



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Facilities and Finance Committee Meeting Agenda-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

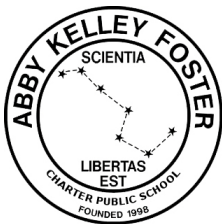
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Adjournment

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

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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

[illegible]

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:

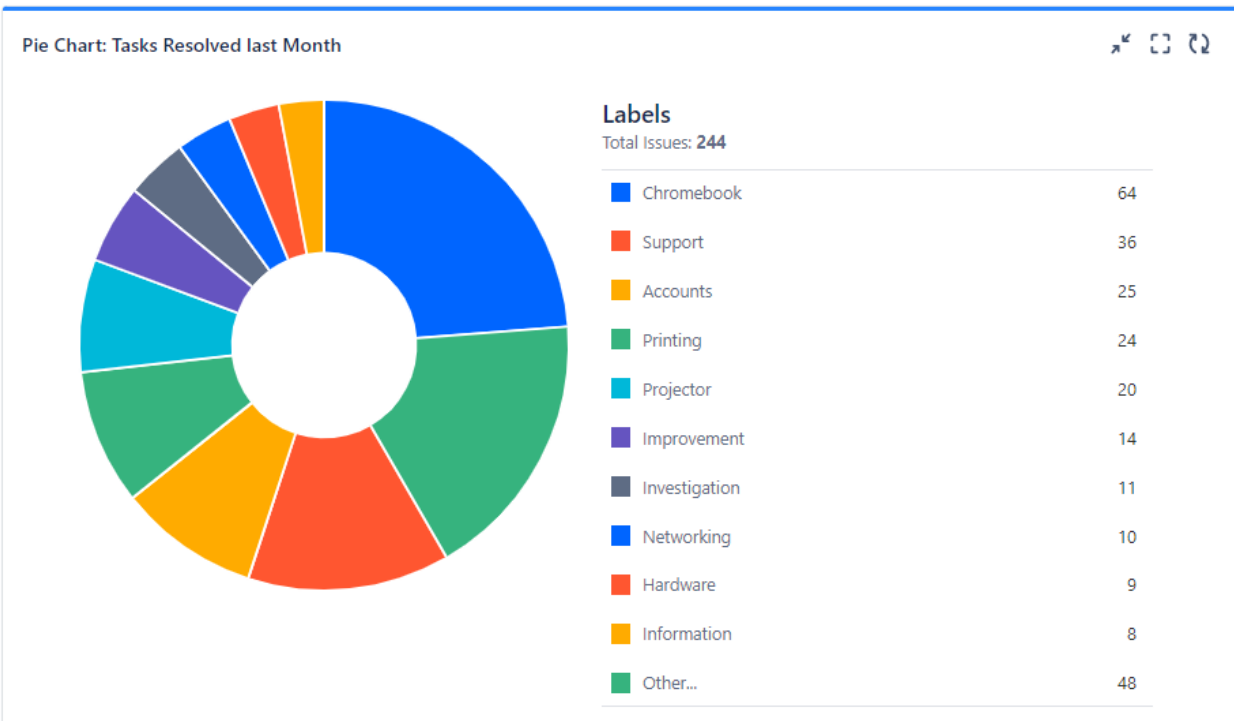
As seen recently with the road from Brook st heading to the Collaborative school, the road can quickly turn treacherous and deep potholes appear. VIP have submitted a proposal for the many potholes at the HS parking lot.

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