portrait may be needed in MS. Reviewed subject matter and current positioning of the 3 pieces in ES that have been present since school opened (including of AKF home, Underground Railroad) and that while informative, these might be better suited in different locations. Discussion and agreement that it would be beneficial to consider creating something more engaging as a fresh new design more appropriate for the ES. Noted the current pieces are not colorful or modern, and perhaps a mural and/or a piece of student art or commission by an art teacher would be welcome.

VII. Next Meeting & Next Steps

Anne and Rob shared thanks and encouragement with the subcommittees and meeting participants to continue with their efforts, with special thanks to Mame for her presentation and to our student members. Next DEI meeting will take place on Tuesday April 12, 2022, at 6:30 PM on Zoom.

VIII. Closing – Meeting was adjourned at 8:03PM

Minutes respectfully submitted by Suzanne Campbell-Lambert



Abby Kelley Foster Charter Public School

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www.akfcs.org

Board of Trustees Meeting Minutes

Wednesday, April 27, 2022, 6:30 p.m.

<https://akfcs-org.zoom.us/j/91037031978?pwd=Qi92QXZWY1FXWXISMUNIMHRBZXNBZz09>

Webinar ID: 910 3703 1978 **Passcode:** 043589

By phone: 1 929 205 6099 **Webinar ID:** 910 3703 1978

The meeting was called to order by Ms. Celia J. Blue, Chair. The attendance was recorded and is attached.

Ms. Blue read the Abby Kelley Mission Statement and noted that there were two (2) public comments.

Public Comment:

1. Mr. Mike Penney addressed the Board on the item: Faculty Seat on the Board of Trustees Committee.
2. Mr. Ben Gitkind addressed the Board on the item: Faculty Seat on the Board of Trustees Committee.

Ms. Celia J. Blue made one note of correction on the public comment statement presented by Mr. Gitkind, where it was corrected that the term "violation of laws" was not used by the Board of Trustees members.

Ms. Blue asked for a motion to accept the April 21, 2022, meeting minutes. Mr. Royce made the Motion; Ms. Yarnie seconded it. Ms. Blue performed a roll call, and the minutes were approved unanimously.

Executive Director Report

Ms. Paluk informed the Board of the different activities at the various schools, such as the Seussical play and the high school quartet competition win. Ms. Paluk also made sure to thank the principals, teachers, nurses, and administrative staff for their hard work and informed everyone of various activities that would be happening.

Ms. Paluk provided an update on the middle school principal position. Mr. Rich Cameron toured the school and met with staff and parents on zoom, and candidate Shelly Hinds will be on campus tomorrow. Ms. Paluk noted that the goal was to make an offer no later than the weekend and inform families. Ms. Paluk informed the Board of a group of seventh-graders using their free time to tutor students.

Ms. Paluk shared that Abby Kelley High school has been named a top high school in the state and country, being placed in the top four percent of schools nationally. Locally, we ranked third, and the only two schools above us were Harvard and Westborough. It was noted that a press release would be sent out informing the public of the excellent work.

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



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Committee Updates

Education Committee

Ms. Vernon provided an update on the last Education Meeting. It was noted that four students would be graduating with the Seal of Biliteracy, one student with distinctions because they scored at the advanced level in both English and Polish. It was also noted that more recruitment would be done of students to join this program. Ms. Vernon also provided an update on the changes that were going to take place in the healthy sexuality class based on an outside consultant who came and in and reviewed the program.

Ms. Paluk provided an update on the changes to the mission statement. It was explained that based on feedback received, an engagement took place with representatives from the Faculty Council and the DEI committee, which included parents, staff, and administrators, and a new mission statement was crafted. Ms. Paluk explained that after the Board voted on this draft statement, they would send it to the Board of Education for approval. It was also explained that the new mission statement better aligns with the current environment that Abby Kelley is in and where they are striving to be.

Once received by DESE, they would determine whether an accountability plan could be built from that. After discussing vocabulary, the Board would call for a motion to approve the revised mission statement. Ms. Yarnie made the motion, and Ms. Vernon seconded it. A roll call was performed, and the Board approved the mission statement unanimously.

The new mission statement would read: "The mission of the Abby Kelley Foster Charter School is to provide a liberal arts education grounded in works representative of diverse populations and perspectives. As a community, we're committed to partnering with families and preparing all students to be lifelong learners and globally aware citizens through academic excellence, personal accountability, and character formation."

Facilities & Finance

Mr. Royce provided an update on the last Facilities and Finance Meeting. It was noted that there were three votes to be taken. The Board would vote on the modifications on our current rate where Middlesex proposed to keep us at 3.35% and agree to the ten thousand dollar fee for the change along with the 2022-2023 budget and salary scale was presented.

Ms. Blue called for a motion to approve the modifications to the loan facilities with Middlesex Savings Bank as presented. Mr. Royce made the motion, and Ms. Zagabe-Ndiku seconded it. A roll call was performed, and the Board voted unanimously.

Ms. Blue called for a motion to approve the salary scale as presented. Ms. Vernon made the motion, and Ms. Zagabe-Ndiku seconded it. A roll call was performed, and the Board voted unanimously.

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Foundation Committee

Ms. Zagabe-Ndiku provided an update and informed the Board that the focus at the moment was the golf tournament and encouraged everyone to participate as this would be an excellent event for Abby Kelley. It was noted that there were pledges in place already, and recruitment for players was still taking place. June 27, 2022, was provided as the date of the golf tournament, and this will allow for everyone to participate.

DEI Committee

Ms. Yarnie informed the Board that on March 30, 2022, there was a district-wide PD opportunity for Faculty and Staff, and this was an opportunity for staff to come together and listen to different perspectives. Some techniques and resources were shared with staff during this meeting. It was also noted that the DEI committee helped craft the mission statement presented to the Board of Education. An update on the events subcommittee where it was pointed out that they met on April 7 and were partnering with Amelie Cabral to create new activities. Ms. Yarnie explained that there would be a multicultural night on May 24, 2022. On June 6, 2022, Author Andrea Davis Pinkney would be coming in. Families would be able to participate in activities that she would be leading. There was also a group discussion on the native language of Twi and the lack of students taking that language. It was determined that there were not many teachings on specific aspects of the language, and they would be looking into this more in the DEI committee.

There were no questions from Board members.

Ms. Blue called for a motion to adjourn the meeting. Ms. Yarnie made the motion, and Ms. Zagabe-Ndiku seconded it. A roll call was performed, and the Board voted unanimously to adjourn the meeting at 7:35 p.m.