



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Facilities and Finance Committee Meeting Agenda

Friday, January 21, 2022, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/91892011368?pwd=U3lYYzJ0dXJoNTBFRFJreVVkdmxoUT09>

Meeting ID: 918 9201 1368 **Passcode:** 141655

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 918 9201 1368

APPROVED

1.19.22 8:40 am

City of Worcester, MA

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the December 17, 2021, Meeting Minutes
 - a. **Motion:** To approve the December 17, 2021, Meeting Minutes
- IV. Financial Reports- Ms. Alisha Carpino
 - a. Budget
 - b. Salary Committee
- V. Facilities- Mr. Michael Grennon
 - a. Ad Hoc Committee Creation- Ms. Heidi Paluk, IED
 - b. Flood Repairs- Mr. Michael Grennon
 - c. SG/WBC- Ms. Heidi Paluk, IED
- VI. IT- Mr. Gabriel Beltran
 - a. Security
 1. **Motion:** To approve up to \$26,000 for security system upgrades
- VII. Upcoming Facilities and Finance Committee Meetings
 - a. Friday, February 18, 2022
 - b. Friday, March 18, 2022
- VIII. Adjournment



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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, December 17, 2021, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/93821923108?pwd=aVN5alpyNUxUU1hnRStRc2p4RWpTQT09>

Meeting ID: 938 2192 3108 **Passcode:** 219252

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 938 2192 3108

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the November 19, 2021, Meeting Minutes
 - a. To approve the November 19, 2021, Meeting Minutes
- IV. Flood/Insurance Update- Alisha Carpino
- V. Saint Gobain- Heidi Paluk
- VI. IT Report- Mr. Beltran
- VII. Electrical Assessment- Alisha Carpino
- VIII. Salary Scale Committee Update- Alisha Carpino
- IX. Upcoming Facilities & Finance Committee Meetings
 - a. Friday, January 21, 2022
 - b. Friday, February 18, 2022
- X. Adjournment



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

Board Members: Patrick Royce, Bibiche Zagabe-Ndiku

Board Members Absent: Celia J. Blue

AKF Staff: Mike Grennon, Gabriel Beltran, Michelle Vigneux, Hieidi Paluk, Alisha Carpino

Other Guest: None

Mr. Royce opened the meeting at 8:03 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from November 19, 2021. Upon their review, Mr. Royce asked for a motion to approve the minutes from the November 19, 2021, Facilities and Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

Flood/Insurance Update

Ms. Carpino began by explaining that a statement of loss had been signed and she, along with Ms. Paluk, were taking the necessary steps to make sure that any additional work would be submitted as part of a supplemental claim. She explained that the next step is to obtain a second quote and once that is submitted, the rebuild of the elementary school can begin. Mr. Royce inquired about the timing of the work that was to be done and was informed that this would depend on the contracting company as there are many factors such as supply issues, at hand.



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Ms. Carpino explained that this is a special circumstance because we are working through the insurance claim and the money received will be held by the bank in an escrow account and paid directly from that account or Abby Kelley will be reimbursed from this account. Mr. Grennon stated that the company that has provided a quote to Abby Kelley, Blue Sky, has been used before and can deal with floods and insurance claims. Ms. Zagabe-Ndiku inquired about whether the work could start now and was informed that the work would have to wait until the second quote was received as this would provide the highest chance of getting the supplemental reimbursed.

Mr. Royce inquired about the timeline once again and was informed that this was not a project that would be done by the end of the 2021 calendar year and that the timeline is reflecting the end of March, taking into account the current issues and backlog of equipment. Ms. Paluk explained that there is some prior work in the middle school, outside of the flood, that needs to be done first including the carpets on the first floor in the BRM space. Ms. Paluk also requested a conversation to begin about the state of the building and whether it is a structure that will be renovated or alternate plans. Mr. Royce suggested that in the coming month of January, a tour be given to the committee members for the scope of work and cost for the buildings to which Ms. Paluk stated she would start planning.

Saint Gobain Update

Ms. Paluk stated that a phone call did take place with the attorneys, reminding them that the documents should be shared and also a non-disclosure agreement and that did not get shared until the day before, Ms. Paluk explained that the next step is to contact Ms. Roberta Brien and schedule a meeting directly with her. Ms. Paluk also stated that based on the last information she was given, the time frame of the transaction being done was 60-90 days but does not have any new information on the possible sale.

Mr. Royce inquired about a sub-committee being formed to be able to handle the many moving parts of the sale that is happening to which Ms. Paluk agreed. Ms. Carpino also agreed on the subcommittee being formed as this would allow for planning for future neighborhood development. Ms. Paluk reiterated the need to make sure that we are thinking many years down the line for the future of the school. Mr. Royce also inquired about requesting assistance from Mr. Jim Walsh as he has an extensive knowledge of the school to which Ms.



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Paluk also agreed. Ms. Paluk explained that the contact information for Mr. Walsh was shared with the Board president, Ms. Celia Blue, but she was not aware of whether the phone call had taken place as of this moment.

Ms. Paluk suggested that outside help be brought in so that a thought group can be formed and a strategic committee be formed about the facilities of Abby Kelley and this would consist of both Board members and community members. This would be an administrative committee, allowing for many people to be involved and approval at the Board of Trustees level is not needed. Mr. Royce and Ms. Zagabe-Ndiku both agreed that this is the direction that needs to be taken and that it is not something that should be held off on too long. Ms. Paluk stated that she did have some people in mind and would get started on the work for this committee being formed.

IT Update

Mr. Beltran began by stating that there are some projects currently being done in the IT department. Mr. Beltran explained that there are now 38 working cameras and a temporary server has been set up but work is being done to make the servers permanent. Mr. Beltran began by stating that 2 servers will be needed, one in the high school and the other one in the middle school, which will also handle the elementary school and the proposed cameras there. Mr. Beltran proposed installing 11 cameras in the middle school to start and move to the other buildings.

If a camera needs to be replaced or a new one added, Mr. Beltran explained that the permanent server can still be used to do this as each server can hold 65 cameras and additional servers can also be added to the existing infrastructure. Mr. Beltran also suggested having a budget set aside every year to replace aging or damaged cameras around the school buildings. Ms. Carpino stated that the cameral installations would be a non-budgeted capital item and that when the project was done would determine what year it is attached to when it comes to the budget. Ms. Carpino also stated that this will be the deprecation amount and not the full cost of the project and that a vote will need to be taken with the Board to approve the unbudgeted items.

Mr. Royce stated that he does support bringing the motion to the Board for a vote to be taken. Mr. Royce also inquired about the quote process and Mr. Beltran explained that he requested 3 different quotes ranging in a variety of prices. He explained that he wanted to make sure that this would be work that would benefit Abby Kelley for years to come and not just to replace old equipment. Ms. Zagabe-Ndiku then inquired about whether

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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an outside company coming in with their equipment and monitoring the schools would be more cost-efficient to which Mr. Beltran stated he did not know what the impact of that would be financially but it would be best to handle this within Abby Kelley as opposed to outsourcing.

Mr. Beltran stated that there are also working on a few other issues such as projectors not working and being old and wanted the committee to be aware of this potentially being a budget expense. Mr. Beltran also stated that 58 new access wifi points were installed in the elementary and middle school and better connectivity was already being noticed. Mr. Beltran states that there are some wire issues in the elementary school that came up but they were able to come up with solutions to fix them. Mr. Beltran states that more access points will be installed over the winter break and that they are still waiting on supplies and equipment to come in. They are also working on recycling old equipment the correct way and working with a company to shred important information.

The IT department has applied for the 2022 Cyber-Security Awareness Grant and if this is accepted, they will make necessary and important upgrades.

Electrical Assessment Update

Ms. Caprino explained that the electric bill has been high for years at the high school and that an engineer from National Grid along with Mr. Grennon would be out to evaluate the meter and find a possible explanation.

Salary Scale Committee Update

Ms. Carpino states that the committee is working together to present information on this at the next Facilities and Finance committee meeting and the Board of Trustees Committee meeting. Ms. Carpino states that she is working on a 3-year budget projection which will provide needed insight and build the change that is needed within that projection. The in-depth explanation of the Salary Scale and Budget has been tabled to the next meeting.



Abby Kelley Foster Charter Public School

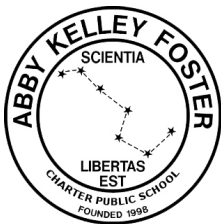
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Ms. Caprino ended the meeting by informing everyone that gifts for the staff would be going out for the Holiday season that included a thermal tumbler, scarf, and a \$50.00 gift card, which was all budgeted and planned for.

Mr. Royce called for a motion to adjourn the meeting. Ms. Zagabe-Ndiku seconded the motion. The meeting was adjourned at 9:25 a.m.



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

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January 21, 2022

Notes to Draft Financial Statements dated November 30, 2021:

Attached are unaudited financial statements for the 5-month period ending November 30, 2021.

Following are explanations of various budget items and variances:

Revenue from State Sources- The actual for our tuition and transportation payments is \$284,214 higher than the budgeted amount. This is due to not knowing the full impact the student opportunity funds would have on the FY22 tuition. We have been notified by DESE of a new projected tuition number. This number is 1.2% lower than the original projected amount from DESE but is still above the budgeted amount. This decrease was caused by updated above foundation rate coming in from our sending districts.

In District Transportation- Costs related to this are below the budgeted number by 47,015. This is due to days we have had no school and spending in transportation related to special education, sports, and field trips being lower than budgeted to date.

Federal Grant Funding- The actual here continues to be above the budgeted number. This is due to receiving extra grant funding that wasn't anticipated. We have also recently got approved for two more grants. A \$5,000 grant from Project Bread to help our nutrition department acquire a new point of sales system and \$40,000 grant to help support our nursing department with the high needs this year due to Covid.

E-rate- Along with the other amounts that were approved we have recently also been notified that AKFCS will be receiving \$94,000 in Emergency Connectivity Funds to cover computers that were bought for students and teachers at the beginning of the year.

Staffing Costs- Salaries continue to remain under budget. At the end of November total salaries are under budget by \$130,984 or 2%. We currently have three full time and one part time position open.

Benefits and Other Fixed Charges - For FY22 we decided to stay with BCBS. This was budgeted at a 5%-9% increase based on information received from HRK. We ended up being able to renew at a 3% increase and this will give us significant savings to what we projected the cost to be. Due to this, the expense continues to be under the budgeted amount with the total of benefits and other fixed charges showing at 6% under the four-month budgeted amount.

Financing- The FY22 Debt Service Coverage Ratio is 1.59:1, compared to a required ratio of 1.15:1.

**Abby Kelley Foster Charter Public School
Statement of Activities - Unaudited
July 2021 - November 2021**

	Actual	Budgeted		Budgeted	
	July 1, 2021- Nov 30, 2021	July 1, 2021- Nov 30, 2021	YTD Budget Variance as of Nov 30, 2021	Total Fiscal Year 2022	YTD Budget Variance Percentage
Operating Revenues:					
Revenue from State Sources	9,477,265.00	9,193,050.70	284,214.30	22,063,321.68	3%
State Grants	12,500.01	-	12,500.01	-	
Revenue from Federal Sources	1,199,011.75	1,079,974.15	119,037.60	2,591,937.96	11%
Meal Program Revenues	306,068.41	270,833.35	35,235.06	650,000.04	13%
AKFCS Educational Foundation Funding	1,076.25	8,333.35	(7,257.10)	20,000.04	-87%
E-Rate Reimbursement	-	12,500.00	(12,500.00)	30,000.00	-100%
Other Revenues	27,081.64	56,250.05	(29,168.41)	135,000.12	-52%
Total Revenue	11,023,003.06	10,620,941.60	402,061.46	25,490,259.84	2%
Operating Expenses:					
Administration:					
Salaries- Leadership & Administration	343,200.77	370,554.85	(27,354.08)	889,331.64	-7%
Contracted Services- District	55,345.72	92,400.00	(37,054.28)	221,760.00	-40%
Contracted Services- Legal	13,839.56	31,250.00	(17,410.44)	75,000.00	-56%
Information Management & Technology	216,899.15	60,000.04	156,899.11	144,000.04	261%
Recruitment & Advertising	14,226.91	9,375.04	4,851.87	22,500.04	52%
Other Administrative Expenses	37,692.24	236,257.91	(198,565.67)	567,018.76	-84%
Depreciation	5,062.50	35,911.75	(30,849.25)	86,188.20	-86%
Total Administration	686,266.85	835,749.59	(149,482.74)	2,005,798.68	-7%
Instructional Services:					
Salaries- Instructional	4,645,747.23	4,874,196.19	(228,448.96)	11,698,070.88	-5%
Contracted Services- Instructional	72,025.44	95,874.95	(23,849.51)	230,099.88	-25%
Professional Development	18,522.00	58,625.05	(40,103.05)	140,700.12	-68%
Supplies & Materials	207,282.36	112,378.25	94,904.11	269,707.88	84%
International Baccalaureate Program	45,422.19	20,594.45	24,827.74	49,426.68	121%
Depreciation	51,690.20	69,070.00	(17,379.80)	165,768.00	-25%
Total Instructional Services	5,040,689.42	5,230,738.89	(190,049.47)	12,553,773.44	-2%
Pupil Services-Other					
Salaries- Other Student Services	433,513.60	283,196.75	150,316.85	679,672.20	53%
Student Transportation	414,960.00	461,974.64	(47,014.64)	1,356,592.20	-10%
Food Services	208,072.46	193,170.10	14,902.36	463,608.24	8%
Nursing Supplies	244.34	2,500.05	(2,255.71)	6,000.12	-90%
Athletic Programs	64,871.27	84,577.75	(19,706.48)	202,986.60	-23%
Translations	3,002.32	12,500.00	(9,497.68)	30,000.00	-76%
Other Student Services	16,241.15	294,020.90	(277,779.75)	705,650.16	-94%
Total Pupil Services	1,140,905.14	1,331,940.19	(191,035.05)	3,444,509.52	-6%
Operation and Maintenance of Plant:					
Salaries	144,375.52	169,872.90	(25,497.38)	407,694.96	-15%
Contracted Cleaning Costs	105,686.65	-	105,686.65	-	
Maintenance of Buildings, Grounds & Equipment	234,870.03	306,576.65	(71,706.62)	735,783.96	-23%
Environmental Costs	-	-	-	-	
Utilities	253,956.73	362,514.15	(108,557.42)	870,033.96	-30%
Depreciation	585,348.30	605,321.85	(19,973.55)	1,452,772.44	-3%
Total Operation & Maintenance of Plant	1,324,237.23	1,444,285.55	(120,048.32)	3,466,285.32	-3%
Benefits and Other Fixed Charges					
Retirement & Fringe Benefits	1,026,687.94	1,208,964.70	(182,276.76)	2,901,515.28	-15%
Rental/Lease of Buildings, Grounds & Equipment	39,878.14	35,000.00	4,878.14	84,000.00	14%
Insurance (non-employee)	60,833.59	64,267.00	(3,433.41)	154,240.83	-5%
Total Benefits and Other Fixed Charges	1,127,399.67	1,308,231.70	(180,832.03)	3,139,756.11	-6%
Total Operating Expenses	9,319,498.31	10,150,945.92	(831,447.61)	24,610,123.07	-3%
Non-Operating Expenses:					
Interest Expense- Long Term Debt	235,228.98	286,133.15	(50,904.17)	686,719.56	-18%
MDFA Guaranty Fee/Letter of Credit Fee	-	1,250.00	(1,250.00)	3,000.00	-100%
Total Non-Operating Expenses	235,228.98	287,383.15	(52,154.17)	689,719.56	-8%
Non-Operating Revenue:					
Interest Income	1,478.95	1,250.00	228.95	3,000.00	18%
Total Non-Operating Revenue	1,478.95	1,250.00	228.95	3,000.00	8%
Total Expenses	9,554,727.29	10,438,329.07	(883,601.78)	25,299,842.63	-3%
Change in Net Position	1,469,754.72	183,862.53	1,285,892.19	193,417.21	665%

Abby Kelley Foster Charter Public School
Statement of Cash Flows (unaudited)
July 1, 2021 thru November 30, 2021

OPERATING ACTIVITIES

Change in Net Position		1,469,754.72
Adjustments to reconcile Net Income to net cash provided by Operations:		
Accounts Receivable	1	(817,684.55)
Prepaid Expenses	2	(21,211.21)
Accounts Payable	3	296,749.72
Fundraising Liabilities	6	19,214.79
Accrued Payroll Related Liabilities	4	184,028.41
Accrued Interest and Bond Costs	9	1,178,581.92
Accrued Environmental Expenses	7	(18,695.61)
Other Accrued Expenses	10	(2,032.50)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:		<u>818,950.97</u>
Net cash provided by operating activities		<u>2,288,705.69</u>

INVESTING ACTIVITIES

Building Improvements	23	491,653.35
Buildings	27	0.00
Computers & Peripherals	15	28,016.10
Construction in Progress	24	(317,046.72)
FF&E	21	114,206.70
Land Improvements	30	4,113.20
Textbooks & Other Instructional	17	4,111.65
Net cash provided by investing activities		<u>325,054.28</u>

FINANCING ACTIVITIES

Principal Payments for Bond Payable	25	(1,783,854.04)
Amortization of Bond Costs		0.00
Net cash provided by financing activities		<u>(1,783,854.04)</u>

Net cash increase (decrease) for period (7/1/2021-11/30/2021)	829,905.93
Cash Balance @ Beginning of Period (7/1/2021)- unrestricted	<u>8,941,531.15</u>
Cash Balance @ End of Period (11/30/2021)- unrestricted	<u><u>9,771,437.08</u></u>

Abby Kelley Foster Charter Public School
Statement of Net Position
As of November 30, 2021

	As of Nov 30, 2021	Total As of Nov 30, 2020 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts	9,771,437.08	8,399,212.87	1,372,224.21	16.34%
Accounts Receivable	3,466.66	61,461.05	-57,994.39	-94.36%
Other Current Assets	1,104,014.97	505,268.05	598,746.92	118.50%
Total Current Assets	\$ 10,878,918.71	\$ 8,965,941.97	\$ 1,912,976.74	21.34%
Fixed Assets	36,822,090.44	38,029,773.36	-1,207,682.92	-3.18%
Other Assets	0.00	0.00	0.00	
TOTAL ASSETS	\$ 47,701,009.15	\$ 46,995,715.33	\$ 705,293.82	1.50%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	451,355.38	408,626.86	42,728.52	10.46%
Credit Cards	8,501.09	240.00	8,261.09	3442.12%
Other Current Liabilities	3,443,089.92	2,618,379.93	824,709.99	31.50%
Total Current Liabilities	\$ 3,902,946.39	\$ 3,027,246.79	\$ 875,699.60	28.93%
Long-Term Liabilities	18,756,217.28	19,927,170.76	-1,170,953.48	-5.88%
Total Liabilities	\$ 22,659,163.67	\$ 22,954,417.55	-\$ 295,253.88	-1.29%
Equity	25,041,845.48	24,041,297.78	1,000,547.70	4.16%
TOTAL LIABILITIES AND EQUITY	\$ 47,701,009.15	\$ 46,995,715.33	\$ 705,293.82	1.50%

Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending November 30, 2021 (unaudited)

Debt Service Coverage Ratio: Tested Semi-Annually

CASH FLOW AVAILABLE FOR DEBT SERVICE:

Change in Net Position	\$ 1,469,755
<i>Plus:</i>	
Depreciation	\$ 642,101
Amortization	\$ -
Interest Expense	\$ 235,229
<i>Minus/Plus:</i>	
Unrealized Gains/(Losses) on Investments	
Extraordinary Gains/(Losses)	
Net Operating Cash Flow	<u>\$ 2,347,085</u>

DEBT SERVICE:

Interest Expense	\$ 235,229
Current Maturities of Long Term Debt (ytd)	<u>\$ 1,236,732</u>
Total Debt Service	<u>\$ 1,471,961</u>
 Required Ratio	 1.15
Actual Ratio (unaudited YTD)	1.59
Compliance	yes

Abby Kelley Foster Charter Public School

Transaction List by Vendor

November 2021

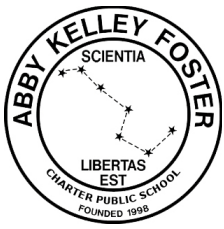
Date	Vendor	Amount
11/01/2021	AA Transportation	5,320.00
11/01/2021	AA Transportation	133,000.00
11/01/2021	Middlesex Savings Bank	71,390.82
11/01/2021	Middlesex Savings Bank	96,709.40
11/01/2021	Blue Cross Blue Shield of MA	-16,187.13
11/01/2021	Blue Cross Blue Shield of MA	-165,086.46
11/01/2021	Blue Cross Blue Shield of MA	-20,685.23
11/01/2021	Blue Cross Blue Shield of MA	-10,589.19
11/01/2021	Cogent	3,264.00
11/01/2021	Wells Fargo Financial Leasing	2,023.10
11/01/2021	Trane U.S., Inc.	963.00
11/01/2021	United Rentals	607.50
11/01/2021	Music & Arts	525.00
11/01/2021	Duva Distributors	135.35
11/01/2021	Frontline Technologies Group LLC	1,331.16
11/02/2021	Atlantic Charter Insurance Company	5,486.00
11/02/2021	Ellevation Education	7,850.00
11/02/2021	Learning A-Z	3,024.00
11/02/2021	Preferred Meal Systems, Inc.	2,857.49
11/02/2021	Preferred Meal Systems, Inc.	2,247.67
11/02/2021	Jimenez, Linetis	28.94
11/02/2021	TASC- FlexSystem	-4,993.00
11/02/2021	Penske Truck Leasing	923.40
11/02/2021	Best Plumbing Specialties, Inc	994.62
11/02/2021	BCBC	-1,799.88
11/03/2021	Gurney Water Treatment NE	382.50
11/03/2021	Gurney Water Treatment NE	180.25
11/03/2021	National Grid 38928-53023	6,509.83
11/03/2021	City of Worcester Police Dept	1,031.40
11/03/2021	City of Worcester Police Dept	206.28
11/03/2021	Fire Equipment Inc.	300.00
11/03/2021	Next Gen Supply Group	718.50
11/03/2021	Thurston Foods, Inc.	1,363.65
11/03/2021	Thurston Foods, Inc.	2,719.81
11/03/2021	Duva Distributors	54.90
11/03/2021	Apex Lighting Solutions, LLC	1,500.00
11/04/2021	National Grid 38928-53023	5,559.70
11/04/2021	Sal's Pizza	386.10
11/04/2021	Lowe's	931.10
11/04/2021	Preferred Meal Systems, Inc.	3,630.32
11/04/2021	Preferred Meal Systems, Inc.	4,326.54
11/04/2021	City Of Worcester Water/Sewer	20.91
11/04/2021	City Of Worcester Water/Sewer	1,093.50
11/04/2021	New England Ice Cream	171.82

11/04/2021	City Of Worcester Water/Sewer	729.00
11/04/2021	French River Ed. System	21,801.00
11/04/2021	City Of Worcester Water/Sewer	729.00
11/04/2021	City Of Worcester Water/Sewer	1.99
11/05/2021	Charles H. Stewart Co. Ltd	405.00
11/05/2021	Union Office Interiors	594.00
11/05/2021	Learn Well	407.00
11/05/2021	USABLE Life	-11,449.67
11/06/2021	Staples	284.05
11/06/2021	Staples	142.01
11/06/2021	Staples	129.62
11/06/2021	Staples	24.49
11/06/2021	Staples	232.82
11/06/2021	Staples	13.49
11/06/2021	Staples	17.82
11/06/2021	Staples	32.16
11/06/2021	Hanover Insurance Co.	487.40
11/07/2021	Citizens Bank	11,971.75
11/08/2021	Addchieve	600.00
11/08/2021	National Grid 69923-82006	8,126.48
11/08/2021	Earthlink Business/Windstream	462.24
11/08/2021	TASC- FlexSystem	-3,784.98
11/08/2021	Geneus, Natacha	1,600.00
11/08/2021	Worcester Chamber of Commerce	225.00
11/08/2021	Pear Deck, Inc	2,000.96
11/09/2021	National Grid 38928-53023	5,410.90
11/09/2021	Next Gen Supply Group	1,286.48
11/09/2021	PrintResource	115.00
11/09/2021	Pellet.com Genesis Inc.	254.00
11/09/2021	Preferred Meal Systems, Inc.	5,686.18
11/09/2021	Preferred Meal Systems, Inc.	4,905.10
11/09/2021	Duva Distributors	217.30
11/09/2021	Nationwide Trust Company, FSB	-23,043.57
11/09/2021	HR Knowledge Inc.	-3,464.29
11/09/2021	Amazon	98.06
11/09/2021	Right Networks	76.29
11/09/2021	Penske Truck Leasing	923.40
11/10/2021	National Grid-6 New Bond	9,965.08
11/10/2021	Eversource (formally NSTAR-1639-Elem)	581.76
11/10/2021	Eversource (formerly NStar-1638- MS)	2,942.73
11/10/2021	City of Worcester Police Dept	1,237.68
11/10/2021	USABLE Life	-6,907.87
11/11/2021	Liberty Mutual Insurance	7,734.20
11/11/2021	Vigneux, Michelle	24.56
11/12/2021	Gibney Sporting Goods	4,326.00
11/12/2021	New England Ice Cream	197.97
11/12/2021	Eversource (formally Nstar-2845- HS)	1,371.78
11/12/2021	Follett Content Solutions, LLC	12.99
11/12/2021	Next Gen Supply Group	1,863.09

11/12/2021	Next Gen Supply Group	781.90
11/12/2021	Next Gen Supply Group	951.39
11/12/2021	Learners Edge LLC	459.00
11/12/2021	EDS Mechanical Inc	1,193.03
11/12/2021	EDS Mechanical Inc	579.20
11/12/2021	EDS Mechanical Inc	735.00
11/13/2021	Matthew Way	97.00
11/13/2021	DePasse, Leo	72.00
11/13/2021	Luthman, Russell	97.00
11/13/2021	Sweeten, Timothy	97.00
11/13/2021	Watkins, Jason	97.00
11/13/2021	Carver, Sarah	200.00
11/13/2021	Brian Leblanc	97.00
11/15/2021	Ashdown Technologies	6.50
11/15/2021	Gopher	0.30
11/15/2021	Duva Distributors	194.77
11/15/2021	Torres, Priscila	375.00
11/15/2021	Torres, Priscila	125.22
11/16/2021	Cherry Road Technologies	3,287.40
11/16/2021	International Baccalaureate Americas	22,610.00
11/16/2021	Preferred Meal Systems, Inc.	2,377.01
11/16/2021	Preferred Meal Systems, Inc.	2,100.14
11/16/2021	Warhol, Kendra	400.00
11/16/2021	EDS Mechanical Inc	2,995.92
11/16/2021	EDS Mechanical Inc	2,303.95
11/16/2021	Centimark Corporation	1,530.00
11/16/2021	Blick Art Materials	52.49
11/16/2021	United Rentals	629.70
11/16/2021	EDS Mechanical Inc	1,025.71
11/16/2021	EDS Mechanical Inc	3,696.88
11/16/2021	High Meadows	250.00
11/16/2021	Telegram & Gazette	5.99
11/16/2021	Penske Truck Leasing	923.40
11/16/2021	Mirick O'Connell Attorneys at Law	545.00
11/16/2021	Mirick O'Connell Attorneys at Law	1,696.00
11/16/2021	Promise54	6,533.33
11/17/2021	Ransford Pest Control	118.00
11/17/2021	Ransford Pest Control	118.00
11/17/2021	Ransford Pest Control	118.00
11/17/2021	Lowe's	335.27
11/17/2021	Crystal Rock	190.34
11/17/2021	Verizon	113.88
11/17/2021	Babola, Todd	323.00
11/17/2021	Ramirez, Sara	48.48
11/17/2021	Stan Kaitbenski Inc.	11,045.00
11/17/2021	Heil, Lynn	153.03
11/17/2021	City of Worcester Police Dept	825.12
11/17/2021	MacGill, W. Nurse Supply Co.	130.57
11/18/2021	Sal's Pizza	386.10

11/18/2021	New England Ice Cream	176.46
11/18/2021	T-Mobile	3,002.45
11/18/2021	Preferred Meal Systems, Inc.	2,185.65
11/18/2021	Preferred Meal Systems, Inc.	1,413.12
11/18/2021	Amazon	359.95
11/18/2021	Central MA Collaborative	6,175.00
11/19/2021	T. Lee Associates	1,620.00
11/19/2021	Gabriel Beltran	65.26
11/19/2021	HR Knowledge Inc.	-3,414.18
11/19/2021	City Of Worcester Water/Sewer	90.00
11/20/2021	Staples	97.65
11/20/2021	Staples	112.97
11/20/2021	Staples	140.86
11/20/2021	UPS	111.15
11/20/2021	Iron Mountain	105.80
11/21/2021	Amazon	542.10
11/22/2021	Summit Forms	211.08
11/22/2021	Centimark Corporation	1,530.00
11/22/2021	TASC- FlexSystem	-3,765.75
11/22/2021	Amazon	58.00
11/23/2021	Lowe's	388.10
11/23/2021	Lowe's	118.00
11/23/2021	Lowe's	336.96
11/23/2021	Thompson - Liston Associates, Inc.	5,368.50
11/23/2021	New England Ice Cream	262.85
11/23/2021	Next Gen Supply Group	574.93
11/23/2021	Nationwide Trust Company, FSB	-23,548.29
11/23/2021	Preferred Meal Systems, Inc.	2,612.25
11/23/2021	Preferred Meal Systems, Inc.	1,878.14
11/23/2021	Amazon	10.00
11/23/2021	Penske Truck Leasing	923.40
11/24/2021	City of Worcester Police Dept	1,031.40
11/24/2021	Thurstons Foods, Inc.	3,935.09
11/24/2021	Carver, Sarah	200.00
11/24/2021	SHI International	44.85
11/24/2021	Netflix	13.99
11/24/2021	Amazon	25.53
11/24/2021	Joseph's Lock & Safe	113.00
11/25/2021	REPUBLIC SERVICES	3,714.18
11/25/2021	Intuit	79.69
11/25/2021	Intuit	37.19
11/27/2021	Peterson Oil	45.42
11/29/2021	New England Medical Billing	1,499.48
11/29/2021	Duva Distributors	314.70
11/29/2021	Lowe's	55.92
11/29/2021	Wells Fargo Financial Leasing	4,315.00
11/29/2021	Shaw's	104.75
11/29/2021	BJ's Wholesale	67.53
11/29/2021	Procurement Express	669.23

11/29/2021	MICCA	350.00
11/29/2021	Amazon	46.72
11/29/2021	French River Ed. System	21,206.00
11/30/2021	Center for Responsive Schools	199.00
11/30/2021	AA Transportation	410.00
11/30/2021	Didonna, Amy	360.00
11/30/2021	Facilities Management & Maintenance, Inc.	21,137.33
11/30/2021	Mansfield Paper Company, Inc.	482.58
11/30/2021	DoorDash, Inc.	250.00
11/30/2021	Amazon	1,002.00
11/30/2021	Charlton Oil Company	2,501.04
11/30/2021	Penske Truck Leasing	923.40
11/30/2021	OHI Engineering, Inc	1,040.00
11/30/2021	Preferred Meal Systems, Inc.	2,835.15
11/30/2021	Preferred Meal Systems, Inc.	1,902.87
11/30/2021	Shapiro Educational & Behavioral Consulta	3,675.00
11/30/2021	Central MA Collaborative	5,577.09
11/30/2021	YMCA of Central Massachusetts	635.25



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL
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FACILITIES and FINANCE

1-21-2022

MS

We did an overhaul of the MS staff break room over December break. The room needed a face lift after multiple floods and older equipment. We had new walls installed, New kitchen cabinets and sink, and floors were refinished.

We installed new VCT tiles in the foyer of the IT area (BRM)

HS

The gym floor was lightly sanded and refinished over break.

There were two rooftop units that went down due to the cold. The main relays and circuit boards burnt out. One unit had the gas valve frozen. Both units are fixed and up and running.

The HS maintenance guy Dave Ford retired after 15 years. I moved the HS custodian into the Maintenance position due to their performance and hired a new building custodian.

COVID

We are chemically spraying all rooms and buildings daily, Staff are submitting PPE orders through the work order system and we are turning them back around within 2 hours.

BUBBLERS

2 Water bottle fill stations were installed in each of the buildings.

FLOOD

I have reached out to 2 companies to get additional quotes in addition to the 1 we have.

J. Brian Day Emergency services & Restoration: NO call back.

PaulDavis Restoration: Waiting on a quote they came out to do a SOW.

Cameras for MS 2022

The items described below are for the cameras at the middle school

- Panoramic
 - 4 cameras inside
 - 3 outside
 - 2 for HS warehouse
- Duals
 - 7 inside
 - 2 spare (blind spots)

Item	Unit	Total
*Server HP (Camera Server)	\$1,595.00	\$1,595.00
*UPS (power management for server)	\$661.52	\$661.52
*2 Hard Drives for storage	\$295.98	\$591.96
2 Switches for cameras	\$1,196.00	\$2,392.00
Switch license	\$67.00	\$134.00
*9 cameras dome	\$1,458.03	\$13,122.27
9 dual cameras	\$819.75	\$7,377.75
Mounting kits		\$1,342.04
Total		\$27,216.54

This quote does not include wiring or installation. (IT and facilities will coordinate to do it ourselves)

*Items have been already ordered (some of them already received)

Other Details

- Server allows 65 Cameras.
- [Cameras](#) we are trying to obtain (based on available stock)





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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, January 21, 2022, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/91892011368?pwd=U3lYYzJ0dXJoNTBFRFJreVVkdmxoUT09>

Meeting ID: 918 9201 1368 **Passcode:** 141655

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 918 9201 1368

The meeting was called to order by Mr. Patrick Royce at 8:02 a.m. The attendance was recorded as follows:

Board/Committee Members: Patrick Royce, Bibiche Zagabe-Ndiku, Celia J. Blue

Staff in attendance: Michelle Vigneux, Gabriel Beltran, Alisha Carpino, Heidi Paluk, Mike Grennon

Mr. Royce opened the meeting at 8:02 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from December 17, 2021. Upon their review, Mr. Royce asked for a motion to approve the minutes from the December 17, 2021, Facilities and Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

Financial Reports

Ms. Carpino began by informing the committee there was a 1.2% decrease in the tuition funding which she had planned accordingly for so we will still be above budget even with that. Transportation costs are also below the budgeted numbers due to the days that the school was closed and the limited amount of transportation that has happened because there is a pause of field trips and other activities that the bus would have been used for. Ms. Carpino also stated that when it comes to the federal grant funding, the actual amount continues to be above the budgeted number and this is because we have received more funding than expected.

Abby Kelley was approved for two new grants, \$5000.00 from Project Bread, which will allow for the purchase of a Point of Sale system for the nutrition department, and \$40,000 which will support the nurses.

Ms. Carpino informed the committee that she did receive notice of funding in the amount of \$94,000 from the Erate funding and this will cover Chromebooks and laptops that were purchased at the beginning of the



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year. Mr. Royce inquired about the technology grants that were received because of Covid and whether the fund was used for different purchase lots. Ms. Carpino explained that this was to reimburse the Chromebooks that were purchased at the beginning of August and another request will be placed in for next year. Ms. Carpino explained that during the 2020-2021 FY, Abby Kelley received \$125,000 that covered Chromebooks also and this is separate from that.

Salaries continue to be under budget and there are 3 full-time positions and 1 part-time position that is currently open. Ms. Carpino also stated that the health insurance cost has not changed and was renewed at 3% and the debt to coverage ratio is 1.59% compared to the prior rate of 1.15%.

Ms. Zagabe-Ndiku requested clarification on the grant that was received for the Chromebooks to which Ms. Paluk explained that many of the previous Chromebooks were old and damaged so new ones were ordered and this reimbursement is to offset that.

Ms. Carpino provided an update on the salary committee and stated that they would be meeting next Tuesday to complete the task of updating the salary scale and she will then be able to discuss it with Ms. Paluk to determine the budgetary needs and to create a new salary structure. Ms. Carpino stated that she is hoping to have this new salary structure in place by the end of February or the beginning of March 2022. This has been a committee that has been meeting for 3 months and has been conducting research such as comparing salaries with other schools and determining what is needed to be able to build trends going forward. Once the salary scale has been created, it will be presented to the Facilities and Finance Committee and the Board of Trustees for review. Ms. Carpino also explained that there is a desire to have something in place to review the salary every three years.

Ms. Carpino states that the rollout and pay changes, if approved by the Board of Trustees committee in April at the budget vote, would be seen in the next school year .

Facilities

Mr. Grennon began by stating that over the holiday break, some projects such as the middle school staff room were completed along with the walls and cabinets as well as the BRM area and the gym floor in the high school. Mr. Grennon also stated that water bubblers were replaced with water fill stations for water bottles.



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Facilities continue to spray the schools due to Covid every day. Mr. Royce inquired about whether the sterilization process has changed and Mr. Grennon explained that they have been spraying every day and as the surge decreases, the spraying will be decreased to 1-2 times per week.

Mr. Royce then inquired about the fields and the status of those repairs that needed to be done. Mr. Grennon explained that the company that conducted the study has requested to meet at the end of January and he is trying to coordinate a time where everyone can meet. Mr. Grennon also explained that he has reached out to two other companies to provide quotes for the repairs that are needed in the elementary school flood. One company is working to send over a quote within the next few days.

Mr. Grennon explained that the insurance company requested more than one quote be submitted and once those are received, they can move forward with the restoration. Ms. Caprino explained that insurance checks for the middle and elementary schools have been received from the claims that were put and those monies now sit in escrow, which is about \$350,000 total. She explained that the monies have to be used for the flood-related damages. Ms. Carpino explained that the reason for the two quotes being submitted was to have the best chance of receiving monies from a supplemental scenario. The middle school cafeteria has not had any work done as it is still usable and they are waiting to see what changes may occur with the building.

Ms. Paluk explained that for the area in the elementary school that has been demolished, ServiceMaster provided a bill of about \$280,000 but based on the itemized bill that was received, some of the charges should not have been there such as the cleaning of the beams on the ceiling which was not impacted by a flood. Because of this, the insurance company will not pay for that work. The insurance broker is attempting to negotiate and bring the bill down as there was no contract and some of the work was not done with our knowledge.

Ms. Paluk then informed the committee that the hope is for the work to be done by August. Ms. Zagabe-Ndiku inquired about who was to be overseeing ServiceMaster to which Mr. Grennon stated that while it was the job of his department, he did not observe some of the work that is in question being completed. Ms. Zagabe-Ndiku also stated that moving forward, we should be more diligent in knowing exactly the work being done by vendors and be clear as to the work that is to be done.



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Ms. Blue requested of Mr. Grennon a more thorough report moving forward as there are many factors and information that need to be shared such as costs of demolition and rebuild of the elementary school and middle school.

SG/WBDC

Ms. Paluk informed the committee that WBDC requested information sent by the school attorney and Saint Gobain attorney. However, there is nothing new to report. Ms. Paluk also stated that a non-disclosure agreement was signed and there has been some discussion about that. Ms. Paluk stated that she will be informing WBDC that this will be a topic of discussion at the next Board of Trustees Committee meeting.

Security

Mr. Beltran discussed the plan for the camera installations at the middle school and informed the committee that some of the cameras have come in and they are working on obtaining more. Mr. Beltran stated that they are hoping to have the cameras up and activated by February 7, 2022, in the middle school and Mr. Grennon will be doing the wiring. Ms. Zagabe-Ndiku inquired about the high school and was informed that there is a number of cameras there and they are working to add cameras to other areas of the school that may need it but the focus currently is on the middle school at this point as there are no cameras in the building. Mr. Beltran also explained that several quotes were requested and comparisons were made to determine the best course of action. Each building administrator will have access to their cameras and the IT department will control who can have access as it is going to be a local account.

Mr. Royce called for a motion to approve up to \$26,000 for security updates. The motion was made by Ms. Blue and seconded by Ms. Zagabe-Ndiku. Mr. Royce performed a roll call and the motion was approved unanimously.

Mr. Royce called for a motion to adjourn the meeting. Ms. Blue made the motion and Ms. Zagabe-Ndiku seconded the motion. The meeting was adjourned at 9:10 a.m.

List of Documents Provided:

Facilities Report

IT Report

Financial Report

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.