



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Table of Contents

Board of Trustees Meeting - DIGITAL MEETING

Wednesday, January 25, 2023, 6:30 p.m.

<https://akfcs-org.zoom.us/j/98954985296?pwd=aGhmdzk3eFh2MnlhOTZ1U0FBcEp6QT09>

Webinar ID: 989 5498 5296 **Passcode:** 540128

By phone: 16469313860 **Webinar ID:** 989 5498 5296

I.	Board of Trustees 12.14.22 Meeting Minutes-DRAFT	Page 3-5
II.	Facilities & Finance Committee Packet	Page 6-43
III.	Governance Committee Packet	Page 44-58

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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Board of Trustees Meeting Agenda- DIGITAL MEETING

Wednesday, January 25, 2023, 6:30 p.m.

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- I. Call to Order- Mr. Patrick Royce, Chair
- II. Attendance Recorded
- III. Faithfulness to the 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 December 14, 2022
 - a. **Motion:** To approve the December 14, 2022, meeting minutes
- V. Executive Director Report- Ms. Heidi Paluk
- VI. Committee Updates
 - a. Facilities & Finance Committee- Ms. Bibiche Zagabe-Ndiku
 - b. Governance Committee—Mr. Patrick Royce
 1. Election of New Board of Trustee Member
 - A. Nomination of Noah Ligeti to the Board of Trustees
 1. **Motion:** To approve Noah Ligeti for a three-year term.
 2. Public Comments to the Board Policy Update
 - A. **Motion:** To approve the updated Comments to the Board Policy as Presented
- VII. Strategic Plan Update
- VIII. Timely Topics as Identified by the Chair and/or ED
- IX. Upcoming Board/Committee Meeting(s):
 1. Board of Trustees
 - a. Wednesday, March 1, 2023 (*Tentative*)
 2. Education Committee
 - a. Friday, February 10, 2023
 3. Facilities & Finance Committee
 - a. Friday, February 17, 2023
- X. Adjournment



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Board of Trustees Meeting Minutes- DRAFT

Wednesday, December 14, 2022, 6:00 p.m.

<https://akfcs-org.zoom.us/j/93271775908?pwd=NkJGZmdzbG10MkRONkcxbjhOVzNJQT09>

Webinar ID: 932 7177 5908 **Passcode:** 649085

By phone: +13092053325 **Webinar ID:** 932 7177 5908

The meeting was called to order by Mr. Patrick Royce, Chair, at 6:00 p.m. The attendance was recorded and is attached.

Mr. Royce read the Abby Kelley Mission Statement and noted no public comments or old business. Mr. Royce opened the meeting starting with Ms. Melanie Rivera, from Breaker28, for the Board of Trustees Strategic Planning focus group.

Strategic Planning Focus Group

Ms. Melanie Rivera, from Breaker28, conducted a focus group with Board members aimed at supporting the strategic planning process. Board members were asked various questions about the current mission statement and how it applies to Abby Kelley and the future that is being created for the school. Board members discussed the many contributions of Abby Kelley to the educational ecosystem and the populations that are served. Family needs and how Abby Kelley Foster meets those needs were discussed, with Board members noting how Abby Kelley is serving families while acknowledging the growth that is still needed and being worked on.

The current mission and how it is applied to Abby Kelley was noted to be an area of potential change, as the school culture has also changed during the years. Diversity, Equity, and Inclusion were also discussed, with Board members noting the many different cultures that make up the school population and the need to continue to make Abby Kelley Foster an open and safe space for everyone. The constant need for growth and advancement was also spoken of, as this was an area of constant improvement. Board members acknowledged the changes and advancements that have been made, along with their envisioned future for Abby Kelley Foster Charter School. Ms. Rivera explained the next steps of the planning process, which would be creating focus groups and submitting the concept paper to Board members by May. The Board members thanked Ms. Rivera for attending the meeting and fostering healthy discussions.

Mr. Royce resumed the Board of Trustees by reviewing the November 30, 2022, meeting minutes. Minor edits were noted for corrections. Mr. Royce called for a motion to approve the minutes from November 30, 2022. Ms. Zagabe-Ndiku made the motion to approve, with Ms. Vernon providing a second. The Board members voted unanimously to approve the meeting minutes.



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Executive Director Report

Ms. Paluk's report noted the continued DEI committee meetings and the release of the cultural survey to staff and families. It was pointed out that the survey would be open until the following week to allow more people to respond. Ms. Paluk also spoke on the invitation sent out to families and staff looking for DEI committee members to join. Different school activities happening in and around the school were shared, with Ms. Paluk noting the high school and middle school concerts and the Camping at Abby Kelley activity in the elementary school. The Leadership team in the middle school collected donations for Toys for Tots and was featured on channel 3 for their outstanding work. Giving Tuesday donations and Give back programs from vendors produced about \$7,400 for Abby Kelley.

Ms. Paluk spoke on the Alumni event that will take place on Thursday, February 5, 2023, at the SchoolYard, an indoor events facility. This event will allow alums to reconnect and volunteer at Abby Kelley. Fallon Health, along with St. Gobain and the Norton Company, will provide some elementary school families with toys, meals, and gift cards this season, as Abby Kelley was chosen as a recipient of this generous donation. The elementary and middle school PTO and the Leadership group hosted a bingo night with more than one hundred families, with food donated by Saint Bernard's church in Worcester, MA. Ms. Vernon inquired about the methods being used for reaching out to alums, and it was noted that social media would be the most used point of contact as many people are online and on social media.

Committee Updates

Education Committee Meeting

Ms. Vernon provided a brief update. The discipline data from last year was discussed, which showed that Abby Kelley was considerably low in numbers compared to the state and the city, with 43 incidents in total. The increasing number of behavioral and social-emotional needs, particularly in the early grades of elementary school, was also discussed. It was explained that the elementary school was working on different concepts and ideas to better meet the needs of the students. Ms. Blue inquired about the criteria used to define students considered "high needs" in the discipline data. It was explained that this referred to students who could not participate in the classroom as other students, even with classroom support.

Governance Committee

Mr. Royce provided an update on the Governance committee, noting that the public comment policy was reviewed, with a few slight recommendations to the policy suggested to be more in line with the current practices of Abby Kelley. These changes will be brought to the Board meeting in January. The addition of new Board members was also discussed, along with necessary Board training and compliance measures, and it was noted that this would be discussed more during the March meeting. Mr. Royce also spoke on the matrix that was sent out to Board members and how this would be used as a tool for Board recruitment. New Board candidate Noah Ligeti was also discussed, and he was recommended to be presented to the January meeting for voting.



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Mr. Royce called for a motion to end the meeting. Ms. Zagabe-Nduku made the motion, and it was seconded by Mr. Beaudry. The meeting was adjourned at 8:30 p.m.



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Facilities and Finance Committee Meeting Agenda-DIGITAL MEETING

Friday, December 16, 2022, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/94289287448?pwd=anM5RGhCTE9INXgxeFFUZ3ZJTjZ6Zz09>

Meeting ID: 942 8928 7448 **Passcode:** 911321

By phone: +1 646 931 3860 US **Meeting ID:** 942 8928 7448

- I. Call to Order- Ms. Bibiche Zagabe-Ndiku, Chair
- II. Introductions/Attendance Recorded
- III. Review of the November 18, 2022, Meeting Minutes
 - a. **Motion:** To accept the November 18, 2022, Meeting Minutes
- IV. Financial Report- Ms. Alisha Carpino
- V. Facilities Report- Mr. Andrew Cruickshank
- VI. IT Report- Mr. Gabriel Beltran
- VII. Timely Topics as Identified by the Chair and/or ED
- VIII. Upcoming Facilities & Finance Committee Meeting(s):
 - a. Friday, January 20, 2023
 - b. Friday, February 17, 2023
- IX. Adjournment



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Facilities and Finance Committee Meeting Minutes -DRAFT

Friday, November 18, 2022, 8:00 a.m.

<https://akfcs-org.zoom.us/j/99530179219?pwd=blhtK0tDdUhLRjhjZ3d5TzBmV1lxUT09>

Meeting ID: 995 3017 9219 **Passcode:** 839257

By phone: +1 929 205 6099 **Meeting ID:** 995 3017 9219

The meeting was called to order by Ms. Zagabe-Ndiku. The attendance was recorded and is attached.

Ms. Zagabe-Ndiku asked the Committee to review the Meeting Minutes from the October 21, 2022 meeting. Upon its review, Ms. Zagabe-Ndiku asked for a motion to approve the minutes from the October 21, 2022 Facilities and Finance Meeting. Mr. Royce made the motion, and Mr. Beaudry seconded it. The committee unanimously approved the minutes.

Financial Report

Ms. Carpino provided a narrative of the financials ending October 31, 2022. Tuition revenue is \$233,000 above budget as tuition is higher than projected. Transportation is below budget by \$196,000 due to the timing and having that line item spread over twelve months. Ms. Carpino mentioned that Nutrition revenue and Transportation Expense will be adjusted and applied over 10-months to show a more accurate results. Salaries reported \$694,000 under budget, and that was due to positions being open at the beginning of the year and staff changes. There was no increase to the insurance from Blue Cross/Blue Shield as expected and budgeted for; therefore we will see this cost savings throughout the year. The debt-to-service coverage ratio was reported as 1:48, compared to the requirement of 1:15. Subscriptions will be reviewed across the district for a more streamlined process.

Finance Department Restructuring Plan

Ms. Carpino provided an overview of the changes and plans for the finance department to create better efficiencies and enhance the capacity of existing staff. Restructuring among finance staff has already begun, with a new staff member moving into their office. Training has also started for all staff members as roles change, which is all to create efficiencies within the business office. Ms. Carpino explained that General Ledger accounts are being reviewed and cleaned and she is deactivating those no longer in use. P&L reports in QuickBooks have been rebuilt to eliminate the manual entry piece, thus decreasing the risk of errors. It was also noted that a new credit card processing system was built and will directly upload the information including codes into the Quickbooks system.

Ms. Carpino explained that processes were being created to enhance oversight and efficiency within the department including: a monthly closing checklist; a SEFA (Schedule of Expenditures of Federal Awards), end of year closing for FY '23, and a month-to-month and end-of-the-year checklists.



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St. Gobain/WBDC Update

Abby Kelley recently hosted a community meeting for WBDC relative to the transfer of the St. Gobain property. The closing and transfer of 51 acres was completed on November 9, 2022, and it was explained at the community meeting WBDC is applying for a grant from the Environmental Protection Agency. Ms. Paluk explained that this requested grant was very specific to what WBDC is referring to as the “400 block” of the project, which includes the building directly across from AKFCS high school and DEP. Ms. Paluk informed committee members that Ms. Roberta Brien from WBDC would attend the next Board of Trustees meeting in November. Ms. Paluk and Mr. Royce will be meeting with other officials such as our LSP (Licensed site professional to best represent AKFCS during this time.

Facilities Update

Mr. Andy Cruickshank and Mr. Allan Ayotte attended a recent Massachusetts School Facilities Professionals conference where they could meet and establish relationships with different vendors as well as attend workshops that would allow for a more streamlined process for the facilities and maintenance department.

The Snow and Ice Removal Bid Process and walk-through is completed, with V.I.P. Landscaping received the contract for the next three years. The HVAC system in the Principal’s Suite in the Middle School would be completed soon. The grease traps in the high school were also cleaned out, and a new system was installed to eliminate the odors from a grease trap. This is temporary while we are waiting for a full cleaning service. The Sinkholes in the High School parking lot are also being looked at, and staff will gather information to determine the best course of action.

IT Update

Mr. Beltran stated that the number of service calls for students and staff decreased to 361 compared to more than 400 from the previous month.

Forty-five projectors were installed in classrooms and are up and running for use.

With the rewiring and network switches done during the summer, the goal now is to monitor the infrastructure and with those infrastructure changes we should be aware of problems before they start. It was also noted that a secondary internet connection was being researched to prevent one school's network outage from affecting another. A vendor has been established, and the current contract will expire at the end of the fiscal year, when we will make the change, allowing for two internet providers to have the necessary backup should one go out.

Mr. Beltran spoke on the change the District is undergoing in moving from Rediker to PowerSchool for our student’s database. Cameras in the elementary school were also discussed, and it was noted that 15 cameras have arrived and we are now just waiting for mounts for installation.



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Adjournment

Ms. Zagabe-Ndiku called for a motion to adjourn the meeting. Mr. Royce made the motion, and Ms. Blue seconded it. Roll call was taken, and the committee voted unanimously to end the session at 10:08 a.m.

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of November 30, 2022
July - November, 2022

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget	Total FY2023 Budget	Total Budget Variance	Total % of Budget
Revenue							
Covid Funding	637,170	717,058	(79,888)	89%	1,720,938	(1,083,768)	37%
E-Rate Revenue	0	12,500	(12,500)	0%	30,000	(30,000)	0%
Federal Grant Funding	524,701	362,917	161,784	145%	871,000	(346,299)	60%
Nutrition Revenue	301,614	227,500	74,114	133%	650,000	(348,386)	46%
Other Revenue	17,814	54,020	(36,206)	33%	129,643	(111,829)	14%
Private Fundraising	3,813	0	3,813	0%	0	3,813	0%
State Grant Funding	10,786	20,835	(10,049)	52%	50,000	(39,214)	22%
Tuition and Transportation Revenue	10,062,795	9,770,981	291,814	103%	23,450,355	(13,387,560)	43%
Total Revenue	\$ 11,558,692	\$ 11,165,810	\$ 392,882	104%	\$ 26,901,936	\$ (15,343,244)	43%
Expenditures							
Administration							
Contracted Services- District	154,210	145,465	8,745	106%	349,120	(194,910)	44%
Depreciation Administration	860	860	0	100%	2,064	(1,204)	42%
Information Management & Technology	202,555	158,333	44,222	128%	380,000	(177,445)	53%
Other Administrative Expenses	122,786	150,627	(27,840)	82%	361,500	(238,714)	34%
Recruitment & Advertising	1,673	13,335	(11,662)	13%	32,000	(30,327)	5%
Salaries- Leadership & Administration	418,378	400,802	17,576	104%	961,921	(543,543)	43%
Total Administration	\$ 900,464	\$ 869,422	\$ 31,041	104%	\$ 2,086,605	\$ (1,186,142)	43%
Benefits & Other Fixed Charges							
Insurance (non-employee)	57,901	66,185	(8,284)	87%	158,849	(100,948)	36%
Rental/Lease of Buildings, Grounds & Equipment	34,711	35,415	(704)	98%	85,000	(50,289)	41%
Retirement & Fringe Benefits	1,039,484	1,193,740	(154,256)	87%	2,864,980	(1,825,496)	36%
Staff Retention	34,437	31,250	3,187	110%	75,000	(40,563)	46%
Total Benefits & Other Fixed Charges	\$ 1,166,534	\$ 1,326,590	\$ (160,056)	88%	\$ 3,183,829	\$ (2,017,295)	37%
Instructional Services							
Contracted Services- Instructional	71,030	91,667	(20,636)	77%	220,000	(148,970)	32%
International Baccalaureate Program	9,051	21,214	(12,163)	43%	50,913	(41,862)	18%
Professional Development	18,841	62,500	(43,659)	30%	150,000	(131,159)	13%
Salaries- Instructional	4,950,571	5,529,883	(579,312)	90%	13,271,726	(8,321,155)	37%
Supplies & Materials	139,706	118,230	21,476	118%	283,750	(144,044)	49%
Total Instructional Services	\$ 5,189,199	\$ 5,823,494	\$ (634,295)	89%	\$ 13,976,389	\$ (8,787,190)	37%
Operation and Maintenance of Plant							
Contracted Cleaning Services	154,648	102,025	52,623	152%	244,860	(90,212)	63%
Depreciation Facilities Related	596,017	688,655	(92,638)	87%	1,652,772	(1,056,755)	36%
Maintenance of Buildings, Grounds & Equipment	385,071	246,270	138,801	156%	591,040	(205,969)	65%
Salaries	86,681	155,490	(68,809)	56%	373,181	(286,500)	23%
Utilities	265,064	360,010	(94,946)	74%	864,000	(598,936)	31%
Total Operation and Maintenance of Plant	\$ 1,487,481	\$ 1,552,450	\$ (64,969)	96%	\$ 3,725,853	\$ (2,238,372)	40%
Pupil Services - Other							
Athletic Programs	60,558	83,330	(22,772)	73%	200,000	(139,442)	30%
Food Services	194,236	197,915	(3,679)	98%	475,000	(280,764)	41%
Nursing Supplies	0	2,500	(2,500)	0%	6,000	(6,000)	0%
Other Student Services	16,924	44,330	(27,406)	38%	106,393	(89,469)	16%
Salaries- Other Student Services	224,409	297,535	(73,126)	75%	714,086	(489,677)	31%
Student Transportation	427,500	505,715	(78,215)	85%	1,444,900	(1,017,400)	30%
Translations	6,771	12,500	(5,729)	54%	30,000	(23,229)	23%
Total Pupil Services - Other	\$ 930,398	\$ 1,143,825	\$ (213,427)	81%	\$ 2,976,379	\$ (2,045,981)	31%
Total Operating Expenditures	\$ 9,674,075	\$ 10,715,781	\$ (1,041,706)	90%	\$ 25,949,055	\$ (16,274,980)	37%
Non-Operating Revenue							
Interest	22,788	1,250	21,538	1823%	3,000	19,788	760%
Total Non-Operating Revenue	\$ 22,788	\$ 1,250	\$ 21,538	1823%	\$ 3,000	\$ 19,788	760%
Non-Operating Expenses							
Interest Expense- Long Term Debt	214,377	268,750	(54,373)	80%	645,000	(430,623)	33%
Other Non-Operating Expenses		1,250	(1,250)	0%	3,000	(3,000)	0%
Total Non-Operating Expenses	\$ 214,377	\$ 270,000	\$ (55,623)	79%	\$ 648,000	\$ (433,623)	33%
Change in Net Position	\$ 1,693,027	\$ 181,279	\$ 1,511,748	934%	\$ 307,881	\$ 1,385,146	550%

Abby Kelley Foster Charter Public School
Statement of Net Position
As of November 30, 2022

	Total			
	As of Nov 30, 2022	As of Nov 30, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts	11,458,246.19	9,771,533.23	1,686,712.96	17.26%
Accounts Receivable	-8,196.14	0.00	-8,196.14	
Other Current Assets	1,529,567.03	1,034,461.08	495,105.95	47.86%
Total Current Assets	\$ 12,979,617.08	\$ 10,805,994.31	\$ 2,173,622.77	20.11%
Fixed Assets	36,013,991.90	37,001,412.60	-987,420.70	-2.67%
Other Assets	0.00	0.00	0.00	
TOTAL ASSETS	\$ 48,993,608.98	\$ 47,807,406.91	\$ 1,186,202.07	2.48%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	411,146.25	249,293.65	161,852.60	64.92%
Credit Cards	621.29	8,501.09	-7,879.80	-92.69%
Other Current Liabilities	3,500,010.39	3,534,167.70	-34,157.31	-0.97%
Total Current Liabilities	\$ 3,911,777.93	\$ 3,791,962.44	\$ 119,815.49	3.16%
Long-Term Liabilities	17,229,144.63	18,759,082.18	-1,529,937.55	-8.16%
Total Liabilities	\$ 21,140,922.56	\$ 22,551,044.62	-\$ 1,410,122.06	-6.25%
Equity	27,852,686.42	25,256,362.29	2,596,324.13	10.28%
TOTAL LIABILITIES AND EQUITY	\$ 48,993,608.98	\$ 47,807,406.91	\$ 1,186,202.07	2.48%

Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending November 30, 2022 (unaudited)

Debt Service Coverage Ratio: Tested Monthly

CASH FLOW AVAILABLE FOR DEBT SERVICE:

Change in Net Position	\$ 1,693,027
<i>Plus:</i>	
Depreciation	\$ 596,877
Interest Expense	\$ 214,377
<i>Minus/Plus:</i>	
Unrealized Gains/(Losses) on Investments	
Extraordinary Gains/(Losses)	
Net Operating Cash Flow	<u>\$ 2,504,281</u>

DEBT SERVICE:

Interest Expense	\$ 214,377
Current Maturities of Long Term Debt (ytd)	<u>\$ 1,398,657</u>
Total Debt Service	<u>\$ 1,613,034</u>
 Required Ratio	 1.15
Actual Ratio (unaudited YTD)	1.55
Compliance	yes

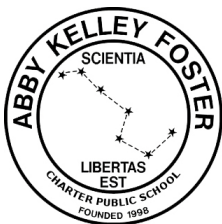
Abby Kelley Foster Charter Public School
Check Detail
November, 2022

Date	Transaction Type	Name	Amount
11/01/2022	Bill Payment (Check)	XtraMath	-500.00
11/01/2022	Expenditure	HealthEquity, Inc.	-1,963.37
11/01/2022	Expenditure	Blue Cross Blue Shield of MA	-17,316.48
11/01/2022	Expenditure	Blue Cross Blue Shield of MA	-13,674.06
11/01/2022	Expenditure	Blue Cross Blue Shield of MA	-16,102.20
11/01/2022	Expenditure	Blue Cross Blue Shield of MA	-153,565.26
11/01/2022	Bill Payment (Check)	Middlesex Savings Bank	-71,182.80
11/01/2022	Bill Payment (Check)	Middlesex Savings Bank	-96,095.73
11/02/2022	Expenditure	Blue Cross Blue Shield of MA	-1,185.72
11/03/2022	Bill Payment (Check)	JP Pest Services, LLC	-155.00
11/03/2022	Bill Payment (Check)	Department of Treasury	-77.91
11/04/2022	Bill Payment (Check)	Institute for Multi-Sensory Education	-61.70
11/04/2022	Bill Payment (Check)	Crystal Rock	-301.76
11/04/2022	Bill Payment (Check)	IXL Learning	-275.00
11/07/2022	Bill Payment (Check)	A'viands, LLC an Elior Company	-20,564.03
11/07/2022	Bill Payment (Check)	AA Transportation	-142,500.00
11/07/2022	Bill Payment (Check)	Ace Endico Inc	-11,360.13
11/07/2022	Bill Payment (Check)	Cove Central Communicaitons	-388.07
11/07/2022	Bill Payment (Check)	New England Ice Cream	-755.73
11/07/2022	Bill Payment (Check)	Next Gen Supply Group	-2,904.83
11/07/2022	Bill Payment (Check)	AFI Technologies Inc	-415.50
11/07/2022	Bill Payment (Check)	American Express	-7,299.88
11/07/2022	Bill Payment (Check)	Atlantic Charter Insurance Company	-6,407.00
11/07/2022	Bill Payment (Check)	Avant Assessment, LLC	-498.00
11/07/2022	Bill Payment (Check)	Cherry Road Technologies	-3,489.70
11/07/2022	Bill Payment (Check)	City of Worcester Police Dept	-1,052.20
11/07/2022	Bill Payment (Check)	City Of Worcester Water/Sewer	-383.04
11/07/2022	Bill Payment (Check)	Commonwealth of Massachusetts Department of Environmental Protection	-4,320.00
11/07/2022	Bill Payment (Check)	Gopher	-269.81
11/07/2022	Bill Payment (Check)	Strycharz, Huong	-105.00
11/07/2022	Bill Payment (Check)	Literacy Resources, LLC	-162.00
11/07/2022	Bill Payment (Check)	Mansfield Paper Company, Inc.	-1,926.91
11/07/2022	Bill Payment (Check)	RTR Kids Rugs	-159.95
11/07/2022	Bill Payment (Check)	Sabrina A Mourao	-630.00
11/07/2022	Bill Payment (Check)	Spotify USA Inc.	-249.00
11/07/2022	Bill Payment (Check)	V.I.P. Landscaping	-850.00
11/07/2022	Bill Payment (Check)	Verizon	-114.81
11/07/2022	Bill Payment (Check)	Wells Fargo Financial Leasing	-4,315.00
11/07/2022	Bill Payment (Check)	Worcester Parks and Recreation Dept	-406.25
11/07/2022	Bill Payment (Check)	YMCA of Central Massachusetts	-549.75
11/07/2022	Bill Payment (Check)	Duva Distributors	-430.73
11/07/2022	Expenditure	TASC- FlexSystem	-5,131.18
11/07/2022	Expenditure	USAbLe Life	-5,725.27
11/08/2022	Expenditure	HealthEquity, Inc.	-1,310.78

11/09/2022	Bill Payment (Check)	Citizens Bank	-4,970.05
11/10/2022	Bill Payment (Check)	Bureau Of Education & Research Inc.	-279.00
11/10/2022	Bill Payment (Check)	JP Pest Services, LLC	-346.20
11/10/2022	Bill Payment (Check)	Roto Rooter Services	-622.00
11/10/2022	Expenditure	Nationwide Trust Company, FSB	-27,115.05
11/14/2022	Bill Payment (Check)	Blick Art Materials	-88.55
11/14/2022	Bill Payment (Check)	Amazon Web Services	-201.51
11/14/2022	Bill Payment (Check)	Ascentria Community Services, Inc	-1,339.46
11/14/2022	Bill Payment (Check)	Benoit Language Services, Inc.	-230.00
11/14/2022	Bill Payment (Check)	Campanale, Michael	-175.00
11/14/2022	Bill Payment (Check)	Chase Harris Porta Potty	-280.80
11/14/2022	Bill Payment (Check)	City of Worcester Police Dept	-841.76
11/14/2022	Bill Payment (Check)	Cogent	-3,264.00
11/14/2022	Bill Payment (Check)	Conrad, Tom	-100.00
11/14/2022	Bill Payment (Check)	Cove Central Communicaitons	-193.83
11/14/2022	Bill Payment (Check)	EDS Mechanical Inc	-5,338.58
11/14/2022	Bill Payment (Check)	Donahue, JJ	-100.00
11/14/2022	Bill Payment (Check)	French River Ed. System	-6,034.00
11/14/2022	Bill Payment (Check)	Frontline Technologies Group LLC	-797.88
11/14/2022	Bill Payment (Check)	Fuhr, Lindsay	-113.13
11/14/2022	Bill Payment (Check)	Hampton, Tamara	-163.62
11/14/2022	Bill Payment (Check)	Host, Kelly	-126.89
11/14/2022	Bill Payment (Check)	Lawrence Waste Services	-1,958.11
11/14/2022	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-7,300.00
11/14/2022	Bill Payment (Check)	McDowell, Koury	-110.00
11/14/2022	Bill Payment (Check)	McGrail, Jack	-75.00
11/14/2022	Bill Payment (Check)	MindK LLC	-2,517.50
11/14/2022	Bill Payment (Check)	National Glass Works Inc.	-928.00
11/14/2022	Bill Payment (Check)	National Grid 38928-53023	-5,726.54
11/14/2022	Bill Payment (Check)	National Grid 69923-82006	-7,842.16
11/14/2022	Bill Payment (Check)	National Grid-6 New Bond	-20,465.25
11/14/2022	Bill Payment (Check)	Reidy, Mike	-175.00
11/14/2022	Bill Payment (Check)	S.J. Services, Inc.	-39,386.00
11/14/2022	Bill Payment (Check)	New England Center for Children	-1,500.00
11/14/2022	Bill Payment (Check)	OHI Engineering, Inc	-2,370.13
11/14/2022	Bill Payment (Check)	Quadient Leasing USA Inc	-1,325.07
11/14/2022	Bill Payment (Check)	Staples	-205.68
11/14/2022	Bill Payment (Check)	Staples	-118.70
11/14/2022	Bill Payment (Check)	Staples	-15.91
11/14/2022	Bill Payment (Check)	Staples	-70.47
11/14/2022	Bill Payment (Check)	Staples	-31.47
11/14/2022	Bill Payment (Check)	Staples	-142.90
11/14/2022	Bill Payment (Check)	Staples	-25.65
11/14/2022	Bill Payment (Check)	Summit Forms	-434.00
11/14/2022	Bill Payment (Check)	T Mobile	-339.82
11/14/2022	Bill Payment (Check)	T Mobile	-540.41
11/14/2022	Bill Payment (Check)	T Mobile	-499.85
11/14/2022	Bill Payment (Check)	Tessier, Matthew	-100.00
11/14/2022	Bill Payment (Check)	Walls, Kevin	-400.00
11/14/2022	Bill Payment (Check)	Wells Fargo Financial Leasing	-2,023.10

11/14/2022	Bill Payment (Check)	Williams, Carolynn	-71.59
11/14/2022	Bill Payment (Check)	Williams, Patrick	-75.00
11/14/2022	Expenditure	MTRS	-97,322.65
11/15/2022	Bill Payment (Check)	French River Ed. System	-17,614.00
11/15/2022	Expenditure	HealthEquity, Inc.	-3,104.00
11/16/2022	Expenditure	Esannason, Rose	-5.00
11/16/2022	Expenditure	Esannason, Rose	-20.00
11/21/2022	Bill Payment (Check)	Cengage Learning	-346.50
11/21/2022	Expenditure	TASC- FlexSystem FSA	-4,194.22
11/22/2022	Bill Payment (Check)	Amazon Web Services	-396.81
11/22/2022	Bill Payment (Check)	Center for Responsive Schools	-1,718.00
11/22/2022	Bill Payment (Check)	City Of Worcester Water/Sewer	-1,726.20
11/22/2022	Bill Payment (Check)	A'viands, LLC an Elior Company	-11,583.45
11/22/2022	Bill Payment (Check)	Ace Endico Inc	-1,525.85
11/22/2022	Bill Payment (Check)	AFI Technologies Inc	-415.50
11/22/2022	Bill Payment (Check)	C&C Temp Control, Inc.	-400.00
11/22/2022	Bill Payment (Check)	City of Worcester Police Dept	-1,052.20
11/22/2022	Bill Payment (Check)	New England Ice Cream	-873.25
11/22/2022	Bill Payment (Check)	City Of Worcester Water/Sewer	-42.40
11/22/2022	Bill Payment (Check)	Eversource (formally NSTAR-1639-Elem)	-241.67
11/22/2022	Bill Payment (Check)	Eversource (formally Nstar-2845- HS)	-4,894.00
11/22/2022	Bill Payment (Check)	Eversource (formerly NStar-1638- MS)	-2,089.08
11/22/2022	Bill Payment (Check)	Fire Equipment Inc.	-480.00
11/22/2022	Bill Payment (Check)	Follett School Solutions	-559.97
11/22/2022	Bill Payment (Check)	Gordon Foodservice	-129.60
11/22/2022	Bill Payment (Check)	Hanover Insurance Co.	-4,619.55
11/22/2022	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-616.50
11/22/2022	Bill Payment (Check)	MakeMusic, Inc.	-1,508.94
11/22/2022	Bill Payment (Check)	McDonald, Renee	-62.15
11/22/2022	Bill Payment (Check)	Pepperell Lawrence Library	-38.00
11/22/2022	Bill Payment (Check)	Quadient Financial USA, Inc	-350.00
11/22/2022	Bill Payment (Check)	Regan, Jessica	-170.09
11/22/2022	Bill Payment (Check)	Staples	-151.22
11/22/2022	Bill Payment (Check)	Staples	-69.34
11/22/2022	Bill Payment (Check)	Staples	-288.79
11/22/2022	Bill Payment (Check)	Webstaurant Store	-5,597.83
11/22/2022	Bill Payment (Check)	WMC Service Corp. Inc.	-4,454.44
11/22/2022	Expenditure	HealthEquity, Inc.	-2,521.86
11/23/2022	Bill Payment (Check)	Duva Distributors	-440.46
11/23/2022	Bill Payment (Check)	Gould, Kelly	-114.35
11/23/2022	Bill Payment (Check)	Leidel, Jesse	-259.29
11/23/2022	Bill Payment (Check)	Mirick O'Connell Attorneys at Law	-504.50
11/23/2022	Bill Payment (Check)	AA Transportation	-8,600.00
11/23/2022	Bill Payment (Check)	Booster Enterprises Inc.	-6,749.19
11/23/2022	Bill Payment (Check)	Cherry Road Technologies	-3,484.85
11/23/2022	Bill Payment (Check)	Club Z! In-Home Tutoring of Northborough	-255.00
11/23/2022	Bill Payment (Check)	Didonna, Amy	-8,032.50
11/23/2022	Bill Payment (Check)	DLAJ Consulting LLC	-4,000.00
11/23/2022	Bill Payment (Check)	GateHouse Media Massachusetts, Inc.	-958.16
11/23/2022	Bill Payment (Check)	Keva Planks	-1,319.99

11/23/2022	Bill Payment (Check)	National Assoc of College Admission Couns	-125.00
11/23/2022	Bill Payment (Check)	Really Good Stuff, Inc	-14.91
11/23/2022	Bill Payment (Check)	Roy, Sarah	-177.28
11/23/2022	Bill Payment (Check)	Rubin and Rudman, LLP	-270.50
11/23/2022	Bill Payment (Check)	S.J. Services, Inc.	-19,530.00
11/23/2022	Bill Payment (Check)	Shapiro Educational & Behavioral Consulta	-450.00
11/23/2022	Bill Payment (Check)	Staples	-21.44
11/23/2022	Bill Payment (Check)	Staples	-3,203.20
11/23/2022	Bill Payment (Check)	Staples	-351.45
11/23/2022	Bill Payment (Check)	Summit Forms	-439.00
11/23/2022	Bill Payment (Check)	The Padcaster, LLC	-749.00
11/23/2022	Bill Payment (Check)	Therapro, Inc.	-181.28
11/23/2022	Bill Payment (Check)	Trophy Central Inc	-391.72
11/23/2022	Bill Payment (Check)	Walls, Kevin	-200.00
11/23/2022	Bill Payment (Check)	Learn Well	-5,049.27
11/23/2022	Bill Payment (Check)	ADP Commercial Leasing LLC	-343.75
11/23/2022	Bill Payment (Check)	CDMASC.	-315.00
11/23/2022	Bill Payment (Check)	City of Worcester Police Dept	-631.32
11/23/2022	Bill Payment (Check)	Verizon	-113.88
11/29/2022	Expenditure	HealthEquity, Inc.	-1,682.09
11/30/2022	Bill Payment (Check)	French River Ed. System	-35,755.00
11/30/2022	Expenditure	Nationwide Trust Company, FSB	-26,441.57



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL
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Restructuring of Department of Finance

Rationale

Due to the finding in the annual FY'22 audit, a plan has been developed and is being implemented to restructure the department. Throughout the remainder of the '23 fiscal year, efforts are being made to increase sustainability, capabilities, and skill sets within the department.

This plan consists of restructuring roles and responsibilities, reviewing job descriptions and individual goals, and adding .5 FTE to the department. Along with these structural changes, efficiencies, workflows, and policies are being built and executed. The overall goal is to create space for the Director of Finance and Operations to focus more on big-picture tasks and less on the day-to-day responsibilities, as well as creating a better system of checks and balances within the Department. The objectives of this plan included.

- Objective: Provide the physical space needed for the addition of Accounts Payable & SIMS Reporting Specialist
- Objective: Create efficiencies within the business office
- Objective: Assurance of adequate procedures, workflows, and policies within the business office
- Objective: Department transition to the new structure

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 Month Over Month
 July - October, 2022

	Jul 2022				Aug 2022				Sep 2022				Oct 2022				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue																				
Covid Funding	127,434	143,412	(15,978)	89%	127,434	143,412	(15,978)	89%	127,434	143,412	(15,978)	89%	127,434	143,412	(15,978)	89%	509,736	573,646	(63,910)	89%
E-Rate Revenue	0	2,500	(2,500)	0%	0	2,500	(2,500)	0%	0	2,500	(2,500)	0%	0	2,500	(2,500)	0%	0	10,000	(10,000)	0%
Federal Grant Funding	104,940	72,583	32,357	145%	104,940	72,583	32,357	145%	104,940	72,583	32,357	145%	104,940	72,583	32,357	145%	419,761	290,333	129,427	145%
Nutrition Revenue	0	54,167	(54,167)	0%	19,747	54,167	(34,420)	36%	94,733	54,167	40,566	175%	93,567	54,167	39,401	173%	208,047	216,667	(8,620)	96%
Other Revenue	1,647	10,804	(9,157)	15%	0	10,804	(10,804)	0%	6,000	10,804	(4,804)	56%	5,780	10,804	(5,024)	53%	13,427	43,216	(29,789)	31%
State Grant Funding	0	4,167	(4,167)	0%	0	4,167	(4,167)	0%	0	4,167	(4,167)	0%	10,786	4,167	6,619	259%	10,786	16,668	(5,882)	65%
Tuition and Transportation Revenue	0	1,954,196	(1,954,196)	0%	4,025,118	1,954,196	2,070,922	206%	2,012,559	1,954,196	58,363	103%	2,012,559	1,954,196	58,363	103%	8,050,236	7,816,785	233,451	103%
Total Revenue	234,021	2,241,829	(2,007,807)	10%	4,280,112	2,241,829	2,038,283	191%	2,345,666	2,241,829	103,837	105%	2,355,066	2,241,829	113,238	105%	9,214,865	8,967,315	247,550	103%
Expenditures																				
Administration																				
Contracted Services- District	28,163	29,093	(930)	97%	31,480	29,093	2,387	108%	31,672	29,093	2,579	109%	32,081	29,093	2,988	110%	123,396	116,372	7,024	106%
Depreciation Administration	172	172	0	100%	172	172	0	100%	172	172	0	100%	172	172	0	100%	688	688	0	100%
Information Management & Technology	33,919	31,667	2,252	107%	130,172	31,667	98,505	411%	22,784	31,667	(8,883)	72%	11,398	31,667	(20,268)	36%	198,273	126,667	71,606	157%
Other Administrative Expenses	24,327	30,125	(5,798)	81%	34,301	30,125	4,175	114%	15,641	30,125	(14,484)	52%	18,123	30,125	(12,003)	60%	92,392	120,501	(28,110)	77%
Recruitment & Advertising	0	2,667	(2,667)	0%	(324)	2,667	(2,991)	-12%	794	2,667	(1,873)	30%	245	2,667	(2,422)	9%	715	10,668	(9,953)	7%
Salaries- Leadership & Administration	93,546	80,160	13,385	117%	91,522	80,160	11,362	114%	72,245	80,160	(7,915)	90%	78,220	80,160	(1,940)	98%	335,534	320,642	14,892	105%
Total Administration	180,127	173,884	6,242	104%	287,323	173,884	113,438	165%	143,308	173,884	(30,576)	82%	140,240	173,884	(33,644)	81%	750,997	695,538	55,460	108%
Benefits & Other Fixed Charges																				
Insurance (non-employee)	11,580	13,237	(1,657)	87%	11,580	13,237	(1,657)	87%	11,580	13,237	(1,657)	87%	11,580	13,237	(1,657)	87%	46,321	52,948	(6,627)	87%
Rental/Lease of Buildings, Grounds & Equipment	6,708	7,083	(375)	95%	7,663	7,083	580	108%	8,361	7,083	1,278	118%	5,640	7,083	(1,443)	80%	28,373	28,332	41	100%
Retirement & Fringe Benefits	198,946	238,748	(39,802)	83%	244,316	238,748	5,568	102%	203,778	238,748	(34,970)	85%	165,889	238,748	(72,859)	69%	812,929	954,992	(142,063)	85%
Staff Retention	690	6,250	(5,560)	11%	7,870	6,250	1,620	126%	18,782	6,250	12,532	301%	6,337	6,250	87	101%	33,678	25,000	8,678	135%
Total Benefits & Other Fixed Charges	217,924	265,318	(47,394)	82%	271,429	265,318	6,111	102%	242,502	265,318	(22,816)	91%	189,447	265,318	(75,871)	71%	921,301	1,061,272	(139,971)	87%
Instructional Services																				
Contracted Services- Instructional	0	18,333	(18,333)	0%	0	18,333	(18,333)	0%	2,525	18,333	(15,809)	14%	24,676	18,333	6,343	135%	27,200	73,333	(46,133)	37%
International Baccalaureate Program	3,892	4,243	(351)	92%	1,666	4,243	(2,577)	39%	1,071	4,243	(3,172)	25%	1,020	4,243	(3,223)	24%	7,648	16,971	(9,323)	45%
Professional Development	5,400	12,500	(7,100)	43%	4,073	12,500	(8,427)	33%	990	12,500	(11,510)	8%	2,050	12,500	(10,450)	16%	12,513	50,000	(37,487)	25%
Salaries- Instructional	850,422	1,105,977	(255,555)	77%	1,040,896	1,105,977	(65,081)	94%	991,701	1,105,977	(114,276)	90%	964,978	1,105,977	(140,999)	87%	3,847,996	4,423,907	(575,910)	87%
Supplies & Materials	28,834	23,646	5,188	122%	46,068	23,646	22,422	195%	29,541	23,646	5,895	125%	15,694	23,646	(7,952)	66%	120,137	94,584	25,554	127%
Total Instructional Services	888,548	1,164,699	(276,151)	76%	1,092,703	1,164,699	(71,996)	94%	1,025,827	1,164,699	(138,872)	88%	1,008,417	1,164,699	(156,281)	87%	4,015,496	4,658,795	(643,299)	86%
Operation and Maintenance of Plant																				
Contracted Cleaning Services	20,405	20,405	0	100%	20,405	20,405	0	100%	20,405	20,405	0	100%	39,386	20,405	18,981	193%	100,601	81,620	18,981	123%
Depreciation Facilities Related	119,203	137,731	(18,528)	87%	119,203	137,731	(18,528)	87%	119,203	137,731	(18,528)	87%	119,203	137,731	(18,528)	87%	476,814	550,924	(74,110)	87%
Maintenance of Buildings, Grounds & Equipment	37,471	49,254	(11,783)	76%	126,860	49,254	77,606	258%	96,514	49,254	47,260	196%	58,315	49,254	9,061	118%	319,161	197,016	122,145	162%
Salaries	30,616	31,098	(482)	98%	17,183	31,098	(13,915)	55%	4,823	31,098	(26,275)	16%	16,855	31,098	(14,243)	54%	69,477	124,392	(54,915)	56%
Utilities	50,637	72,002	(21,365)	70%	54,182	72,002	(17,820)	75%	56,479	72,002	(15,523)	78%	52,565	72,002	(19,437)	73%	213,864	288,008	(74,144)	74%
Total Operation and Maintenance of Plant	258,333	310,490	(52,157)	83%	337,834	310,490	27,344	109%	297,425	310,490	(13,065)	96%	286,324	310,490	(24,166)	92%	1,179,915	1,241,960	(62,045)	95%
Pupil Services - Other																				
Athletic Programs	6,501	16,666	(10,165)	39%	2,104	16,666	(14,562)	13%	14,474	16,666	(2,192)	87%	5,360	16,666	(11,306)	32%	28,440	66,664	(38,224)	43%
Food Services	0	39,583	(39,583)	0%	17,332	39,583	(22,251)	44%	53,503	39,583	13,920	135%	77,894	39,583	38,311	197%	148,729	158,332	(9,603)	94%
Nursing Supplies	0	500	(500)	0%	0	500	(500)	0%	0	500	(500)	0%	0	500	(500)	0%	0	2,000	(2,000)	0%
Other Student Services	0	8,866	(8,866)	0%	1,134	8,866	(7,732)	13%	5,216	8,866	(3,650)	59%	6,075	8,866	(2,791)	69%	12,425	35,464	(23,039)	35%
Salaries- Other Student Services	17,677	59,507	(41,830)	30%	25,852	59,507	(33,655)	43%	63,714	59,507	4,207	107%	51,730	59,507	(7,777)	87%	158,974	238,028	(79,054)	67%
Student Transportation	0	120,408	(120,408)	0%	0	120,408	(120,408)	0%	142,500	120,408	22,092	118%	142,500	120,408	22,092	118%	285,000	481,632	(196,632)	59%
Translations	2,975	2,500	475	119%	392	2,500	(2,108)	16%	1,173	2,500	(1,328)	47%	893	2,500	(1,608)	36%	5,432	10,000	(4,568)	54%
Total Pupil Services - Other	27,154	248,030	(220,876)	11%	46,814	248,030	(201,217)	19%	280,579	248,030	32,549	113%	284,453	248,030	36,423	115%	638,999	992,120	(353,121)	64%
Total Operating Expenditures	1,572,085	2,162,421	(590,336)	73%	2,036,102	2,162,421	(126,319)	94%	1,989,641	2,162,421	(172,780)	92%	1,908,881	2,162,421	(253,541)	88%	7,506,709	8,649,685	(1,142,976)	87%
Non-Operating Revenue																				
Interest	2,345	250	2,095	938%	3,860	250	3,610	1544%	4,300	250	4,050	1720%	5,573	250	5,323	2229%	16,078	1,000	15,078	1608%
Total Non-Operating Revenue	2,345	250	2,095	938%	3,860	250	3,610	1544%	4,300	250	4,050	1720%	5,573	250	5,323	2229%	16,078	1,000	15,078	

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of October 31, 2022
 July - October, 2022

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget	Total FY2023 Budget	Total Budget Variance	Total % of Budget	Prior Month Actual	Change
Revenue									
Covid Funding	509,736	573,646	(63,910)	89%	1,720,938	(1,211,202)	30%	382,302	(127,434)
E-Rate Revenue	0	10,000	(10,000)	0%	30,000	(30,000)	0%	0	0
Federal Grant Funding	419,761	290,333	129,427	145%	871,000	(451,239)	48%	314,820	(104,940)
Nutrition Revenue	208,047	216,667	(8,620)	96%	650,000	(441,953)	32%	114,480	(93,567)
Other Revenue	13,427	43,216	(29,789)	31%	129,643	(116,216)	10%	7,647	(5,780)
Private Fundraising	2,873	0	2,873		0	2,873		0	(2,873)
State Grant Funding	10,786	16,668	(5,882)	65%	50,000	(39,214)	22%	2,873	(7,913)
Tuition and Transportation Revenue	8,050,236	7,816,785	233,451	103%	23,450,355	(15,400,119)	34%	6,037,677	(2,012,559)
Total Revenue	\$ 9,214,865	\$ 8,967,315	\$ 247,550	103%	\$ 26,901,936	\$ (17,687,071)	34%	\$ 6,859,799	\$ (2,355,066)
Expenditures									
Administration									
Contracted Services- District	120,471	116,372	4,099	104%	349,120	(228,649)	35%	91,314	(29,156)
Depreciation Administration	688	688	0	100%	2,064	(1,376)	33%	516	(172)
Information Management & Technology	198,273	126,667	71,606	157%	380,000	(181,727)	52%	186,875	(11,398)
Other Administrative Expenses	80,954	120,501	(39,547)	67%	361,500	(280,546)	22%	74,269	(6,685)
Recruitment & Advertising	715	10,668	(9,953)	7%	32,000	(31,285)	2%	470	(245)
Salaries- Leadership & Administration	335,534	320,642	14,892	105%	961,921	(626,387)	35%	257,313	(78,220)
Total Administration	\$ 736,635	\$ 695,538	\$ 41,097	106%	\$ 2,086,605	\$ (1,349,970)	35%	\$ 610,757	\$ (125,877)
Benefits & Other Fixed Charges									
Insurance (non-employee)	46,321	52,948	(6,627)	87%	158,849	(112,528)	29%	34,741	(11,580)
Rental/Lease of Buildings, Grounds & Equipment	28,373	28,332	41	100%	85,000	(56,627)	33%	22,732	(5,640)
Retirement & Fringe Benefits	812,929	954,992	(142,063)	85%	2,864,980	(2,052,051)	28%	647,040	(165,889)
Staff Retention	33,678	25,000	8,678	135%	75,000	(41,322)	45%	27,341	(6,337)
Total Benefits & Other Fixed Charges	\$ 921,301	\$ 1,061,272	\$ (139,971)	87%	\$ 3,183,829	\$ (2,262,528)	29%	\$ 731,855	\$ (189,447)
Instructional Services									
Contracted Services- Instructional	30,125	73,333	(43,208)	41%	220,000	(189,875)	14%	2,525	(27,601)
International Baccalaureate Program	7,648	16,971	(9,323)	45%	50,913	(43,265)	15%	6,628	(1,020)
Professional Development	12,513	50,000	(37,487)	25%	150,000	(137,487)	8%	10,463	(2,050)
Salaries- Instructional	3,847,996	4,423,907	(575,910)	87%	13,271,726	(9,423,730)	29%	2,883,019	(964,978)
Supplies & Materials	119,894	94,584	25,310	127%	283,750	(163,856)	42%	104,443	(15,450)
Total Instructional Services	\$ 4,018,177	\$ 4,658,795	\$ (640,618)	86%	\$ 13,976,389	\$ (9,958,212)	29%	\$ 3,007,078	\$ (1,011,099)
Operation and Maintenance of Plant									
Contracted Cleaning Services	100,601	81,620	18,981	123%	244,860	(144,259)	41%	61,215	(39,386)
Depreciation Facilities Related	476,814	550,924	(74,110)	87%	1,652,772	(1,175,958)	29%	357,610	(119,203)
Maintenance of Buildings, Grounds & Equipment	319,161	197,016	122,145	162%	591,040	(271,880)	54%	260,846	(58,315)
Salaries	69,477	124,392	(54,915)	56%	373,181	(303,704)	19%	52,622	(16,855)
Utilities	213,864	288,008	(74,144)	74%	864,000	(650,136)	25%	161,299	(52,565)
Total Operation and Maintenance of Plant	\$ 1,179,915	\$ 1,241,960	\$ (62,045)	95%	\$ 3,725,853	\$ (2,545,938)	32%	\$ 893,591	\$ (286,324)
Pupil Services - Other									
Athletic Programs	28,440	66,664	(38,224)	43%	200,000	(171,560)	14%	23,079	(5,360)
Food Services	148,729	158,332	(9,603)	94%	475,000	(326,271)	31%	70,835	(77,894)
Nursing Supplies	0	2,000	(2,000)	0%	6,000	(6,000)	0%	0	0
Other Student Services	12,425	35,464	(23,039)	35%	106,393	(93,968)	12%	6,349	(6,075)
Salaries- Other Student Services	158,974	238,028	(79,054)	67%	714,086	(555,112)	22%	107,244	(51,730)
Student Transportation	285,000	481,632	(196,632)	59%	1,444,900	(1,159,900)	20%	142,500	(142,500)
Translations	5,432	10,000	(4,568)	54%	30,000	(24,568)	18%	4,540	(893)
Total Pupil Services - Other	\$ 638,999	\$ 992,120	\$ (353,121)	64%	\$ 2,976,379	\$ (2,337,380)	21%	\$ 354,547	\$ (284,453)
Total Operating Expenditures	\$ 7,495,027	\$ 8,649,685	\$ (1,154,658)	87%	\$ 25,949,055	\$ (18,454,028)	29%	\$ 5,597,828	\$ (1,897,199)
Non-Operating Revenue									
Interest	16,078	1,000	15,078	1608%	3,000	13,078	536%	10,505	(5,573)
Total Non-Operating Revenue	\$ 16,078	\$ 1,000	\$ 15,078	1608%	\$ 3,000	\$ 13,078	536%	\$ 10,505	\$ (5,573)
Non-Operating Expenses									
Interest Expense- Long Term Debt	160,842	215,000	(54,158)	75%	645,000	(484,158)	25%	108,712	(52,130)
Other Non-Operating Expenses	0	1,000	(1,000)	0%	3,000	(3,000)	0%	0	0
Total Non-Operating Expenses	\$ 160,842	\$ 216,000	\$ (55,158)	74%	\$ 648,000	\$ (487,158)	25%	\$ 108,712	\$ (52,130)
Change in Net Position	\$ 1,575,074	\$ 102,630	\$ 1,472,444	1535%	\$ 307,881	\$ 1,267,193	512%	\$ 1,163,764	\$ (411,310)

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of October 31, 2022
 July - October, 2022

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget	Total FY2023 Budget	Total Budget Variance	Total % of Budget	Prior Year Actual	Change
Revenue									
Covid Funding	509,736	573,646	(63,910)	89%	1,720,938	(1,211,202)	30%	573,887	64,152
E-Rate Revenue	0	10,000	(10,000)	0%	30,000	(30,000)	0%	0	0
Federal Grant Funding	419,761	290,333	129,427	145%	871,000	(451,239)	48%	385,322	(34,439)
Nutrition Revenue	208,047	216,667	(8,620)	96%	650,000	(441,953)	32%	216,592	8,545
Other Revenue	13,427	43,216	(29,789)	31%	129,643	(116,216)	10%	16,893	3,466
Private Fundraising	2,873	0	2,873		0	2,873		0	(2,873)
State Grant Funding	10,786	16,668	(5,882)	65%	50,000	(39,214)	22%	25,592	14,806
Tuition and Transportation Revenue	8,050,236	7,816,785	233,451	103%	23,450,355	(15,400,119)	34%	7,581,812	(468,424)
Total Revenue	\$ 9,214,865	\$ 8,967,315	\$ 247,550	103%	\$ 26,901,936	\$ (17,687,071)	34%	\$ 8,800,098	\$ (414,767)
Expenditures									
Administration									
Contracted Services- District	120,471	116,372	4,099	104%	349,120	(228,649)	35%	55,207	(65,264)
Depreciation Administration	688	688	0	100%	2,064	(1,376)	33%	688	(0)
Information Management & Technology	198,273	126,667	71,606	157%	380,000	(181,727)	52%	203,547	5,274
Other Administrative Expenses	80,954	120,501	(39,547)	67%	361,500	(280,546)	22%	56,748	(24,206)
Recruitment & Advertising	715	10,668	(9,953)	7%	32,000	(31,285)	2%	7,694	6,978
Salaries- Leadership & Administration	335,534	320,642	14,892	105%	961,921	(626,387)	35%	263,319	(72,214)
Total Administration	\$ 736,635	\$ 695,538	\$ 41,097	106%	\$ 2,086,605	\$ (1,349,970)	35%	\$ 587,204	\$ (149,431)
Benefits & Other Fixed Charges									
Insurance (non-employee)	46,321	52,948	(6,627)	87%	158,849	(112,528)	29%	48,667	2,346
Rental/Lease of Buildings, Grounds & Equipment	28,373	28,332	41	100%	85,000	(56,627)	33%	28,923	551
Retirement & Fringe Benefits	812,929	954,992	(142,063)	85%	2,864,980	(2,052,051)	28%	777,749	(35,180)
Staff Retention	33,678	25,000	8,678	135%	75,000	(41,322)	45%	13,964	(19,715)
Total Benefits & Other Fixed Charges	\$ 921,301	\$ 1,061,272	\$ (139,971)	87%	\$ 3,183,829	\$ (2,262,528)	29%	\$ 869,302	\$ (51,999)
Instructional Services									
Contracted Services- Instructional	30,125	73,333	(43,208)	41%	220,000	(189,875)	14%	13,184	(16,941)
International Baccalaureate Program	7,648	16,971	(9,323)	45%	50,913	(43,265)	15%	22,694	15,046
Professional Development	12,513	50,000	(37,487)	25%	150,000	(137,487)	8%	14,941	2,428
Salaries- Instructional	3,847,996	4,423,907	(575,910)	87%	13,271,726	(9,423,730)	29%	3,805,080	(42,916)
Supplies & Materials	119,894	94,584	25,310	127%	283,750	(163,856)	42%	137,780	17,886
Total Instructional Services	\$ 4,018,177	\$ 4,658,795	\$ (640,618)	86%	\$ 13,976,389	\$ (9,958,212)	29%	\$ 3,993,679	\$ (24,498)
Operation and Maintenance of Plant									
Contracted Cleaning Services	100,601	81,620	18,981	123%	244,860	(144,259)	41%	0	(100,601)
Depreciation Facilities Related	476,814	550,924	(74,110)	87%	1,652,772	(1,175,958)	29%	470,625	(6,188)
Maintenance of Buildings, Grounds & Equipment	319,161	197,016	122,145	162%	591,040	(271,880)	54%	244,206	(74,954)
Salaries	69,477	124,392	(54,915)	56%	373,181	(303,704)	19%	112,132	42,655
Utilities	213,864	288,008	(74,144)	74%	864,000	(650,136)	25%	197,072	(16,792)
Total Operation and Maintenance of Plant	\$ 1,179,915	\$ 1,241,960	\$ (62,045)	95%	\$ 3,725,853	\$ (2,545,938)	32%	\$ 1,024,035	\$ (155,880)
Pupil Services - Other									
Athletic Programs	28,440	66,664	(38,224)	43%	200,000	(171,560)	14%	38,231	9,791
Food Services	148,729	158,332	(9,603)	94%	475,000	(326,271)	31%	157,699	8,969
Nursing Supplies	0	2,000	(2,000)	0%	6,000	(6,000)	0%	65	65
Other Student Services	12,425	35,464	(23,039)	35%	106,393	(93,968)	12%	11,147	(1,277)
Salaries- Other Student Services	158,974	238,028	(79,054)	67%	714,086	(555,112)	22%	141,413	(17,561)
Student Transportation	285,000	481,632	(196,632)	59%	1,444,900	(1,159,900)	20%	276,640	(8,360)
Translations	5,432	10,000	(4,568)	54%	30,000	(24,568)	18%	1,251	(4,181)
Total Pupil Services - Other	\$ 638,999	\$ 992,120	\$ (353,121)	64%	\$ 2,976,379	\$ (2,337,380)	21%	\$ 626,446	\$ (12,553)
Total Operating Expenditures	\$ 7,495,027	\$ 8,649,685	\$ (1,154,658)	87%	\$ 25,949,055	\$ (18,454,028)	29%	\$ 7,100,667	\$ (394,361)
Non-Operating Revenue									
Interest	16,078	1,000	15,078	1608%	3,000	13,078	536%	1,175	(14,903)
Total Non-Operating Revenue	\$ 16,078	\$ 1,000	\$ 15,078	1608%	\$ 3,000	\$ 13,078	536%	\$ 1,175	\$ (14,903)
Non-Operating Expenses									
Interest Expense- Long Term Debt	160,842	215,000	(54,158)	75%	645,000	(484,158)	25%	176,434	15,591
Other Non-Operating Expenses	0	1,000	(1,000)	0%	3,000	(3,000)	0%	296,302	296,302
Total Non-Operating Expenses	\$ 160,842	\$ 216,000	\$ (55,158)	74%	\$ 648,000	\$ (487,158)	25%	\$ 472,735	\$ 311,893
Change in Net Position	\$ 1,575,074	\$ 102,630	\$ 1,472,444	1535%	\$ 307,881	\$ 1,267,193	512%	\$ 1,227,871	\$ (347,203)

AKFCS Facilities Department:

High School Overhang Project:

Centimark completed work on the High School Overhang. The project has been mostly successful in eliminating the leaks in the HS classrooms. We did have an existing leak continue to do so in the rains last week. Steps have been taken to divert the rainwater to see if the issue stems from the brickwork.

Updating the customer management system (CMMS):

Thanks to Gabriel's hard work, we will be ready to roll this system out in the first week of January. As previously mentioned, it will allow for more information to be uploaded into the work orders, and they will go directly to the team, allowing for a quicker turnaround time for requests.

Shamrock Masonry:

The vendor provided a competitive quote for repairs needed at the HS and MS. Had an extensive walk/crawl through the MS penthouse and crawl spaces to eliminate the roof causing the MS leaks. There were cracks in the Stucco, and the Mason will begin work this week on getting this repair work done.

Split HVAC system in ES Cafeteria:

EDS is working on the installation of two new units in the ES cafeteria.

KDH at HS

Had to meet a new KDH rep as the previous rep left the company. They are switching the problematic entry door with one we have elsewhere. Colonial Glass is going to provide a solution for a more robust system for the front and rear entry to the High School.

Meetings with Douglas Lighting and Trane:

This is regarding issues in and around the lighting system at HS, which was obsolete when it was installed. We are awaiting the upgrade proposals from both.

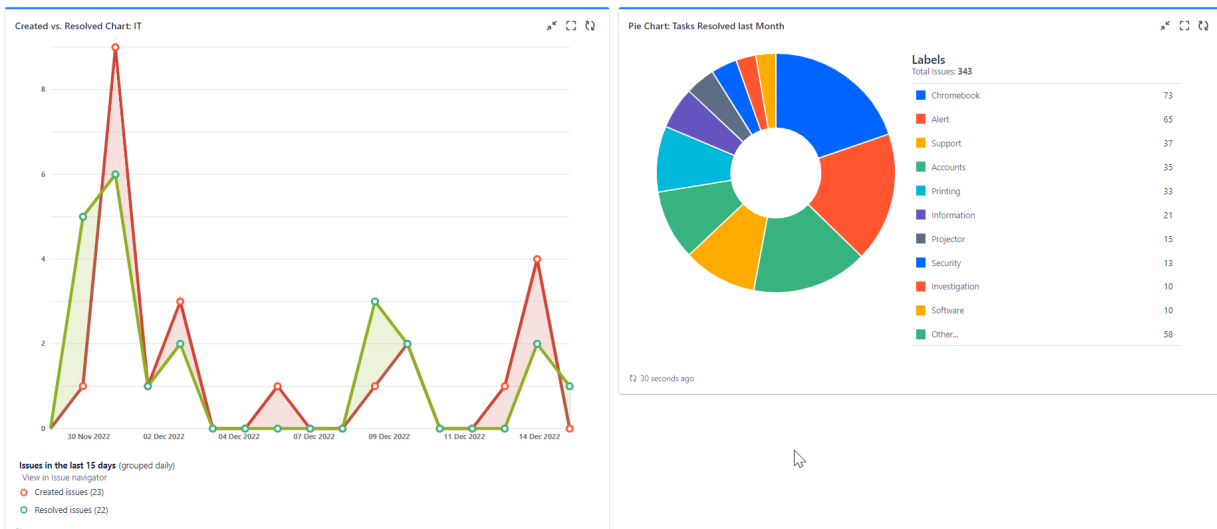
ES installation of security cameras:

Allan and I, along with Sean from IT, have begun to install the cameras at ES, which will ensure the entire district has security cameras. We will have to bring in a vendor for the exterior portion of the project.

IT Updates 12/2022

- Last Months more common Issues
 - 274 Resolved tasks (not including alerts)
 - Top 3 categories
 - Chromebooks (Break-fix)
 - Support
 - Account related issues

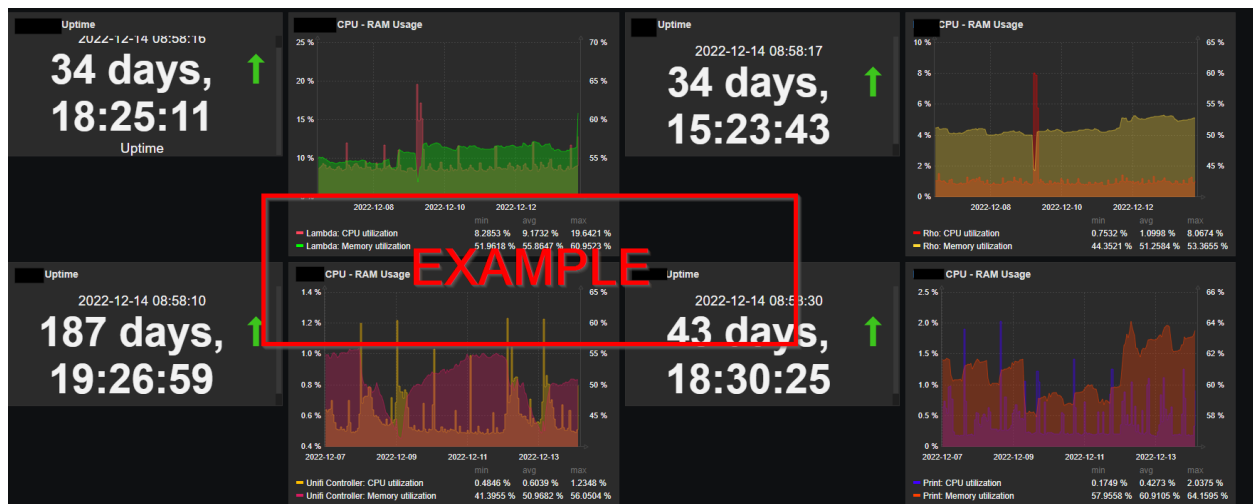
Previous Month Data



- IT Projects
 - Powerschool Implementation
 - Key stakeholders met and started the discussion
 - 3 Schools set up in our system
 - Core setup completed, Powerschool Running
 - Timeline shared with IT
 - ES Cameras Installation
 - Facilities and IT began the installation of cameras
 - Basement, 1st and 2nd Floor
 - Will continue through this month



- Ticketing System Facilities/IT
 - Piloting and testing
 - It will allow us to collect data to find patterns and predict issues.
- Monitoring Systems
 - Currently Monitoring Batteries, and Servers
 - See patterns, and evaluate data to make smart decisions.



- Currently Low Tickets
 - End-of-the-year activities will have us focusing on inventory and cleaning and improving our MDF (Server Rooms).



Abby Kelley Foster Charter Public School

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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, December 16, 2022, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/94289287448?pwd=anM5RGhCTE9lNXgxeFFUZ3ZlJTZ6Zz09>

Meeting ID: 942 8928 7448 **Passcode:** 911321

By phone: +1 646 931 3860 US **Meeting ID:** 942 8928 7448

The meeting was called to order by Ms. Zagabe-Ndiku. The attendance was recorded and is attached. Ms. Zagabe-Ndiku asked the Committee to review the Meeting Minutes from the November 18, 2022 meeting. Upon its review, Ms. Zagabe-Ndiku asked for a motion to approve the minutes from the November 18, 2022 Facilities and Finance Meeting. Mr. Royce made the motion, and Mr. Beaudry seconded it. The committee unanimously approved the minutes.

Financial Report

Ms. Carpino provided a narrative of the financials ending November 30, 2022. Covid funding is showing that we are under budget, and that is due to the timing of when the budget was done. The MTRS payment that goes to the state was taken at once as opposed to over time. Due to this, there will be a variance throughout the year, offset by the federal funding, nutrition, tuition, and transportation revenue being over budget.

Ms. Carpino mentioned that nutrition has been reallocated to properly display the budget revenue, which has increased due to higher participation in school lunches. Contracted services are showing over budget, and that is mainly due to the timing of payments and legal fees. Staff retention is showing as over budget due to the staff event and the purchase of holiday appreciation gifts. Salaries reported \$579,000 under budget. There were no increases to the insurance from Blue Cross/Blue Shield as expected and budgeted for; therefore, we will see these cost savings throughout the year. The ratio is currently 1.55, compared to the required 1.15, and this is expected to stay within the same trend. Board members requested a breakdown of the large projects included in the budget to be aware of the changes being made. A new format for presenting the financials will begin in December, as Board members discussed ways to present the information.



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Investment allocations for some of the monies currently being held in the bank were discussed. Options such as CDs and money markets were researched, along with the different types of banks available. Ms. Carpino noted that she would reach out to other banks in the area to collect rate and penalty information and send the information out to the committee members. It was also noted that a Board vote would not be required as the monies are not being liquidated but moved.

Facilities Report

Mr. Andrew Cruickshank, Facilities Director, provided a monthly narrative. The high school overhang project has been completed and has helped to eliminate leaks that were present. The new CMMS system was also discussed, with it being explained that this would allow for work orders to be uploaded into the system and sent directly to team members. A walk-through was completed with Shamrock Masonry, and work is expected to begin soon in the middle and high school. Camera installations began in the elementary school, ensuring that the whole school district now has cameras. EDS is also working on the installation of two new units in the ES cafeteria.

IT Report

Mr. Beltran, IT Director, noted the decrease in ticket numbers this month compared to last month. The top categories were Chromebook fixes, support, and account-related issues. Mr. Beltran also spoke on the current status of the Powerschool implementation, which will be the new student information system platform. It was noted that key stakeholders had already met to begin discussing the new changes. The core setup has been completed in order to get Powerschool running and they have provided IT with the expected timelines. The elementary school camera installation has begun and will continue throughout the month. A separate vendor will be contracted in order to assist with the outside camera installations.



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Adjournment

Ms. Zagabe-Ndiku called for a motion to adjourn the meeting. Mr. Beaudry made the motion, and Mr. Royce seconded it. Roll call was taken, and the committee voted unanimously to end the session at 9:36 a.m.



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Facilities and Finance Committee Meeting Agenda-DIGITAL MEETING

Friday, January 20, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/97134289470?pwd=a3BjWUxnR1dLQXhFYlo2cVYyVTNIUT09>

Meeting ID: 971 3428 9470 **Passcode:** 472863

By phone: 13052241968 **Meeting ID:** 971 3428 9470

- I. Call to Order- Ms. Bibiche Zagabe-Ndiku, Chair
- II. Introductions/Attendance Recorded
- III. Review of the December 16, 2022, Meeting Minutes
 - a. **Motion:** To accept the December 16, 2022, Meeting Minutes
- IV. Guest Speakers:
 - a. Building a School Budget Presentation—Ms. Erica Brown, MPCSA
 - b. Investment Allocations Presentation- Mr. Ryan Kittredge, Clearpath Financial Partners
- V. Financial Report- Ms. Alisha Carpino
- VI. Facilities Report- Mr. Andrew Cruickshank
- VII. IT Report- Mr. Gabriel Beltran
- VIII. Timely Topics as Identified by the Chair and/or ED
- IX. Upcoming Facilities & Finance Committee Meeting(s):
 - a. Friday, February 17, 2023
 - b. Friday, March 17, 2023
- X. Adjournment



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Facilities and Finance Committee Meeting Minutes -DRAFT

Friday, November 18, 2022, 8:00 a.m.

<https://akfcs-org.zoom.us/j/99530179219?pwd=blhtK0tDdUhLRjhjZ3d5TzBmV1lxUT09>

Meeting ID: 995 3017 9219 **Passcode:** 839257

By phone: +1 929 205 6099 **Meeting ID:** 995 3017 9219

The meeting was called to order by Ms. Zagabe-Ndiku. The attendance was recorded and is attached.

Ms. Zagabe-Ndiku asked the Committee to review the Meeting Minutes from the October 21, 2022 meeting. Upon its review, Ms. Zagabe-Ndiku asked for a motion to approve the minutes from the October 21, 2022 Facilities and Finance Meeting. Mr. Royce made the motion, and Mr. Beaudry seconded it. The committee unanimously approved the minutes.

Financial Report

Ms. Carpino provided a narrative of the financials ending October 31, 2022. Tuition revenue is \$233,000 above budget as tuition is higher than projected. Transportation is below budget by \$196,000 due to the timing and having that line item spread over twelve months. Ms. Carpino mentioned that Nutrition revenue and Transportation Expense will be adjusted and applied over 10-months to show a more accurate results. Salaries reported \$694,000 under budget, and that was due to positions being open at the beginning of the year and staff changes. There was no increase to the insurance from Blue Cross/Blue Shield as expected and budgeted for; therefore we will see this cost savings throughout the year. The debt-to-service coverage ratio was reported as 1:48, compared to the requirement of 1:15. Subscriptions will be reviewed across the district for a more streamlined process.

Finance Department Restructuring Plan

Ms. Carpino provided an overview of the changes and plans for the finance department to create better efficiencies and enhance the capacity of existing staff. Restructuring among finance staff has already begun, with a new staff member moving into their office. Training has also started for all staff members as roles change, which is all to create efficiencies within the business office. Ms. Carpino explained that General Ledger accounts are being reviewed and cleaned and she is deactivating those no longer in use. P&L reports in QuickBooks have been rebuilt to eliminate the manual entry piece, thus decreasing the risk of errors. It was also noted that a new credit card processing system was built and will directly upload the information including codes into the Quickbooks system.

Ms. Carpino explained that processes were being created to enhance oversight and efficiency within the department including: a monthly closing checklist; a SEFA (Schedule of Expenditures of Federal Awards), end of year closing for FY '23, and a month-to-month and end-of-the-year checklists.



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St. Gobain/WBDC Update

Abby Kelley recently hosted a community meeting for WBDC relative to the transfer of the St. Gobain property. The closing and transfer of 51 acres was completed on November 9, 2022, and it was explained at the community meeting WBDC is applying for a grant from the Environmental Protection Agency. Ms. Paluk explained that this requested grant was very specific to what WBDC is referring to as the “400 block” of the project, which includes the building directly across from AKFCS high school and DEP. Ms. Paluk informed committee members that Ms. Roberta Brien from WBDC would attend the next Board of Trustees meeting in November. Ms. Paluk and Mr. Royce will be meeting with other officials such as our LSP (Licensed site professional to best represent AKFCS during this time.

Facilities Update

Mr. Andy Cruickshank and Mr. Allan Ayotte attended a recent Massachusetts School Facilities Professionals conference where they could meet and establish relationships with different vendors as well as attend workshops that would allow for a more streamlined process for the facilities and maintenance department.

The Snow and Ice Removal Bid Process and walk-through is completed, with V.I.P. Landscaping received the contract for the next three years. The HVAC system in the Principal’s Suite in the Middle School would be completed soon. The grease traps in the high school were also cleaned out, and a new system was installed to eliminate the odors from a grease trap. This is temporary while we are waiting for a full cleaning service. The Sinkholes in the High School parking lot are also being looked at, and staff will gather information to determine the best course of action.

IT Update

Mr. Beltran stated that the number of service calls for students and staff decreased to 361 compared to more than 400 from the previous month.

Forty-five projectors were installed in classrooms and are up and running for use.

With the rewiring and network switches done during the summer, the goal now is to monitor the infrastructure and with those infrastructure changes we should be aware of problems before they start. It was also noted that a secondary internet connection was being researched to prevent one school's network outage from affecting another. A vendor has been established, and the current contract will expire at the end of the fiscal year, when we will make the change, allowing for two internet providers to have the necessary backup should one go out.

Mr. Beltran spoke on the change the District is undergoing in moving from Rediker to PowerSchool for our student’s database. Cameras in the elementary school were also discussed, and it was noted that 15 cameras have arrived and we are now just waiting for mounts for installation.



Abby Kelley Foster Charter Public School

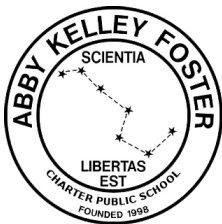
10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Adjournment

Ms. Zagabe-Ndiku called for a motion to adjourn the meeting. Mr. Royce made the motion, and Ms. Blue seconded it. Roll call was taken, and the committee voted unanimously to end the session at 10:08 a.m.



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL
10 New Bond Street Worcester, MA 01606
Phone: (508) 854-8400 Fax: (508) 854-8484
www.akfcs.org

January 20, 2023

Notes to Draft Financial Statements dated December 2022:

Attached are unaudited financial statements for the 6-month period ending December 31, 2022.

Following are explanations of various budget items and variances:

Tuition and Transportation Revenue- The actual for our tuition and transportation payments is \$337,779 above the budgeted amount. There has been a reduction in our projected tuition from DESE in the amount of \$86,792, due to a 10% decrease in low income and a decreased seat count of four. The seat count is back to 1426 but will not be reflected until the next reporting period. With this the tuition amount is still coming in higher than expected and this trend will continue throughout the year.

In District Transportation Expense- Costs related to this are below the budgeted number by \$66,886. As the year goes on, this gap will continue to close and AKFCS will end the year on budget and maybe over budget due to transportation accommodations that have made based on student needs. This number includes fuel adjustment charges totaling \$21,340.

Nutrition- Expense for the Nutrition department are currently \$17,775 over budget with revenue being \$90,443 over budget. This is due to participation being higher than expected and we hope this trend continues throughout the year.

Federal Grant Funding- The actual here is \$194,141 above the budgeted number for the year. This is due to receiving extra grant funding that wasn't anticipated in the Title I and IDEA grants and this trend will continue throughout the fiscal year.

Staffing Costs- Salaries are currently \$773,656 under budget. This is due to positions that were and are open throughout the district from the facilities department to other positions within the district. A more in-depth report on this will be provided for Friday's meeting.

Benefits and Other Fixed Charges - For FY23 we decided to stay with BCBS. This was budgeted at a small increase based on information received from HRK. We ended up being able to renew at a 0% increase and this gave us savings from what we projected the cost to be. Due to this, the expense for benefits and other fixed charges is currently under the budgeted amount of \$188,801.

Financing- The FY23 Debt Service Coverage Ratio is 1.83:1, compared to a required ratio of 1.15:1

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of December 31, 2022
 July - December, 2022

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget	Total % of Budget	Prior Year Actual
Revenue						
Covid Funding	764,604	860,469	(95,865)	89%	44%	860,831
E-Rate Revenue	0	15,000	(15,000)	0%	0%	0
Federal Grant Funding	629,641	435,500	194,141	145%	72%	577,983
Nutrition Revenue	382,943	292,500	90,443	131%	59%	387,427
Other Revenue	19,037	64,824	(45,787)	29%	15%	19,033
Private Fundraising	3,813		3,813		0%	1,400
State Grant Funding	17,964	25,002	(7,038)	72%	36%	25,592
Tuition and Transportation Revenue	12,062,956	11,725,177	337,779	103%	51%	11,150,608
Total Revenue	\$ 13,880,957	\$ 13,418,472	\$ 462,485	103%	52%	\$ 13,022,874
Expenditures						
Administration						
Contracted Services- District	186,957	174,558	12,399	107%	54%	99,042
Depreciation Administration	1,032	1,032	0	100%	50%	
Information Management & Technology	204,669	190,000	14,669	108%	54%	213,644
Other Administrative Expenses	147,476	180,752	(33,276)	82%	41%	78,630
Recruitment & Advertising	4,216	16,002	(11,786)	26%	13%	14,832
Salaries- Leadership & Administration	510,819	480,963	29,856	106%	53%	422,089
Total Administration	\$ 1,055,169	\$ 1,043,307	\$ 11,862	101%	51%	\$ 828,237
Benefits & Other Fixed Charges						
Insurance (non-employee)	69,482	79,422	(9,940)	87%	44%	73,000
Rental/Lease of Buildings, Grounds & Equipment	43,072	42,498	574	101%	51%	50,821
Retirement & Fringe Benefits	1,241,669	1,432,488	(190,819)	87%	43%	1,215,880
Staff Retention	48,885	37,500	11,385	130%	65%	31,209
Total Benefits & Other Fixed Charges	\$ 1,403,107	\$ 1,591,908	\$ (188,801)	88%	44%	\$ 1,370,910
Instructional Services						
Contracted Services- Instructional	116,194	110,000	6,194	106%	53%	106,662
International Baccalaureate Program	11,415	25,457	(14,042)	45%	22%	47,866
Professional Development	27,471	75,000	(47,529)	37%	18%	21,967
Salaries- Instructional	5,983,789	6,635,860	(652,071)	90%	45%	5,838,371
Supplies & Materials	155,035	141,876	13,159	109%	55%	154,936
Total Instructional Services	\$ 6,293,904	\$ 6,988,193	\$ (694,288)	90%	45%	\$ 6,169,802
Operation and Maintenance of Plant						
Contracted Cleaning Services	192,301	122,430	69,871	157%	79%	0
Depreciation Facilities Related	715,220	826,386	(111,166)	87%	43%	114,656
Maintenance of Buildings, Grounds & Equipment	442,451	295,524	146,927	150%	75%	384,241
Salaries	109,266	186,588	(77,322)	59%	29%	178,602
Utilities	327,371	432,012	(104,641)	76%	38%	388,053
Total Operation and Maintenance of Plant	\$ 1,786,609	\$ 1,862,940	\$ (76,331)	96%	48%	\$ 1,065,552
Pupil Services - Other						
Athletic Programs	103,814	99,996	3,818	104%	52%	83,191
Food Services	255,273	237,498	17,775	107%	54%	262,806
Nursing Supplies	874	3,000	(2,126)	29%	15%	547
Other Student Services	21,352	53,196	(31,844)	40%	20%	25,321
Salaries- Other Student Services	282,923	357,042	(74,119)	79%	40%	256,333
Student Transportation	583,319	650,205	(66,886)	90%	40%	555,796
Translations	7,370	15,000	(7,630)	49%	25%	8,657
Total Pupil Services - Other	\$ 1,254,925	\$ 1,415,937	\$ (161,012)	89%	42%	\$ 1,192,651
Total Operating Expenditures	\$ 11,793,715	\$ 12,902,284	\$ (1,108,569)	91%	45%	\$ 10,627,152
Non-Operating Revenue						
Interest	30,534	1,500	29,034	2036%	1018%	1,481
Total Non-Operating Revenue	\$ 30,534	\$ 1,500	\$ 29,034	2036%	1018%	\$ 1,481
Non-Operating Expenses						
Interest Expense- Long Term Debt	265,868	322,500	(56,632)	82%	41%	291,815
Other Non-Operating Expenses	0	1,500	(1,500)	0%	0%	296,302
Total Non-Operating Expenses	\$ 265,868	\$ 324,000	\$ (58,132)	82%	41%	\$ 588,117
Change in Net Position	\$ 1,851,909	\$ 193,688	\$ 1,658,221	956%	602%	\$ 1,809,086

Abby Kelley Foster Charter Public School
Statement of Net Position
As of December 31, 2022

	As of Dec 31, 2022	As of Dec 31, 2021 (PY)	Total Change	% Change
ASSETS				
Current Assets				
Bank Accounts	10,999,750	9,447,796	1,551,954	16.43%
Accounts Receivable	(8,196)	0	(8,196)	
Other Current Assets	1,675,093	936,480	738,613	78.87%
Total Current Assets	\$ 12,666,647	\$ 10,384,276	\$ 2,282,371	21.98%
Fixed Assets	35,920,553	37,022,013	(1,101,459)	-2.98%
Other Assets	0	0	0	
TOTAL ASSETS	\$ 48,587,200	\$ 47,406,289	\$ 1,180,911	2.49%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	328,007	286,321	41,686	14.56%
Credit Cards	896	14,980	(14,084)	-94.02%
Other Current Liabilities	3,019,630	3,227,817	(208,187)	-6.45%
Total Current Liabilities	\$ 3,348,532	\$ 3,529,117	\$ (180,585)	-5.12%
Long-Term Liabilities	17,227,100	18,645,802	(1,418,702)	-7.61%
Total Liabilities	\$ 20,575,632	\$ 22,174,920	\$ (1,599,287)	-7.21%
Equity	28,011,568	25,231,369	2,780,199	11.02%
TOTAL LIABILITIES AND EQUITY	\$ 48,587,200	\$ 47,406,289	\$ 1,180,911	2.49%

**Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending December 31, 2022 (unaudited)**

Debt Service Coverage Ratio: Tested Monthly

CASH FLOW AVAILABLE FOR DEBT SERVICE:

Change in Net Position	\$ 1,851,909
<i>Plus:</i>	
Depreciation	\$ 716,252
Interest Expense	\$ 265,868
<i>Minus/Plus:</i>	
Unrealized Gains/(Losses) on Investments	
Extraordinary Gains/(Losses)	
Net Operating Cash Flow	<u>\$ 2,834,029</u>

DEBT SERVICE:

Interest Expense	\$ 265,868
Current Maturities of Long Term Debt (ytd)	<u>\$ 1,284,914</u>
Total Debt Service	<u>\$ 1,550,782</u>
 Required Ratio	 1.15
Actual Ratio (unaudited YTD)	1.83
Compliance	yes

Abby Kelley Foster Charter Public School

Check Detail

December 2022

Date	Transaction Type	Name	Amount
12/01/2022	Bill Payment (Check)	National Grid 69923-82006	-11,290.74
12/01/2022	Bill Payment (Check)	National Grid 38928-53023	-6,709.99
12/01/2022	Bill Payment (Check)	Service Master By Williams	-155,152.39
12/01/2022	Expenditure	Blue Cross Blue Shield of MA	-129,872.96
12/01/2022	Expenditure	Blue Cross Blue Shield of MA	-13,757.84
12/01/2022	Expenditure	Blue Cross Blue Shield of MA	-9,506.19
12/01/2022	Expenditure	Blue Cross Blue Shield of MA	-20,292.70
12/01/2022	Bill Payment (Check)	Middlesex Savings Bank	-96,095.73
12/01/2022	Bill Payment (Check)	Middlesex Savings Bank	-71,182.80
12/02/2022	Bill Payment (Check)	Citizens Bank	-6,004.28
12/02/2022	Bill Payment (Check)	City of Worcester Police Dept	-420.88
12/02/2022	Bill Payment (Check)	Food Grease Trappers	-325.00
12/02/2022	Bill Payment (Check)	Host, Kelly	-1,212.00
12/02/2022	Bill Payment (Check)	kdh Commercial Doors & Hardware	-374.00
12/02/2022	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-7,300.00
12/02/2022	Bill Payment (Check)	MassCue Inc.	-315.00
12/02/2022	Bill Payment (Check)	Penney, Michael	-295.00
12/02/2022	Bill Payment (Check)	Pension Service, Inc	-350.00
12/02/2022	Bill Payment (Check)	SHI International	-2,459.00
12/02/2022	Bill Payment (Check)	Staples	-299.99
12/02/2022	Bill Payment (Check)	Varitronics, LLC	-708.50
12/02/2022	Bill Payment (Check)	Next Gen Supply Group	-566.51
12/02/2022	Bill Payment (Check)	Breaker 28, LLC	-10,000.00
12/02/2022	Expenditure	Blue Cross Blue Shield of MA	-1,493.74
12/05/2022	Expenditure	TASC- FlexSystem	-4,194.22
12/06/2022	Bill Payment (Check)	Rice University	-875.00
12/06/2022	Bill Payment (Check)	AA Transportation	-142,500.00
12/06/2022	Bill Payment (Check)	City of Worcester Police Dept	-1,052.20
12/06/2022	Expenditure	USable Life	-5,784.73
12/06/2022	Expenditure	HealthEquity, Inc.	-4,096.49
12/07/2022	Expenditure	USable Life	-8,157.70
12/07/2022	Expenditure	USable Life	-8,195.79
12/07/2022	Expenditure	USable Life	-9,097.32
12/09/2022	Bill Payment (Check)	EFI Global, Inc.	-2,447.75
12/09/2022	Bill Payment (Check)	Learning A-Z	-5,472.00
12/09/2022	Bill Payment (Check)	City of Worcester Inspectional Services	-1,050.00
12/09/2022	Bill Payment (Check)	Green, Matthew	-2,190.00
12/09/2022	Bill Payment (Check)	MICCA	-350.00
12/09/2022	Bill Payment (Check)	Shamrock Masonry	-1,000.00
12/09/2022	Expenditure	Nationwide Trust Company, FSB	-25,609.22
12/12/2022	Bill Payment (Check)	A'viands, LLC an Elior Company	-21,296.68
12/12/2022	Bill Payment (Check)	CDW Government, Inc.	-3,140.01

12/12/2022	Bill Payment (Check)	DoorDash, Inc.	-500.00
12/12/2022	Bill Payment (Check)	Duva Distributors	-202.80
12/12/2022	Bill Payment (Check)	New England Ice Cream	-1,286.74
12/12/2022	Bill Payment (Check)	American Express	-6,134.70
12/12/2022	Bill Payment (Check)	Atlantic Charter Insurance Company	-6,407.00
12/12/2022	Bill Payment (Check)	Bonci, Robert	-116.00
12/12/2022	Bill Payment (Check)	Carver, Sarah	-200.00
12/12/2022	Bill Payment (Check)	Charlton Oil Company	-1,773.82
12/12/2022	Bill Payment (Check)	Chase Harris Porta Potty	-280.80
12/12/2022	Bill Payment (Check)	Creagh, Frank	0.00
12/12/2022	Bill Payment (Check)	Delman, Craig	-116.00
12/12/2022	Bill Payment (Check)	Fire Equipment Inc.	-806.25
12/12/2022	Bill Payment (Check)	Firmin, Dan	-85.00
12/12/2022	Bill Payment (Check)	Frontline Technologies Group LLC	-1,795.56
12/12/2022	Bill Payment (Check)	Gordon Foodservice	-259.20
12/12/2022	Bill Payment (Check)	Graf, Alex	-116.00
12/12/2022	Bill Payment (Check)	LaFond, Kara	-300.68
12/12/2022	Bill Payment (Check)	Makerbot Industries, LLC	-1,960.00
12/12/2022	Bill Payment (Check)	Mansfield Paper Company, Inc.	-2,413.05
12/12/2022	Bill Payment (Check)	Marrone, Todd	-116.00
12/12/2022	Bill Payment (Check)	OHI Engineering, Inc	-3,735.00
12/12/2022	Bill Payment (Check)	Shapiro Educational & Behavioral Consulta	-525.00
12/12/2022	Bill Payment (Check)	Simmarano, Michael	-405.00
12/12/2022	Bill Payment (Check)	Staples	-74.51
12/12/2022	Bill Payment (Check)	Strycharz, Huong	-210.00
12/12/2022	Bill Payment (Check)	Wells Fargo Financial Leasing	-4,315.00
12/12/2022	Bill Payment (Check)	Yoder, Deanna	-52.95
12/12/2022	Bill Payment (Check)	LeBlanc, Janel	-102.57
12/12/2022	Bill Payment (Check)	Murray, Jeremiah	-116.00
12/12/2022	Expenditure	M.T.R.S.	-108,611.49
12/13/2022	Bill Payment (Check)	Wells Fargo Financial Leasing	-2,023.10
12/13/2022	Expenditure	HealthEquity, Inc.	-2,454.69
12/14/2022	Bill Payment (Check)	Conway Technology Group	-70.00
12/14/2022	Bill Payment (Check)	Fanning Plumbing and Heating Co., Ind	-256.87
12/14/2022	Bill Payment (Check)	Grizzly Industrial, Inc	-1,668.99
12/14/2022	Bill Payment (Check)	HR Knowledge Inc.	-850.00
12/14/2022	Bill Payment (Check)	Hartman, Kimberly	0.00
12/16/2022	Bill Payment (Check)	Scholastic Book Fairs	-5,457.04
12/16/2022	Bill Payment (Check)	Hartman, Kimberly	-2,858.94
12/16/2022	Expenditure	ADP	-12,076.04
12/19/2022	Bill Payment (Check)	City Of Worcester Water/Sewer	-1,388.10
12/19/2022	Bill Payment (Check)	Gurney Water Treatment NE	-591.75
12/19/2022	Bill Payment (Check)	Ascentria Community Services, Inc	-120.00
12/19/2022	Bill Payment (Check)	Benoit, Matthew	-69.00
12/19/2022	Bill Payment (Check)	City of Worcester Police Dept	-1,052.20
12/19/2022	Bill Payment (Check)	Flynn, Sean	-69.00
12/19/2022	Bill Payment (Check)	Hanover Insurance Co.	-8,483.75

12/19/2022	Bill Payment (Check)	Lyell, Slader	-93.00
12/19/2022	Bill Payment (Check)	MacGill, W. Nurse Supply Co.	-823.97
12/19/2022	Bill Payment (Check)	McDonald, Renee	-73.82
12/19/2022	Bill Payment (Check)	National Grid 38928-53023	-7,330.16
12/19/2022	Bill Payment (Check)	National Grid 69923-82006	-7,970.26
12/19/2022	Bill Payment (Check)	National Grid-6 New Bond	-17,692.05
12/19/2022	Bill Payment (Check)	Potter. Kathleen	-399.75
12/19/2022	Bill Payment (Check)	T Mobile	-499.85
12/19/2022	Bill Payment (Check)	Thorsen, Robert	-27.48
12/19/2022	Bill Payment (Check)	Torres, Priscila	-142.81
12/19/2022	Bill Payment (Check)	Valery, George	-138.00
12/19/2022	Bill Payment (Check)	Wilson, Thomas	-138.00
12/19/2022	Bill Payment (Check)	YMCA of Central Massachusetts	-499.50
12/19/2022	Bill Payment (Check)	SHI International	-9,291.08
12/19/2022	Bill Payment (Check)	Gleason, Denise	-31.30
12/19/2022	Bill Payment (Check)	Graf, Alex	-93.00
12/19/2022	Bill Payment (Check)	Joubert, Melissa	-50.42
12/19/2022	Bill Payment (Check)	Kaitlyn Perrin	-400.00
12/19/2022	Expenditure	TASC- FlexSystem	-4,194.22
12/20/2022	Bill Payment (Check)	V.I.P. Landscaping	-25,158.16
12/20/2022	Expenditure	HealthEquity, Inc.	-1,899.37
12/21/2022	Bill Payment (Check)	MindK LLC	-1,187.50
12/22/2022	Bill Payment (Check)	JP Pest Services, LLC	-191.20
12/22/2022	Bill Payment (Check)	Crystal Rock	-914.97
12/22/2022	Bill Payment (Check)	Institute for Multi-Sensory Education	-1,275.00
12/22/2022	Bill Payment (Check)	Joseph's Lock & Safe	-19.75
12/22/2022	Bill Payment (Check)	Shamrock Masonry	-3,052.00
12/22/2022	Bill Payment (Check)	MICCA	-100.00
12/23/2022	Bill Payment (Check)	A'viands, LLC an Elior Company	-20,929.67
12/23/2022	Bill Payment (Check)	AA Transportation	-8,981.25
12/23/2022	Bill Payment (Check)	Duva Distributors	-620.11
12/23/2022	Bill Payment (Check)	Morse, Brian	-1,077.96
12/23/2022	Bill Payment (Check)	New England Ice Cream	-723.76
12/23/2022	Bill Payment (Check)	Ace Endico Inc	-3,539.14
12/23/2022	Bill Payment (Check)	ADP Commercial Leasing LLC	-343.75
12/23/2022	Bill Payment (Check)	AFI Technologies Inc	-415.50
12/23/2022	Bill Payment (Check)	Amazon Web Services	-195.94
12/23/2022	Bill Payment (Check)	Blick Art Materials	-163.50
12/23/2022	Bill Payment (Check)	Club Z! In-Home Tutoring of Northborough	-680.00
12/23/2022	Bill Payment (Check)	Eversource (formally NSTAR-1639-Elem)	-2,163.01
12/23/2022	Bill Payment (Check)	Eversource (formally Nstar-2845- HS)	-12,161.58
12/23/2022	Bill Payment (Check)	Gordon Foodservice	-388.80
12/23/2022	Bill Payment (Check)	Gould, Kelly	-587.64
12/23/2022	Bill Payment (Check)	HR Knowledge Inc.	-850.00
12/23/2022	Bill Payment (Check)	Lawrence Waste Services	-2,158.21
12/23/2022	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-616.50
12/23/2022	Bill Payment (Check)	MassCue Inc.	-175.00

12/23/2022	Bill Payment (Check)	MSAA (Mass School Administrators' Assoc	-230.00
12/23/2022	Bill Payment (Check)	Roy, Sarah	-173.93
12/23/2022	Bill Payment (Check)	Rubin and Rudman, LLP	-900.00
12/23/2022	Bill Payment (Check)	V.I.P. Landscaping	-1,150.00
12/23/2022	Bill Payment (Check)	VersaTables.com	-1,114.00
12/23/2022	Bill Payment (Check)	Worthington Direct	-543.95
12/23/2022	Bill Payment (Check)	Next Gen Supply Group	-5,678.44
12/23/2022	Bill Payment (Check)	Bilis, John	-93.00
12/23/2022	Bill Payment (Check)	Cogent	-3,264.00
12/23/2022	Bill Payment (Check)	Eversource (formerly NStar-1638- MS)	-4,929.56
12/23/2022	Bill Payment (Check)	MIAA	-455.00
12/23/2022	Bill Payment (Check)	Patrick McKay	-69.00
12/23/2022	Bill Payment (Check)	Paulhus, Jeff	-69.00
12/23/2022	Bill Payment (Check)	Kotsopoulos, Nicholas	-93.00
12/23/2022	Bill Payment (Check)	EDS Mechanical Inc	-21,629.55
12/23/2022	Expenditure	Nationwide Trust Company, FSB	-25,748.66
12/28/2022	Expenditure	HealthEquity, Inc.	-1,724.04
12/29/2022	Bill Payment (Check)	Mansfield Paper Company, Inc.	-1,815.96
12/29/2022	Bill Payment (Check)	Fitzpartick, Kerry	-150.00
12/30/2022	Bill Payment (Check)	Chase Harris Porta Potty	-572.80
12/30/2022	Bill Payment (Check)	Thorsen, Robert	-365.55
12/30/2022	Bill Payment (Check)	AA Transportation	-2,802.00
12/30/2022	Bill Payment (Check)	Ace Endico Inc	-1,146.64
12/30/2022	Bill Payment (Check)	Domino's	-1,423.50
12/30/2022	Bill Payment (Check)	GateHouse Media Massachusetts, Inc.	-1,982.40
12/30/2022	Bill Payment (Check)	Gordon Foodservice	-233.28
12/30/2022	Bill Payment (Check)	Hoar, Paul	-69.00
12/30/2022	Bill Payment (Check)	Joanne Grzembski	-93.00
12/30/2022	Bill Payment (Check)	Libby, Brian	-93.00
12/30/2022	Bill Payment (Check)	Mastro's Power Washing Service	-500.00
12/30/2022	Bill Payment (Check)	Patrick McKay	-69.00
12/30/2022	Bill Payment (Check)	Pellet.com Genesis Inc.	-275.50
12/30/2022	Bill Payment (Check)	Ridick, Jim	-69.00
12/30/2022	Bill Payment (Check)	Sanders, Bobby	-93.00
12/30/2022	Bill Payment (Check)	Staples	-147.84
12/30/2022	Bill Payment (Check)	Staples	-203.92
12/30/2022	Bill Payment (Check)	Staples	-186.29
12/30/2022	Bill Payment (Check)	Staples	-38.15
12/30/2022	Bill Payment (Check)	Staples	-17.08
12/30/2022	Bill Payment (Check)	Summit Forms	-30.00

<u>Cash Evaluation</u>									
								<u>Forecast (After 5.5 Mil Withdrawal)</u>	
	July	August	September	October	November	December		January	February
								March	
Cash Balance	\$7,555,304	\$12,027,456	\$11,425,097	\$11,248,623	\$11,460,045	\$11,001,324		\$7,009,497	\$7,122,026
Accounts Payable Balance	\$356,407	\$1,220,937	\$697,471	\$402,810	\$411,146	\$328,007		\$569,463	\$569,463
								Average	
Cash Out by Month	\$1,885,674	\$1,793,121	\$2,646,449	\$2,324,555	\$2,083,016	\$2,623,348		\$2,226,027	\$2,226,027
								Includes Federal Grant Drawdowns	
Cash Out by Month	\$246,387	\$6,265,272	\$2,044,087	\$2,148,084	\$2,294,439	\$2,164,627		\$3,734,201	\$2,338,556
	-\$1,639,288	\$4,472,151	-\$602,362	-\$176,471	\$211,422	-\$458,721		\$1,508,173	\$112,529
				July - December Gain		\$1,806,732		Est. Gain Through March	\$3,539,963
<u>Investment Proposal</u>									
A Mix of CD and Treasury Fund									
\$5,500,000									
Estimated Interest Rate of 4.7%									
Estimated Return on Investment \$250,000									
Investment time is proposed to be nine months or best length to get the highest interest rates possible									

AKFCS Facilities Department:

Centimark High school roof repairs:

A pair of Centimark techs arrived to take care of the holes of the roofs at HS and MS that were too big for a quick patch project. During the project their uncovered more holes and addressed those

Shamrock Masonry:

Vendor has wrapped up the Middle school penthouse Stucco portion of the project. This helped eliminate several issues causing leaks in three classrooms and one in the upper corridor

High School & Middle school leaks issues:

The above two projects lead to the elimination of around 9 leaks in MS, almost eliminated a leak in a door frame in room 2029 in HS. Room 2029 will need to have some of the VCT floor relace as it has seen such water intrusions. This will not take place until we are 100% happy we have fully addressed the issue. We have narrowed down the issue to a couple of potential factors and are working towards a solution long term to eliminate this problem.

Unfortunately, we thought we had fixed the issues that have beset room 2006 HS.

Soft roll out the customer management system (CMMS):

Have started the soft roll out of the new system to allow the Maintenance staff to get used to using the new system. We are now confident that we can share this for use across the District after ironing out a few issues

Split HVAC system in ES Cafeteria & High School HVACS Ignitor issues

EDS along with McIntyre electrical completed the Elementary school cafeteria HVAC installation.

4 different HVACs had ignitor issues caused old and cracked ceramic igniters to not allow the flame on in these units. There was also extensive carbon build up in these units due to a lack of a maintenance program for these units over the years. This work will now be a part of a PM program. Part of this will be getting the ductwork cleaned for the HS units and bringing on a tech III. Currently working with Air Duct Services for pricing on the duct cleaning.

ES installation of Interior and Exterior security cameras:

At the time of writing this we were due to be completed with the interior portion of the project on 1/19/23. Used the exterior portion the look at a new Electrical vendor Renard electrical.

Warehouse clean and realignment:

Spent a few days over the Christmas period undertaking a much needed clean up of the warehouse. The goal is to set up designated zones for maintenance supplies and not have the space be so hap hazard. Will be putting up more shelving to allow other departments to easily share this space.

The goal ultimately is to get as much out of the space currently set aside for desks, chairs and other classroom related equipment

Met with VIP regarding the High school parking lot potholes:

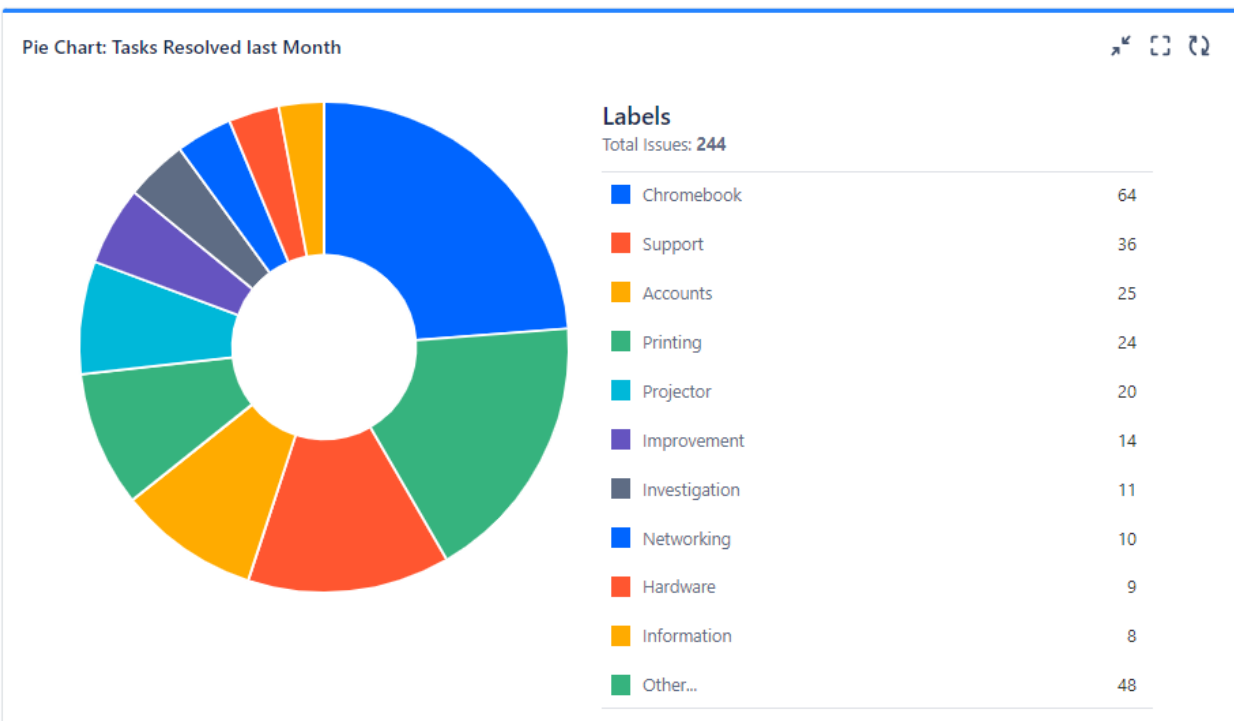
As seen recently with the road from Brook st heading to the Collaborative school, the road can quickly turn treacherous and deep potholes appear. VIP have submitted a proposal for the many potholes at the HS parking lot.

Flooring projects for High School and Activity Center flooring:

Met with Gymnasium Floors Inc regarding the logo on the Gym floor at HS. We had a follow up meeting to discuss with another partener vendor of theirs the Activity Center flooring. The rubber floor in the AC has not seen any refinishes in approximately 15 years and is showing its age.

IT Updates 1/2023

- Last Months more common Issues
 - 244 Resolved tasks (not including alerts)
 - Top 3 categories
 - Chromebooks (Break-fix)
 - Support
 - Account related issues



- IT Projects
 - Powerschool Implementation
 - Training accounts Created
 - Data Imports began
 - Enrollment module preparation
 - ES Cameras Installation
 - Indoor cameras almost done
 - Monitoring
 - Logs, alerts, performance
- A few examples of day to day work from Last Month
 - IT Support
 - Student Chromebook Inventory

- Replace chromebook Screen
 - Change Projector bulb
- System Admin
 - Setup new network Jacks for Copier in ES Basement
 - Troubleshoot cameras and server issues
 - Upgraded fiber cables on HS Switches
- Database Admin
 - Populated and Student data for the new system
 - Met and lead SIS Implementation meetings
 - GPO policy edits related to Printers
- Teamwork
 - Firewall implementations to secure network
 - Improve monitoring systems and notifications
 - Improvements for our Surveillance systems
 - Implement processes and procedures



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Governance Committee Meeting Agenda-DIGITAL MEETING

Tuesday, December 13, 2022, 9:00 a.m.

<https://akfcs-org.zoom.us/j/97326738695?pwd=cU1YWC8rWGZrcW9Oc0dBSnJEUHo5dz09>

Meeting ID: 973 2673 8695 Passcode: 097005

By phone: +1 305 224 1968 US Meeting ID: 973 2673 8695

- I. Welcome
- II. Attendance Recorded
- III. Mission/Vision Statement of the Governance Committee

“ The Abby Kelley Foster Governance Committee is responsible for ensuring Board adherence to the Bylaws and reviewing governance structures and practices of the Board of Trustees and its Committees. ”

- IV. Revision of the policy on comments to the Board
- V. Training/onboarding for current & new board members
- VI. Recruitment of new board members
- VII. Potential Candidate- Mr. Noah Ligeti
- VIII. Upcoming Governance Committee Meeting(s):
 - a. March 3, 2023
 - b. June 2, 2023
- IX. Adjournment



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Governance Committee Meeting Minutes- DRAFT

Friday, September 19, 2022, 10:00 a.m.

<https://akfcs-org.zoom.us/j/91629707856?pwd=SnFqZUdYcDBhVGt5OTBSb2FKeFIWZz09>

Meeting ID: 916 2970 7856 **Passcode:** 271924

By phone: +19292056099 **Meeting ID:** 916 2970 7856

- I. Welcome
- II. Attendance Recorded
- III. Vision/Mission Statement of the Governance Committee

a. Motion: To Approve the Governance Committee Vision/Mission Statement as presented.

“ The Abby Kelley Foster Governance Committee is responsible for ensuring Board adherence to the Bylaws and reviewing governance structures and practices of the Board of Trustees and its Committees. ”

The final draft of the mission statement was presented to the members for a vote. Mr. Royce requested a motion to approve the mission statement. Ms. Zagabe-Ndiku made the motion, and Ms. Blue seconded it. The Board members voted unanimously to approve the mission statement.

- IV. Identifying Candidates for the Board of Trustees

Committee members discussed the current process for the addition of new Board members. The committee members also discussed the skill sets currently needed on the Board, such as an attorney and someone in higher education. It was noted that at the next Education meeting, feedback would be obtained about who they think would be ideal for joining the Board in terms of higher education. It was also stated that other ways of recruitment would be examined to expand the board member job description to the community.



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Mr. Royce also wanted to add two additional Board members by December 2022. The job posting was suggested to be shared but not currently on LinkedIn, as Mr. Royce originally suggested.

V. Board Leadership/Succession

Mr. Royce stated that making recommendations for officers every year should be the job of the Governance committee. It was also noted that future chairperson recommendations should come from the Governance committee. Fellow committee members also agreed with Mr. Royce.

VI. Adjournment

Mr. Royce called for a motion to adjourn the meeting. Ms. Blue made the motion, and Ms. Zagabe-Ndiku seconded it. The meeting was adjourned at 11:15 a.m.

Current Policy

All proposed changes to the current policy are highlighted in yellow.

The Board welcomes public comment on matters within its purview. Accordingly, the Board makes available a maximum 30-minute period at its regular meetings for persons in the audience to address the Board for no longer than 3 minutes. Written material of any length may be submitted. Preference will be given to persons who seek to address the Board on specific agenda items for the upcoming Board meeting. Agendas for upcoming Board meetings are generally posted five days prior to the meeting on the Abby Kelley Foster Charter Public School website. Persons wishing to speak are strongly encouraged to submit their request before the day of the meeting; contact information is provided below. Preference will be given to those who submit requests by 5:00 p.m. on the Friday preceding the regular Wednesday meeting.

If time permits, the Chair will allow members of the public who have not contacted the Board in advance to speak in the public comment period; those individuals must sign in prior to the start of the meeting. The Chair may limit the number of speakers due to time constraints and may increase or reduce the time allocated per speaker. While there is no requirement to submit comments in writing, a speaker who elects to do so should submit 6 copies of their comments prior to or at the meeting for distribution to Board members.

EducationBoardPartners

great boards. great schools.

Bylaws member requirements:

- 1.
- 2.
- 3.

Recruitment priorities:

- 1.
- 2.
- 3.

Board Composition and Recruitment Matrix

This tool will automatically calculate board composition and help you determine recruitment needs. Simply place a "1" (one) in all relevant boxes starting in Column D, and move through both the

Current Members and Prospective Members sections

Skills/Competencies

Current Members					
1	2	3	4	5	6

Patrick Royce Bibiche Zagabe-Ndiku Shelly Yarney Celia Blue Amy Vernon Adam Beaudry

Place additional notes here as needed

Current:	With Prospectives:							
2	0	Administrative			1		1	
3	0	Financial management	1	1				1
2	1	Nonprofit Governance & Leadership		1	1			
1	1	Management			1			
1	0	Education					1	
0	0	Facilities/Real Estate						
0	1	Curriculum Development						
1	0	Grant Writing					1	
0	2	Instructional Practices						
1	0	School District					1	
0	0	Marketing						
2	0	Parent Relations		1			1	
1	0	Community Outreach			1			
0	0	Fund Development, business development						
0	1	Communications & Marketing						
0	0	Legal						
1		Accounting						1

1		Banking/finance	1					
0	0	HR/Personnel						
2	0	Program Planning & Evaluation			1		1	
1	0	Strategic Planning			1			
1	0	Graphic Design		1				
0	0	Community Development						
1	0	Policy/Advocacy			1			
1	0	Racial Equity & Inclusion			1			
0	0	Volunteer Management						
0	0	Facilitation, Education and Training						
0	0	Fundraising						
2	0	Event Management		1	1			
0	0	Other:_____						

Social/Relationship Capital

Place additional notes here as needed

Pl

Current:	With Prospectives:							
0	0	Access to potential individual donors						
0	2	Access to philanthropic donors						
0	0	National organizations in education						
1	0	Regional organizations in education					1	
0	2	Geography/Neighborhood 1						
0	0	Geography/Neighborhood 2						
0	0	Geography/Neighborhood 3						
0	0	Geography/Neighborhood 4						
0	1	Geography/Neighborhood 5						
3	0	Membership on other boards/associations	1	1				1
2	2	Corporate sector	1					1
2	0	Nonprofit sector		1	1			
0	0	Government sector						
0	0	Government: Legislators						
1	0	Government: State Agencies (Ex. DH, DOC, etc.)			1			
0	0	Government: Local						

0	0	Government: Judiciary						
0	0	Philanthropy						
1	0	Religious/Faith-based Organizations		1				
0	0	Neighborhood Organizations						
2	0	Parents & Families		1			1	
0	0	Legal Communities						
0	0	Other:_____						

Qualities/Politics/Values			Place additional notes here as needed					
Current:	With Prospectives:							
4	0	Availability/capacity to work	1	1			1	1
1	0	Team building/bridger			1			
1	0	Anti racism, racial equity analysis			1			
0	0	Generative thinker						
2	0	Strategic thinker			1			1
1	0	Mission passion/connection					1	
0	0	Financial contributor						
2	0	Strong communicator	1	1				
0	0	Other:_____						

Personal Demographics			Place additional notes here as needed					
Current:	With Prospectives:							
3	0	Female		1	1		1	
2	0	Male	1					1
0	0	Transgender/gender non-conforming						
0	0	LGBTQ						
2	0	African-American		1	1			
0	0	Latinx						
3	0	White/Caucasian	1				1	1
0	0	Asian						
0	0	Native American						

0	0	Pacific Islander						
0	0	Undocumented						
1	0	Immigrant		1				
0	0	Age 18-29						
4	0	Age 30-49	1		1		1	1
1	0	Age 50-64		1				
0	0	Age 65+						
0	0	Other:_____						

Committee Membership			<i>Place additional notes here as needed</i>					
Current:	With Prospectives:							
2	0	Governance	1	1				
3	0	Finance	1	1				1
3	0	Ed Committee		1	1		1	
1	0	DEI			1			
0	0	Strategic Planning (ad hoc)						
0	0	Development/Fundraising						
0	0	Other:_____						

	Year Joined	2014					2022
	Term Expires	2023					2025

Charter School Board of Trustees Training

Area	Requirement	Timeline
Open Meeting Law	<p>Upon joining a board of trustees, new members must review and complete a certification of receipt of three Open Meeting Law materials:</p> <ul style="list-style-type: none"> • Open Meeting Law, G.L. c. 30A, §§18–25 • Open Meeting regulations, 940 CMR 29.00 • The Guide to the Open Meeting Law 	Trustees must certify receipt of Open Meeting Law materials within two weeks of joining the board.
Financial disclosure	<p>Trustees must file a financial disclosure form annually with (1) the State Ethics Commission, (2) the Department of Elementary and Secondary Education, and (3) the city or town clerk wherein the charter school is located.</p> <p>Statute: M.G.L. Chapter 71, §89(u)</p>	Trustees must file the disclosure within 30 days of becoming a member of the board of trustees, by September 1 of each year thereafter, that the person is a member of the board and by September 1 of the year after the person ceases to be a member of the board.

Conflict of Interest – Summary	<p>As special state employees, trustees must annually review and provide written acknowledgment of a summary of the Commonwealth's Conflict of Interest Law:</p> <p>Summary of Conflict of Interest Law for State Employees</p> <p>Statute: M.G.L. Chapter 268A §27</p>	<p>Trustees must review and provide written acknowledgment within 30 days of becoming a member of the board and on an annual basis thereafter.</p>
Conflict of Interest – Training	<p>Every two years, trustees must complete an online training program on the Commonwealth's Conflict of Interest Law:</p> <p>Conflict of Interest Law Online Training Program</p> <p>Statute: M.G.L. Chapter 268A §28</p>	<p>Trustees must complete the training within 30 days of becoming a member of the board and every 2 years thereafter.</p>

Noah A. Ligeti

38 Elm Street, Worcester, MA 01609 • 508.735.8251 • noah.ligeti@gmail.com

Profile

Seder & Chandler, LLP, Worcester, MA

Associate, Civil Litigation Practice, November 2015 – December, 2022

Litigation experience includes trying two-week jury trial in Worcester Superior Court as co-counsel, conducting direct and cross examination of witnesses. Draft and successfully argue various motions in limine, fully participate in litigation strategy and witness preparation. Conduct appeal hearings and examine witnesses before the Department of Unemployment Assistance (“DUA”) as well as appearances before MCAD. Represent clients in mediation and alternative dispute resolution. Routinely conduct oral arguments at motion hearings, including those for summary judgment, in the District, Superior, Probate, and Housing Courts. Draft and respond to written discovery and manage extensive document production. Take and defend depositions of parties and non-parties. Draft numerous briefs and legal memoranda, including several summary judgments and motions to dismiss.

Career Highlights

- Successfully argued for dismissal of negligence count against large commercial landlord in summary judgment hearing in Worcester Superior Court.
- Negotiate and draft client-friendly complex settlement agreement allowing institutional client to avoid protracted litigation and recover possession of dental equipment valued at several million dollars.
- Obtain \$850,000.00 real estate attachment in Worcester Superior Court.
- Obtain judgment for possession and rent in commercial eviction bench trial.
- Successfully argued for the dismissal of two counter claims against a wrongful termination/c.151B plaintiff through the state's Anti-SLAPP statute. The Superior Court authorized an award of attorney's fees.
- Successfully argued for dismissal of tortious interference and U.C.C. claims against local bank in summary judgment hearing in Worcester Superior Court.
- Present numerous webinars to various local organizations and associations, including Corridor 9/495 Regional Chamber of Commerce. Practice areas include commercial litigation, employment/labor law, landlord-tenant law, personal injury, and assisting municipal clients.

Core Competencies

- Enthusiastic and effective courtroom advocate
- Issue identification and risk analysis
- Developing litigation strategy
- Strong legal writing skills
- Creative problem solver
- Personable and empathetic
- Enthusiasm for creative negotiation
- Strong legal research skills

Reported *Liu v. Royale Care, Inc., et al.*, Mass Lawyers Weekly, April 8, 2018. Successfully
Decisions: argued Anti-SLAPP motion to dismiss all counterclaims against plaintiff and third party.

Keches Law Group, Taunton, MA

Law Clerk, April 2014 – July 2015; Legal Resident, January – April 2014

Licensed to Practice Law in Massachusetts, June 2015 and Federal District Court of Massachusetts, April, 2021.

Education

University of New Hampshire School of Law, Concord, NH

J.D., May 2014

Internships: **Worcester County District Attorney, Central District Court Unit**, Worcester, MA

Student Prosecutor, Summer 2013

Worcester County District Attorney, Asset Forfeiture Unit, Worcester, MA

Intern, Summer 2012

Somerset/Kennebec County District Attorney, Skowhegan, ME

Intern, January 2011

American Civil Liberties Union of Massachusetts, Worcester, MA

Intern, Summer 2010

Colby College, Waterville, ME

B.A., History, May 2011

Honors: Advanced Level Certificate in Spanish Language and Culture

Study Abroad: Universidad de Salamanca, Salamanca, Spain, Sept. 2007 – Dec. 2007

Community Involvement

Trustee, Worcester County Law Library Trust, February 2021 to present

Review budget request items, assist in managing finances of organization.

Leadership Worcester, Class of 2018

Admitted to a one year leadership training program developed and supported by the Worcester Regional Chamber of Commerce. Issues discussed include public policy, economic development, education and sustainability in central Massachusetts.

Recognitions

U.S. News, Best Lawyers, “Ones to Watch”, 2023 (Personal Injury Litigation- Plaintiff)

Super Lawyers, Massachusetts “Rising Stars”, 2022

U.S. News, Best Lawyers, “Ones to Watch”, 2022 (Personal Injury Litigation- Plaintiff)

U.S. News, Best Lawyers, “Ones to Watch”, 2021 (Personal Injury Litigation- Plaintiff)

Proficient in Spanish. Avid Sailor and Alpine Skier.



Abby Kelley Foster Charter Public School

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Governance Committee Meeting Minutes-DRAFT

Tuesday, December 13, 2022, 9:00 a.m.

<https://akfcs-org.zoom.us/j/97326738695?pwd=cU1YWwC8rWGZrcW9Oc0dBSnJEUHo5dz09>

Meeting ID: 973 2673 8695 Passcode: 097005

By phone: +1 305 224 1968 US Meeting ID: 973 2673 8695

- I. Welcome
- II. Attendance Recorded
- III. Mission/Vision Statement of the Governance Committee

“ The Abby Kelley Foster Governance Committee is responsible for ensuring Board adherence to the Bylaws and reviewing governance structures and practices of the Board of Trustees and its Committees. ”

- IV. Revision of the policy on public comments to the Board

The public comments on the Board policy were discussed for updates to reflect the school's current practices.

Current Policy

Preference will be given to persons who seek to address the Board on specific agenda items for the upcoming Board meeting. Agendas for upcoming Board meetings are generally posted five days prior to the meeting on the Abby Kelley Foster Charter Public School website.

New Update:

Agendas for upcoming Board meetings are generally posted forty-eight hours prior to the meeting on the Abby Kelley Foster Charter Public School website.

The preference section would be removed from the current policy. It was noted that the time frame of five days would be removed and replaced with verbiage that reflects the open meeting law and when the agenda should be posted to the city, which is 48 hours before the scheduled meeting. The preference section would also be removed from the current policy.



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Current Policy:

While there is no requirement to submit comments in writing, a speaker who elects to do so should submit 6 copies of their comments prior to or at the meeting for distribution to Board members.

New Update:

While there is no requirement to submit comments in writing, a speaker who elects to do so should submit an electronic copy of their comment prior to or at the meeting for distribution to Board members.

With technology in place, six copies are not necessary, and it was suggested that the comments could be submitted electronically to the administrative assistant instead.

It was noted that this change would be presented to the Board of Trustees in the January 2023 meeting as this was good practice as it is a policy change. The committee also discussed the current practices of presenting voting topics to the Board of Trustees, noting the need to update the Board Policy and Procedures guide, and tabled the discussion for the next Governance meeting in March.

V. Training/onboarding for current & new board members

Tools and training for new and current Board members were discussed. It was noted that a checklist with necessary annual meetings and training would be helpful, as state requirements are also involved. The Board Policy and Procedures guide would be updated to reflect that information in order to assist new Board members. It was also noted that a new member orientation addition should be considered. A menu of webinar topics of training for Board members will be presented at the March governance meeting so that a decision can be made on which training will be taken for the year. A matrix of Board members, along with start dates and terms, would be created to assist with creating the 2023 training list. Committee members agreed to table the discussion for the next Governance meeting.



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VI. Recruitment of new board members

Board member recruitment and the necessary skill sets that would benefit Abby Kelley were discussed. The matrix sent out to Board members would be used as a tool to determine the areas of needs such as real estate and communications, and marketing and recruit with those places of need in mind. The need for the Board to be reflective of the community represented was also discussed as being important.

VII. Potential Candidate- Mr. Noah Ligeti

Mr. Noah Ligeti, an attorney, has been presented as a new member of the Board of Trustees. It was noted that this would be a beneficial skill set to have on the Board and in the district. The Governance Committee members agreed unanimously to recommend Attorney Ligeti to the Board of Trustees members at the January meeting for voting.

Mr. Royce called for a motion to adjourn the meeting. Ms. Zagabe-Ndiku made the motion, and Ms. Blue seconded the motion. The meeting was adjourned at 10:35 a.m.