



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

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Wednesday, March 29, 2023, 6:30 p.m.

<https://akfcs-org.zoom.us/j/95070492218?pwd=SUJZMHd1M0lxZ2w1UW1hVzAwG1wQT09>

Webinar ID: 950 7049 2218 **Passcode:** 202919

By phone: +16469313860 **Webinar ID:** 950 7049 2218

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Board of Trustees Meeting Agenda-DIGITAL MEETING

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Webinar ID: 950 7049 2218 Passcode: 202919

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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 March 1, 2023
 - a. **Motion:** To approve the March 1, 2023, meeting minutes
- V. Strategic Plan Update- Ms. Melanie Rivera, Breaker28
- VI. Executive Director Report- Ms. Heidi Paluk
- VII. Committee Updates
 - a. Governance Committee- Mr. Patrick Royce
 - b. Education Committee- Ms. Amy Vernon
 1. **Motion:** To approve the 2023-2024 Academic Calendar as presented.
 - c. Facilities & Finance Committee- Ms. Bibiche Zagabe-Ndiku
- VIII. Timely Topics as Identified by the Chair and/or ED
- IX. Upcoming Board/Committee Meeting(s):
 1. Education Committee
 - a. Thursday, April 6, 2023
 2. Facilities & Finance Committee
 - a. Friday, April 14, 2023
 3. Facilities & Finance Committee Budget Meeting
 - a. Thursday, April 20, 2023
 4. Board of Trustees
 - a. Wednesday, April 26, 2023
- X. Executive Session: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
 - a. **Motion:** To enter executive session in accordance with the Open Meeting Law, M.G.L. Chapter 30A, Section 21(a), pursuant to Purpose 7, to comply with or act under the authority of the Public Records Law (M.G.L. c. 66) and the holding in Suffolk Construction Co., Inc. v. Division of Capital Asset Management, to review a confidential attorney-client communication. It is anticipated that the Board of Trustees will not return to public session.

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 Minutes-DRAFT

Wednesday, March 1, 2023, 6:30 p.m.

<https://akfcs-org.zoom.us/j/99859185086?pwd=Q3I0d0JOOVRqM1Y4blEblF3dHNhZz09>

Webinar ID: 998 5918 5086 **Passcode:** 367698

By phone: +16469313860 **Webinar ID:** 998 5918 5086

The meeting was called to order by Mr. Patrick Royce, Chair, at 6:30 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 requested a motion to accept the January 25, 2023, meeting minutes. Ms. Yarnie made the Motion, and Ms. Zagabe-Ndiku seconded it. Mr. Royce performed a roll call, and the minutes were approved unanimously.

Mr. Royce spoke on the ongoing investigation, noting that there would be no comment at this time.

Executive Director Report

Ms. Paluk provided updates on the many different activities currently happening. The boys' basketball team will compete against the Pacific Rim in the playoff games for the first time. The DEI committee conducted interviews in February and looks forward to the new members joining. An open bid has been placed for the elementary school HVAC system, and more information will come after proposals come in. Six hundred forty-one (641) applicants for admissions came in, and the lottery is scheduled for March 8, 2023. Community reading day is taking place on March 3, 2023, when members of the community will read to students. The Foundation committee met on Monday and approved 8 grants for a total of eleven thousand five hundred eighty-one dollars (11,581.00).

High school principal Christopher Kursonis, who has been in the position for 16 years, has offered his resignation and will be leaving the school, with Mr. Rob Kerr stepping in as acting principal. Appreciation for his hard work and devotion to the school was noted, and Board members thanked him



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for this time and wished him well in his new endeavors. The Charter has been successfully renewed as of yesterday's Board of Education meeting, and all teachers and staff were thanked for their hard work.

Mr. Royce spoke on the increase in ELL students based on recent demographics, noting the need to discuss it further. Ms. Amelie Cabral, ESL director, noted a few reasons for the increase and stated that this was a conversation that would be beneficial to have with the Board also. Ms. Zagabe-Ndiku spoke on the correlation, if any, between the increase in ELL students and any impacts it may have on other grade-level subjects, with Ms. Cabral noting that this was possible.

The English Language Developed Curriculum (ELD) currently being used focuses on English development/language acquisition, academic language, and ELA standards, and classroom support is offered as well. A Title 3 Grant received allows for an extended school day to be offered, where students can tutor before or after school. A week-long academic camp is also offered over April vacation, with math, science, and ELA as the focus, and high-quality literacy supplemental materials are purchased. Lack of staffing is also a concern as the ESL department is not large.

Committee Updates

Facilities & Finance Committee

The QPD consulting firm will be assisting the school over the next months with long-term capital and facilities planning, and OHI will be assisting with providing support to the school as the WBDC redevelopment of the St. Gobain property begins. A transfer of 5.5 million dollars into various treasury-related investments and bank CDs, with an average high yield of close to 4.5%, would be taking place. The process for submitting facilities and IT requests has been updated to allow for better streamlining.

Education Committee

SEL survey data was discussed, where emotional regulation, growth mindset, and self-management are covered. In the area of emotional regulation, about 50% of students reported having adequate skills in that area, placing them in the 70th percentile nationally. With the growth mindset, 54% of students for grades three to five responded favorably, and 55% for the 6 to 12. This places grades 6-12 in the 70th percentile and the 60th percentile for the younger students. 70% of



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students in grades three to five and 74% of students in grades six to twelve report that they have adequate self-management skills. This places grades six to twelve in the 70th percentile and grades three to five in the 40th percentile. This information is used to review the current social-emotional curriculum and determine if the students may require more help in some of the presented skills. Winter survey results will show any increases or decreases in skills from the perspective of creating individual interventions. iReady data is also being compiled and will be discussed in more detail at the next meeting.

The wellness policy is reviewed every few years and has come up for review. Minor changes to the policy were made, and this policy is monitored by a wellness committee made up of parents, students, and staff members. The updated policy was presented to the Board in order to be voted on. Ms. Vernon made a motion to approve the AKFCS wellness policy as presented. Ms. Blue made the motion, and it was seconded by Ms. Yarnie. Board members voted unanimously to approve the updated policy.

Strategic Plan Update

Melanie Rivera, from Breaker28, was onsite February 9 & 10, conducting multiple in-person and zoom focus groups with students, parents, and staff. All information received is being compiled, and the steering committee will meet in the coming weeks to receive initial feedback. It was noted that based on the findings, more survey data might be needed, and a broader community survey may be distributed.

Mr. Royce asked for a motion to adjourn the meeting, which was made by Ms. Blue and seconded by Ms. Zagabe-Ndiku. Board members voted unanimously to adjourn the meeting at 7:20 p.m.



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Governance Committee Meeting Agenda

Friday, March 3, 2023, 9:00 a.m.

- 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. Review of the September 19, 2022, & December 13, 2022, Meeting Minutes
 - a. Motion: To approve the meeting minutes from September 19, 2022
 - b. Motion: To approve the meeting minutes from December 13, 2022
- V. Training/onboarding for current & new Board members
- VI. The current practice of presenting voting topics to the Board of Trustees
- VII. Meeting in Person
- VIII. Timely Topics as Identified by the Chair and/or ED
- IX. Upcoming Governance Committee Meeting(s):
 - a. Friday, June 2, 2023
- X. 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.



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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.



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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.

VI. Recruitment of new board members

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 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.

EducationBoardPartners

great boards. great schools.

Bylaws member requirements:

- 1.
- 2.
- 3.
- 1.
- 2.
- 3.

Recruitment priorities:

Boara 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			1		1	
3	0	1	1				1
2	1		1	1			
1	1			1			
1	0					1	
0	0						
0	1						
1	0					1	
0	2						
1	0					1	
0	0						
2	0		1			1	
1	0			1			
0	0						
0	1						
0	0						
1							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

PI

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

<div> <div>Current:</div> <div>With Prospectives:</div> </div>		Place additional notes here as needed							PI
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

<div> <div>Current:</div> <div>With Prospectives:</div> </div>		Place additional notes here as needed							PI
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							

[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>

Webinar Trainings available for Board Members

- Moving Towards Equity-Focused Governance – November 16, 2021-
Education Board Partners, Carrie Irvin
 - Presentation
 - Webinar Recording (Password: Dyw^g&e9)

- How to Simplify Open Meeting Law Compliance – August 25, 2021 –
Board on Track
- Open Meeting and Public Records Laws Webinar – March 26, 2020 –
Barton Gilman, LLC
 - Presentation
 - Webinar Recording

- Executive Compensation – December 17, 2019 – Education Board
Partners, Carrie Irvin
Sector-wide briefing to MA Charter School Board members on two
recent Inspector General and State Auditor reports.
 - Webinar Recording
 - Presentation

- To Govern, Not To Manage: What Good Charter School Boards Do To
Support Quality in Their Schools – April 1, 2019 – Education Board
Partners, Carrie Irvin
Being a good charter school board member is not instinctive. No one
majored in it in school, and it's no one's hobby. And it's not easy;
board members are busy volunteers with limited time, and most have
never actually run a school. Charter school boards hold enormous

responsibility and have exciting opportunities to use the skills and experience of their members to dramatically improve outcomes for students and to ensure that every public charter school is strong academically, financially, and operationally. The good news: boards don't have to figure out on their own how to govern well.

- [Webinar Recording](#)
- [Presentation](#)

- What You Can Do as a Board Member to Increase Your School's Access to Funding – May 6, 2019 – [BDG Consulting](#) – Barbara Gross
This webinar is an opportunity for charter public school Board members to understand and maximize public funding, including the current legislative proposals that affect your tuition. Webinar participants gained a better understanding of fundraising and development best practices, including annual giving, capital campaigns, staffing, the Board's role, making the case for support, and much more.

- [Webinar Recording](#)
- [Presentation](#)

- Charter School Leader Collaboration, Supervision & Evaluation – June 3, 2019 – [Education Board Partners](#), Carrie Irvin
One of the most important factors in whether charter school board is successful is its relationship with the school leader. This relationship is the backbone of good governance and the main avenue for the board to hold the school accountable for strong student outcomes. It is a complex and multifaceted

relationship: the board must collaborate with the school leader, sustain mutual trust and open communication, support in dealing with challenges, recognize and reward excellent performance, evaluate him/her each year, provide constructive feedback and opportunities for growth, and ultimately hold them accountable. This webinar provides context, strategies, advice, and tools to help boards build, nurture, and strengthen this relationship.

- [Webinar Recording](#)
- [Presentation](#)

- **How Charter Boards Govern for Quality and Accountability – October 7, 2019 – BoardOnTrack**

Charter school boards are primarily responsible for providing a strategic direction for the organization and maintaining accountability for themselves and the organization as a whole. In this session, we will review the board's key responsibilities and how they effectively govern for quality and accountability. We'll also discuss how boards use committees and strategic conversations to set themselves up for success.

- [Presentation](#)
- [Webinar Recording](#)
- [The Public Charter's Guide to Board Committees](#) (from BoardOnTrack)

- **School Leader Hiring, Retention, and Succession Planning**

Perhaps the most important job of a charter public school board is selecting, hiring, supporting, evaluating, and, when necessary, replacing the CEO or school leader. In this session, we will take a deep dive into how charter public school boards can support their leader's work by evaluating their leader annually, holding them accountable for leading well, planning responsibly for succession, and

organizing themselves to search for and hire a strong leader for their school.

- [Presentation](#)
- [Webinar Recording](#)

- Open Meeting and Public Records Laws Webinar – March 26, 2020 – Barton Gilman, LLC

This webinar about Open Meeting and the Public Records Laws is led by Matt Plain and Greg Vanden-Eykel of Barton Gilman, LLC. Learn how to ensure your board and staff are in compliance with both of these laws – both to maintain appropriate transparency as a public institution AND to ensure you avoid time-consuming scrutiny or other corrective action. Note that DESE is paying extra attention to these issues in charter renewals.

- [Presentation](#)
- [Webinar Recording](#)

- Who Decides What? Decision Making in Challenging Times – May 27, 2021 – Education Board Partners

Boards and school leaders must always grapple with the nuances of who makes major decisions. Given the enormous issues facing schools right now, finding the balance between governance and management has become extremely difficult. Navigating issues around personnel, safety, measuring academic progress, and communications with parents, for instance, crosses the traditional lines between governance and management. This webinar will help boards think through how boards and school leaders can work together with urgency to gather information and make major, timely decisions.

- [Presentation](#)

- Recording



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Governance Committee Meeting Agenda

Friday, March 3, 2023, 9:00 a.m.

- 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. Review of the September 19, 2022, & December 13, 2022, Meeting Minutes
 - a. Motion: To approve the meeting minutes from September 19, 2022
 - b. Motion: To approve the meeting minutes from December 13, 2022

Mr. Royce made the motion to approve the meeting minutes from September 19, 2022. Ms.

Zagabe-Ndiku made the motion, and it was seconded by Mr. Royce. Mr. Royce made the motion to approve the minutes from the December 13, 2022, meeting. Ms. Zagabe-Ndiku made the motion, and it was seconded by Mr. Royce.

- V. Training/onboarding for current & new Board members

Committee members discussed the process for onboarding and ongoing training for new members and current members. A training calendar for the Board members was discussed, noting that the Charter School Association would also be willing to provide any necessary training. Board members discussed possible subjects that they would want to focus on, choosing to begin in April with an open meeting law compliance training and a governance topic.

- VI. The current practice of presenting voting topics to the Board of Trustees

Committee members discussed good practices for bringing topics for votes to the Board. The necessary topics for voting were discussed, as well as policies that do not need to be presented for votes. Members discussed policies that would need to be put in place or updated.



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VII. Meeting in Person

The current practice of meeting on zoom was discussed, as in-person meetings were set to resume by April 1, 2023. Public accommodations were also discussed, as some people may not be able to attend in person. The Board of Trustees meeting would meet at 5:30 pm in the high school lecture hall. Updates to the open meeting law before March 31, 2023, may change this.

VIII. Timely Topics as Identified by the Chair and/or ED

No timely topics were presented.

IX. Upcoming Governance Committee Meeting(s):

- a. Friday, June 2, 2023

X. Adjournment



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

www.akfcs.org

Education Committee Meeting Agenda- DIGITAL MEETING

Friday, March 10, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/96843363758?pwd=aJNYjV2K0dLdVBOcmY5eEtrWW1pdz09>

Webinar ID: 968 4336 3758 **Passcode:** 964438

By phone: +16469313860 **Webinar ID:** 968 4336 3758

- I. Call to Order- Amy Vernon, Chair
- II. Introductions/Attendance Recorded
- III. Review of the February 16, 2023, Meeting Minutes
 - a. **Motion:** To approve the February 16, 2023, Meeting Minutes.
- IV. i-Ready Data- Curriculum Coordinators
- V. 2023-2024 Academic Calendar DRAFT- Ms. Heidi Paluk
- VI. Executive Director Goals Update- Ms. Heidi Paluk
- VII. Principal Updates- Ms. Kelly Gould, Ms. Shelly Hinds, Mr. Rob Kerr
- VIII. Timely Topics as identified by the Chair and/or ED
- IX. Upcoming Meeting(s):
 - a. Thursday, April 6, 2023
 - b. Friday, May 12, 2023
 - c. Friday, June 9, 2023
- X. Adjournment



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Education Committee Meeting Minutes- DRAFT

Thursday, February 16, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/98647263514?pwd=MHZsNmMkRXFIZjhkdG5GejlQRXhFdz09>

Meeting ID: 986 4726 3514 Passcode: 946445

By phone: 98647263514 Meeting ID: 986 4726 3514

The meeting was called to order by Ms. Amy Vernon, Chair. The attendance was recorded and is attached.

Ms. Vernon requested a motion to approve the December 9, 2022, meeting minutes. The motion was made by Ms. Yarnie and seconded by Ms. Vernon. The minutes were approved unanimously.

Charter Renewal

The Charter Renewal document was received and reviewed, allowing Abby Kelley to correct any errors noted factually. Ms. Paluk explained that the Charter Renewal was scheduled for February 28, 2023, and a decision should be made then. Ms. Veron pointed out an additional area of review, where it was determined that the measures were met in two of the four years when it should be three of the four years. Ms. Yarnie also noted an additional area of correction, stating that the DEI committee was formed to oversee the search for the executive director, citing the need for more to the statement.

Fall SEL Data Presentation

Dr. Cole provided an overview of the SEL data given to grades three through twelve students. Students in grades three through five were near the 60th percentile, and students in grades six through twelve were near the 70th percentile compared to schools across the country, showing that our students are responding favorably to having good emotional regulation skills. It was explained that the confidentiality-protected group would be the students with one or two respondents.

Students were also evaluated on their growth mindset, where students in grades three through five responded favorably, placing them in the 60th percentile compared to the other schools in the national data set for Panorama. Grades six through twelve showed 55% of students responding favorably, placing them in the 70th percentile. Dr. Cole explained that this survey is the voice of the students and their perception of what they think. This information is used to review the current social-emotional curriculum and determine if the students may require more help in some of the presented skills. Winter survey results will show any increases or decreases in skills from the perspective of creating individual interventions. Ms. Vernon noted how well the students were doing compared to the national numbers.

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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Wellness Policy

The wellness policy is reviewed every three years, and with the review of the nutritional program taking place, some minor changes were made. A wellsat document, which is part of the national lunch program, is used for comparison, and it was noted that the changes made were not dramatically different, making our program up to par. Areas of change included food rewards, celebrations, and physical education. A wellness committee will be formed with students, parents, and teachers to make sure that the policy is following standards.

Principal Updates

High School

The highest number of students in the last six years have qualified for high honors or honor roll, which was celebrated by them being on the television in the cafeteria. Many invites have been sent to sophomores for the IB program. The national honor society will also see an induction of about 40 juniors and seniors in the spring, with students needing a 3.5 GPA to be invited. Boys basketball has qualified for the state tournament for the first time in school history. Students in the Black Student Union, along with Mr. Gitkind, have created slides depicting well-known people, advancements in society, and youth awareness, along with famous quotes and music, and food.

Middle School

i-Ready scores have shown that the students have increased their reading scores and math scores. Grade 4 students met or exceeded by 64%, grade 5 by 46%, grade 6 by 50%, and grade 7 by 51%. Math saw students meeting or exceeding in grade 4 by 18%, grade 5 by 32%, grade 6 by 51%, and grade 7 by 43%. Classroom observations are taking place by Ms. Hinds, Mr. Gero, and Ms. Regan. Observations will continue after the February break. It was noted that the vacancies in the middle school had been filled. The students are running Central Perk Cafe in the learning center and learning about expectations for serving adults food and OSHA regulations. Middle school students will attend a dance for grades 6 and 7. March will see different activities read across America and march madness reading challenges. Community reading day and pie day will also be held. Ms. Hinds explained that a small summer program was being created for students and that more information would be provided by April vacation.

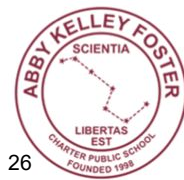
Elementary School

Ms. Gould explained that the students had grown more at this point than they did last year in literacy. Grades Kindergarten, one, and three saw a 6% increase, and grade two saw a 24% increase. It was also noted that there was a higher number of students reading on or above grade level in grades one through three. Kindergarten scored 80% last year and scored 76% this year. Ms. Gould also highlighted that there are 12% fewer students that are two or more grade levels behind.

Ms. Vernon asked for a motion to adjourn the meeting at 8:45 a.m. Ms. Yarnie made the motion to adjourn, and it was seconded by Ms. Vernon. The committee members voted unanimously to adjourn the meeting.

Abby Kelley Foster Charter School

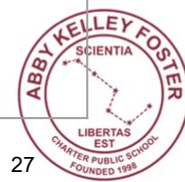
- District data for winter 2023 (reading and math)
- Four year trend by tier for reading and math
 - Four year trend by tier for reading and math for 3 cohorts (current grade 3, current grade 5, current grade 7)
 - Growth data for each of these 3 cohorts
- Performance and growth
- iReady in relation to district academic goal



Abby Kelley Foster Charter School

i-Ready Tiers Explained

Tier 1	Student scores indicate that they are on or above grade level expectations .	Other terms: -On Grade Level -Core support
Tier 2	Student scores indicate that they are 1 year behind grade level expectations.	Other terms: -Approaching Grade Level -Strategic Support
At-Risk for Tier 3	Student scores indicate that they are 2 or more years behind grade level expectations.	Other terms: -Below Grade Level -Intensive Support

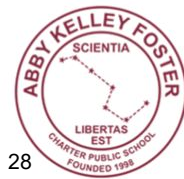


Abby Kelley Foster Charter School

Text to Speech Accommodations:

	Special Accommodations ELA		Special Accommodation: Math	
2	4 students	3%	3 students	2.5%
3	4 students	3%	12 students	10%
4	6 students	5%	8 students	%
5	8 students	6%	11 students	%
6	6 students	5%	13 students	%
7	3 students	3%	7 students	%
8	4 students	4%	7 students	7%
	(1 Human Read Aloud)			

150 students in grades 2-8
receive Text to Speech as a
Standard Accommodation in Math.



Abby Kelley Foster Charter School

Criterion Referenced

3-Level Placement

Enhanced

5-Level Placement

Placement Definition

Standard View

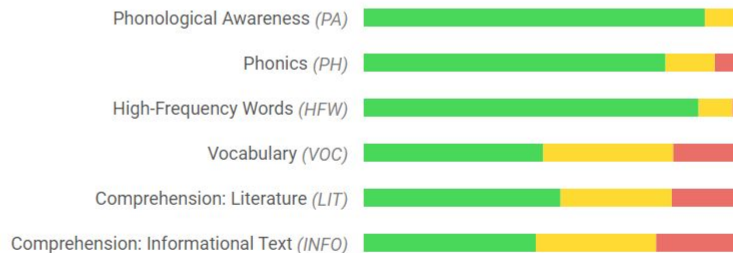
Students Assessed/Total: 1,055/1,077

Overall Placement



- At Risk for Tier 3
17%
- Tier 2
32%
- Tier 1
51%

Placement By Domain

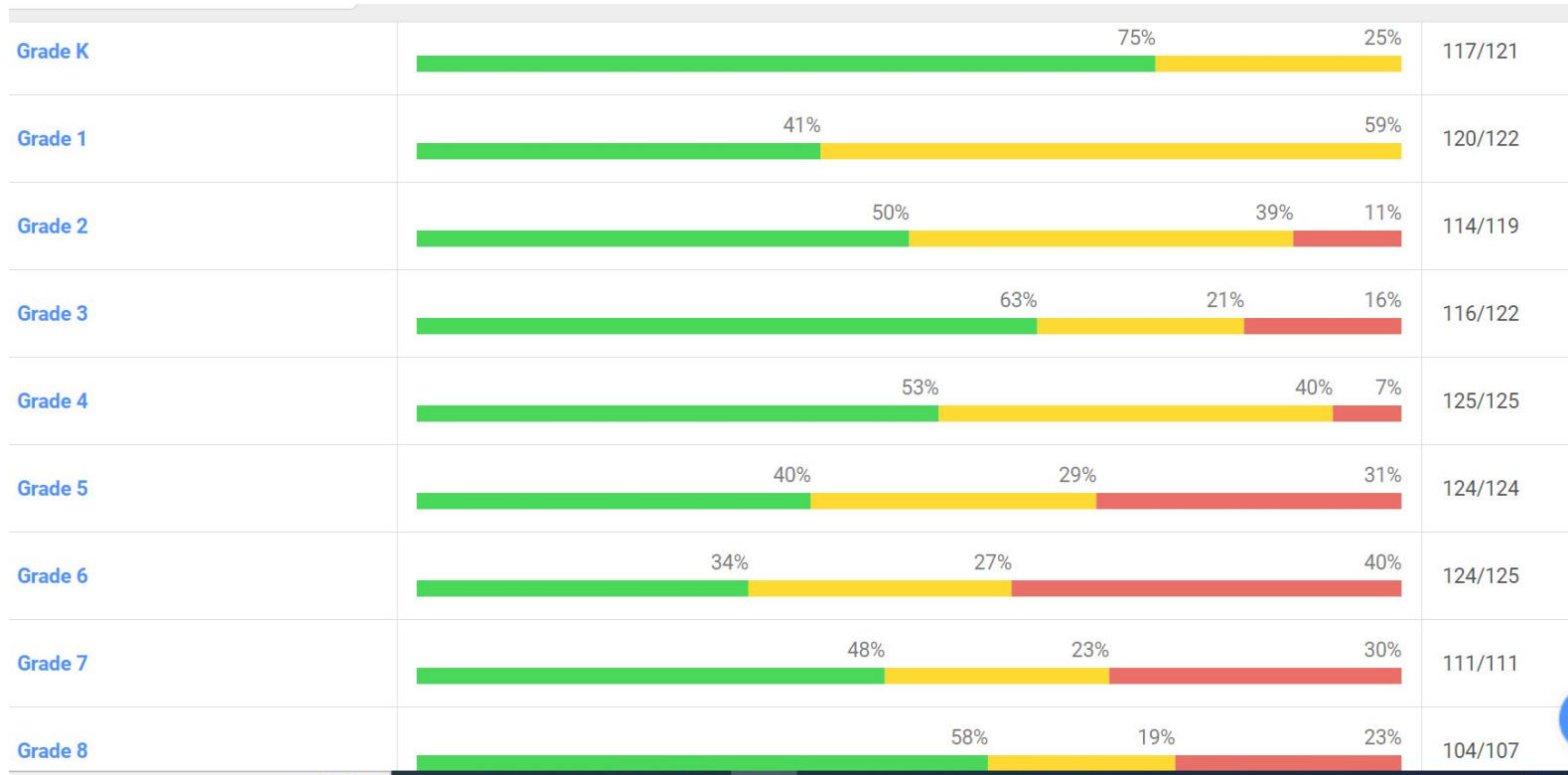


[The Mapping Between 5-Level and 3-Level Placements](#)

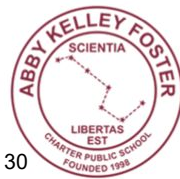
i-Ready Reading Scores MOY 22'-23'



Abby Kelley Foster Charter School



i-Ready Reading Scores MOY 22'-23'



Abby Kelley Foster Charter School

Subject: Math School: ABBY KELLEY FOSTER REG CS

Academic Year: Current Year Diagnostic: Winter 22-23 Prior Diagnostic: None

12/19/22 - 02/24/23

Criterion Referenced

3-Level Placement

Enhanced

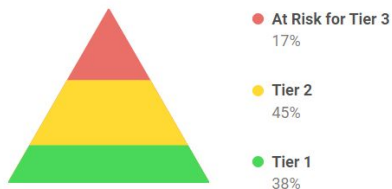
5-Level Placement

Placement Definition

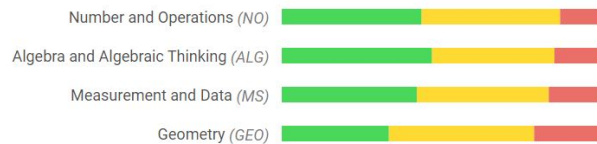
Standard View

Students Assessed/Total: 1,062/1,077

Overall Placement



Placement By Domain

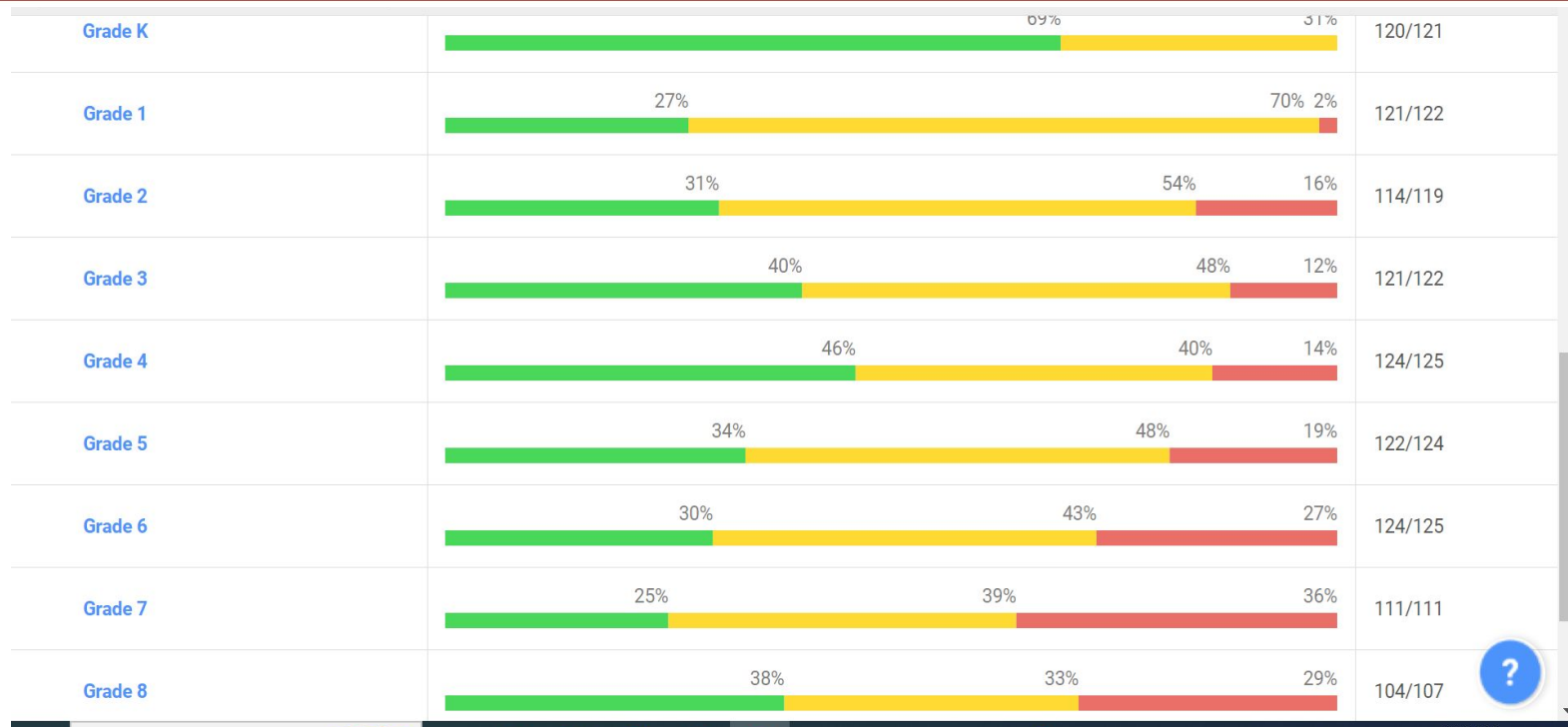


[The Mapping Between 5-Level and 3-Level Placements](#)

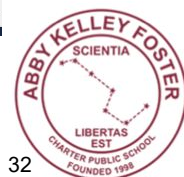
i-Ready Math Scores MOY 22'-23'



Abby Kelley Foster Charter School

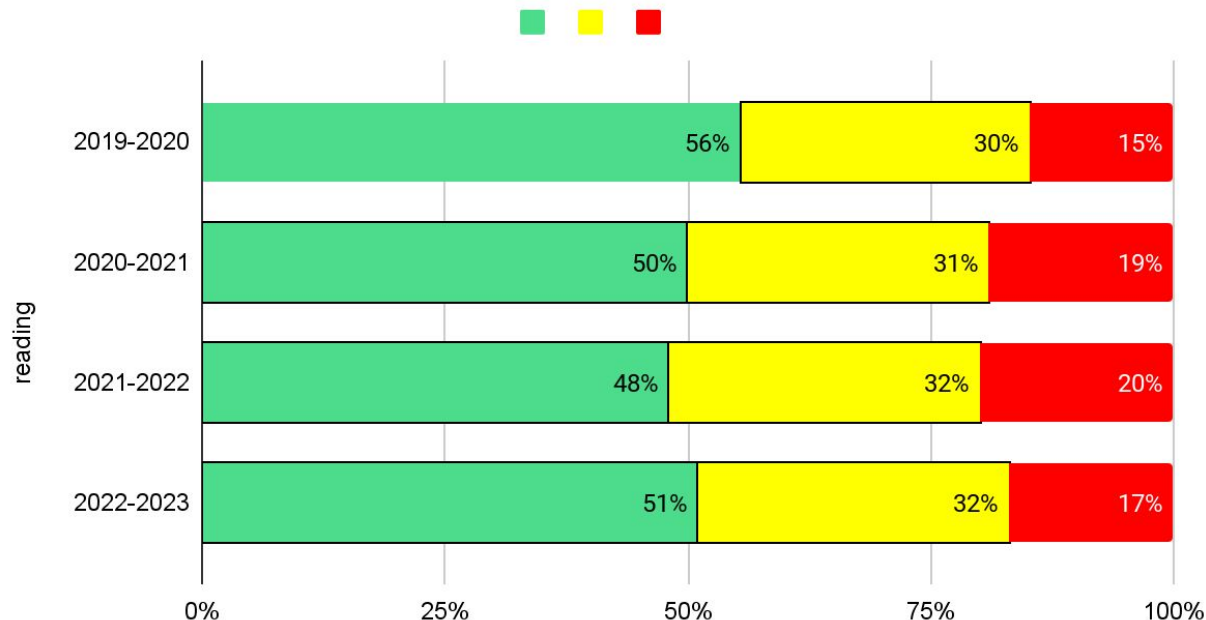


i-Ready Math Scores MOY 22'-23'



Abby Kelley Foster Charter School

Reading MOY Data 4 Year View

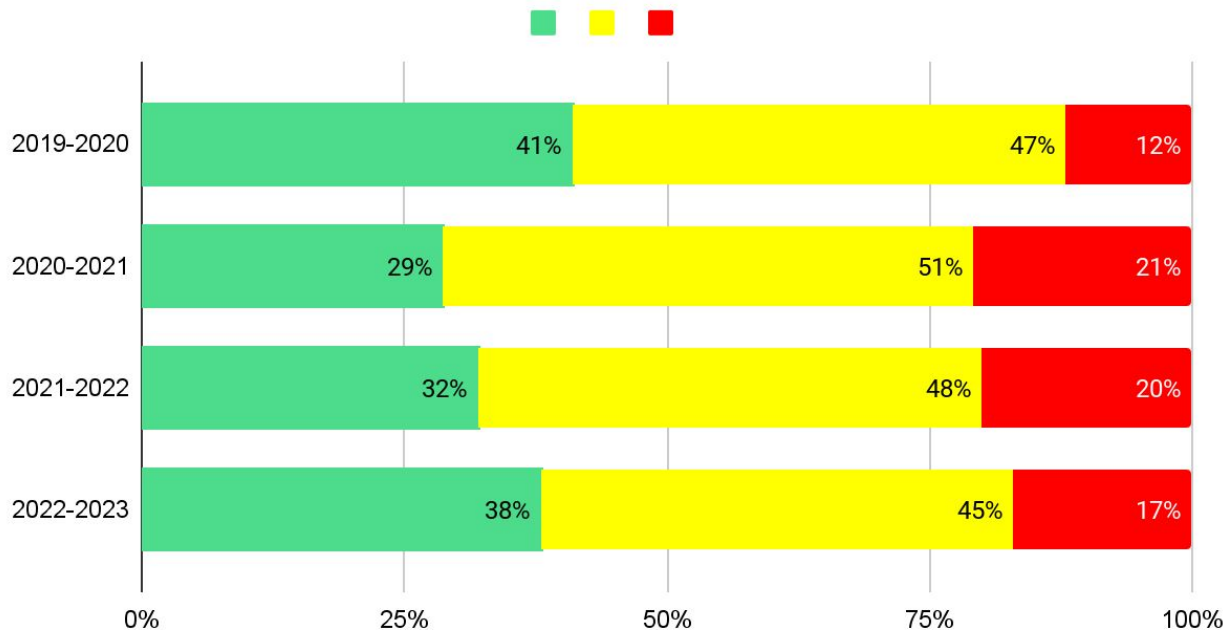


i-Ready MOY Reading Scores



Abby Kelley Foster Charter School

Math MOY Data 4 Year View



i-Ready MOY Math Scores



Abby Kelley Foster Charter School

iReady does not release comparison data. We do not currently have the capability to report out on gender, EL, special ed, and race groups.

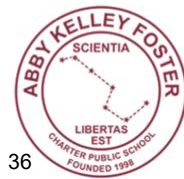


Abby Kelley Foster Charter School

How can I use *i-Ready* as a student growth measure?

After students complete their baseline Diagnostic, *i-Ready* generates two growth measures for every student:

- **Typical Growth:** the average growth of students at each grade and placement level. Typical Growth allows you to see how a student is growing compared to average student growth at the same grade and baseline placement level.
- **Stretch Growth®:** the growth recommended to put students who placed below grade level on a path toward proficiency and students who placed on grade level on a path to advanced proficiency levels. Students who are further behind have larger growth benchmarks to help them catch up, and it will take many students more than one year to achieve proficiency. Students who are already proficient have aspirational Stretch Growth benchmarks to advance to or maintain above-grade level proficiency.



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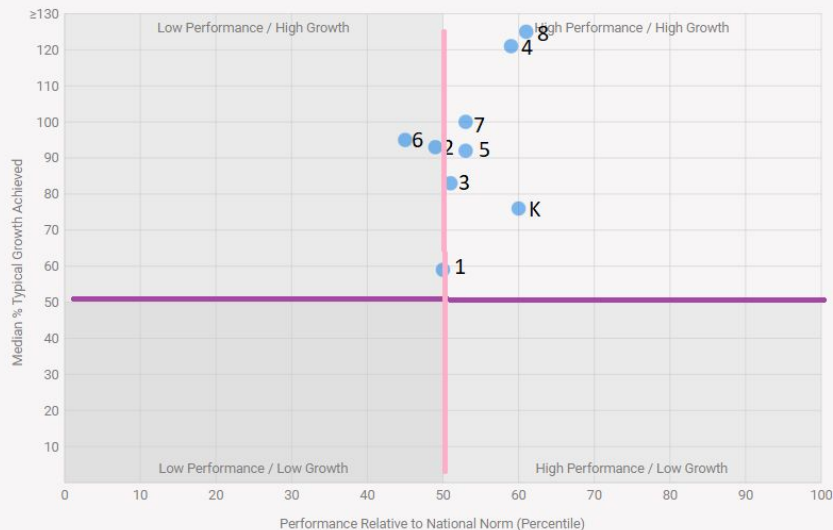
Student Growth in Reading Shown by Grade

Across the School from Fall to Winter (November 16 - March 1)

11/16/22 - 03/01/23

Students Assessed/Total: 1,054/1,076

[Download CSV](#)



Student Growth in Math Shown by Grade

Across the School from Fall to Winter (November 16 - March 1)

11/16/22 - 03/01/23

Students Assessed/Total: 1,052/1,076

[Download CSV](#)



Abby Kelley Foster Charter School

Subject: **Reading**

School: **ABBY KELLEY FOSTER REG CS**

Academic Year: **Current Year**

Comparison Diagnostic: **Winter (November 16 - ...)**

11/16/22 - 03/01/23

Students Assessed/Total: **1,054/1,076**

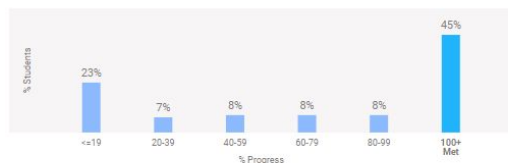
Progress to Annual Typical Growth (Median)



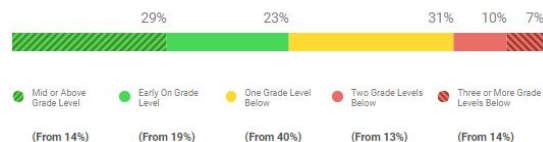
The median percent progress towards Typical Growth for this school is 88%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

[Learn More About Growth](#)

Distribution of Progress to Annual Typical Growth

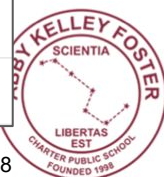


Current Placement Distribution



[The Mapping Between 5-Level and 3-Level Placements](#)

Choose to Show Results By		
Grade	MOY Reading	
Grade	Annual Typical Growth ⓘ	
	Progress (Median) ⚙	% Met ⚙
Grade K	<div><div></div></div> 76%	29%
Grade 1	<div><div></div></div> 59%	21%
Grade 2	<div><div></div></div> 93%	49%
Grade 3	<div><div></div></div> 83%	44%
Grade 4	<div><div></div></div> 121%	64%
Grade 5	<div><div></div></div> 92%	46%
Grade 6	<div><div></div></div> 95%	50%
Grade 7	<div><div></div></div> 100%	51%
Grade 8	<div><div></div></div> 125%	57%



Abby Kelley Foster Charter School

Subject: **Math**

School: **ABBY KELLEY FOSTER REG CS**

Academic Year: **Current Year**

Comparison Diagnostic: **Winter (November 16 - ...)**

11/16/22 - 03/01/23

Students Assessed/Total: 1,052/1,076

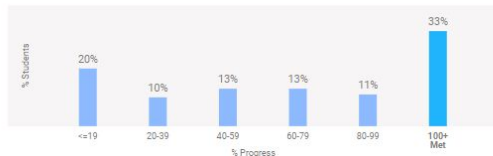
Progress to Annual Typical Growth (Median)



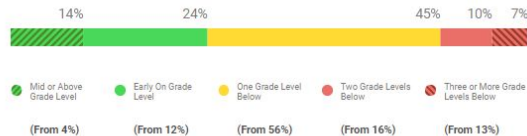
The median percent progress towards Typical Growth for this school is 70%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

[Learn More About Growth](#)

Distribution of Progress to Annual Typical Growth



Current Placement Distribution



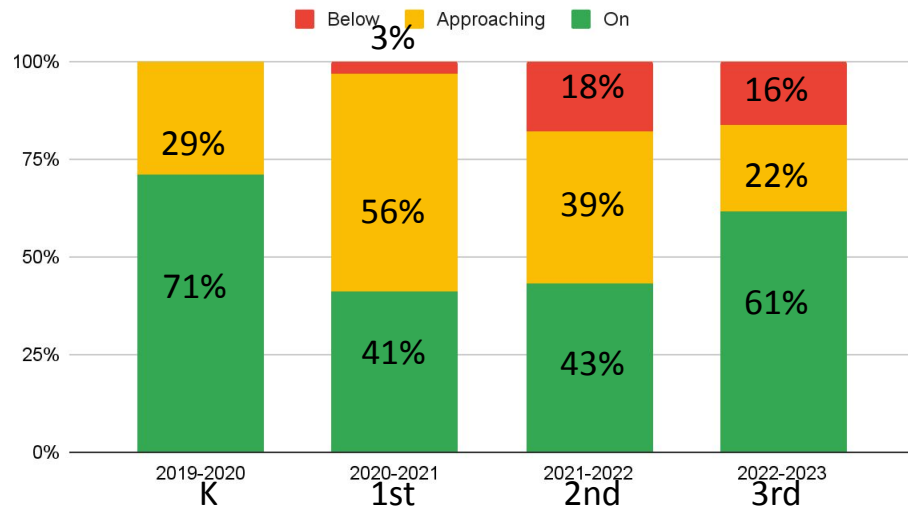
[The Mapping Between 5-Level and 3-Level Placements](#)

Choose to Show Results By			MOY Math	
Grade			Annual Typical Growth ⓘ	
Grade			Progress (Median) ⬇	% Met ⬇
Grade K			81%	35%
Grade 1			62%	21%
Grade 2			67%	28%
Grade 3			61%	17%
Grade 4			57%	18%
Grade 5			72%	32%
Grade 6			100%	51%
Grade 7			77%	43%
Grade 8			111%	55%

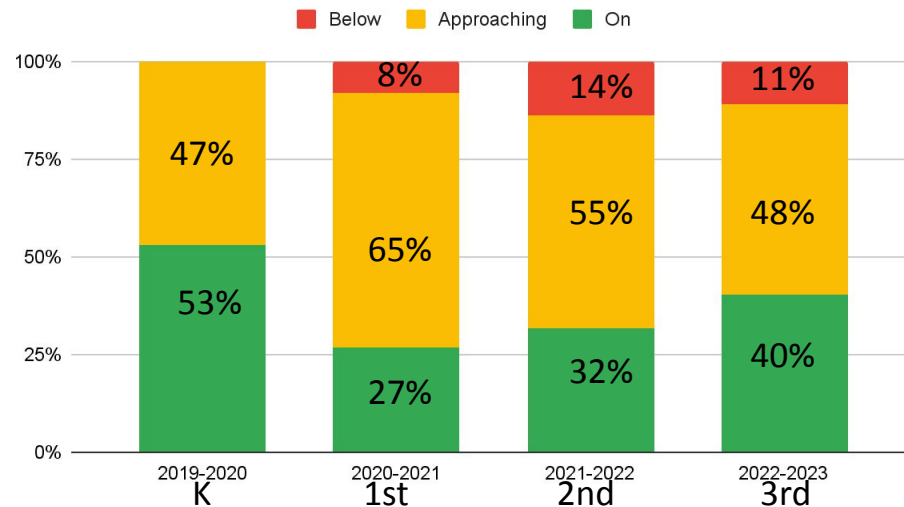


Abby Kelley Foster Charter School

3rd Grade Cohort MOY Reading

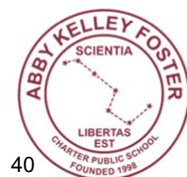


3rd Grade Cohort MOY Math



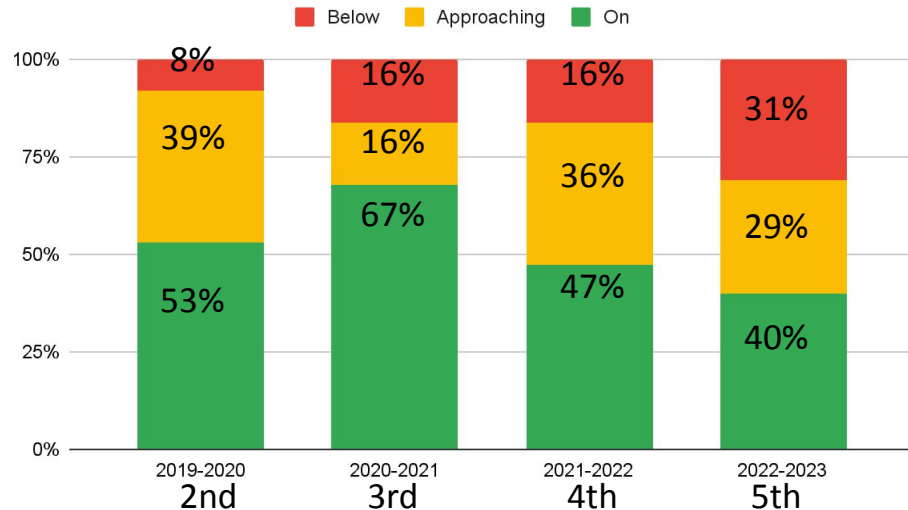
Last year, the MOY median percent progress towards Typical Growth for this cohort was 68% for Reading and 73% for Math.

This year, MOY median typical growth is 83% for Reading and 61% for Math.

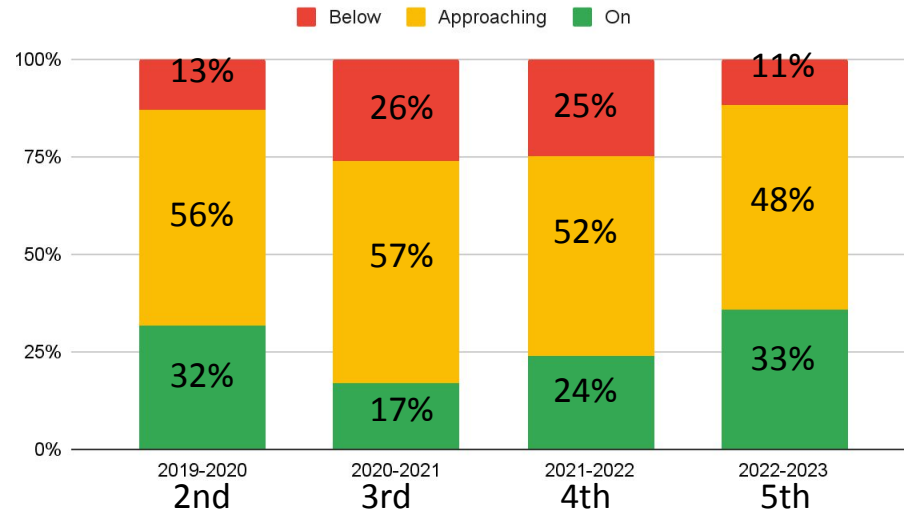


Abby Kelley Foster Charter School

5th Grade Cohort MOY Reading

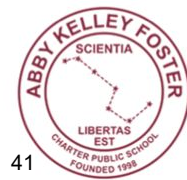


5th Grade Cohort MOY Math



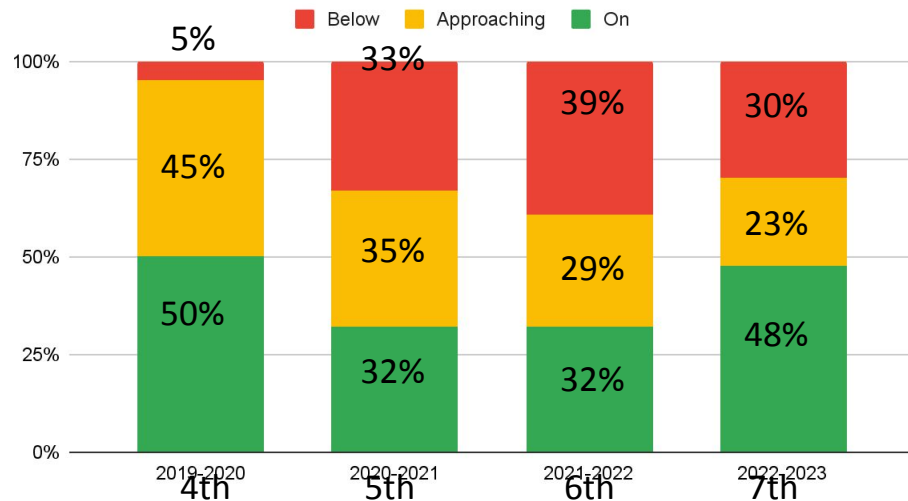
Last year, the MOY median percent progress towards Typical Growth for this cohort was 67% for Reading and 72% for Math.

This year, MOY median typical growth is 92% for Reading and 72% for Math.

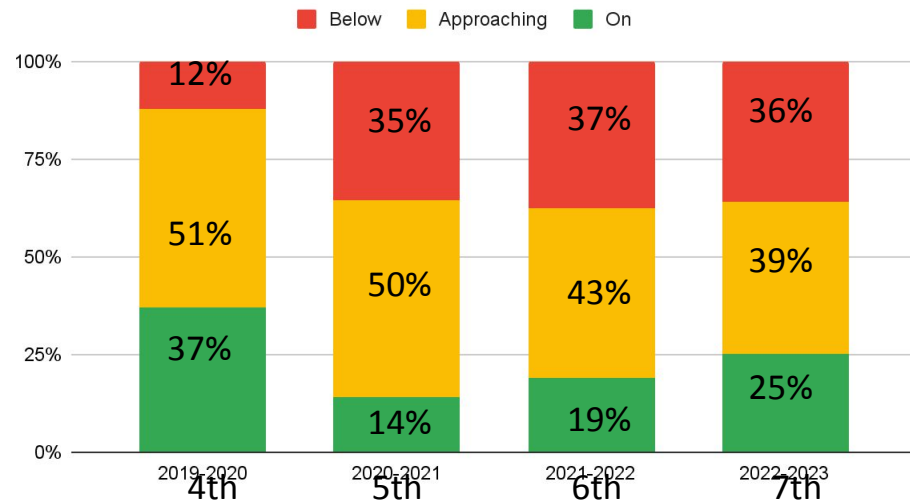


Abby Kelley Foster Charter School

7th Grade Cohort MOY Reading

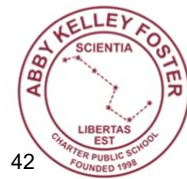


7th Grade Cohort MOY Math



Last year, the MOY median percent progress towards Typical Growth for this cohort was 133% for Reading and 83% for Math.

This year, MOY median typical growth is 100% for Reading and 77% for Math.



Abby Kelley Foster Charter School

Student Learning Goal:

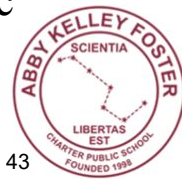
By the end of the 22-23 school year, 66% of students who are identified through I-READY diagnostic tool as being two or more years behind in grades 2-8 will meet their growth goal.

Progress toward Student Learning Goal:

Math: 45% of students scoring two or more grade levels below on the Fall Math Diagnostic (293 students total) have already met their growth goal for the year.

Reading: 59% of students scoring two or more grade levels below on the Fall Reading Diagnostic (278 students total) have already met their growth goal for the year.

Combined: 52% of students scoring two or more grade levels below on the Fall Diagnostic have already met their growth goal for the year.



Abby Kelley Foster Charter Public School

2023-2024 School Calendar

August 2023							September 2023							October 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

November 2023							December 2023							January 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			

February 2024							March 2024							April 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				

May 2024							June 2024							July 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

	School Closed		Employee Planning/ PD (no school for students)
	Early Release Day		First and Last Day of School
	Parent Teacher Conferences		Alert- Please review date and message

21-Aug	Planning/Development Days (All Staff)
22-Aug	Planning/Development Days (All Staff)
23-Aug	First Day Of School- Grades 1-12
28-Aug	First Day Of School for KINDERGARTEN
1-Sep	Early Release- DISTRICT
4-Sep	No School- CLOSED
20-Sep	Early Release- Professional Development- DISTRICT
6-Oct	Early Release- DISTRICT
9-Oct	No School- CLOSED
18-Oct	Early Release- Professional Development- DISTRICT
10-Nov	No School- CLOSED
20-Nov	Early Release- Teacher Conferences- DISTRICT
21-Nov	Early Release- Teacher Conferences- DISTRICT
22-24 Nov	November Break- No School- CLOSED
22-Dec	Early Release-DISTRICT
25-Dec	Holiday Break Begins- No School- CLOSED

2-Jan	Holiday Break Ends- Return to School
15-Jan	No School- CLOSED
16-20 Jan	Early Release (High School Only)- Midterms Tues-Friday
17-Jan	Early Release- Professional Development- DISTRICT
19-Feb	School Vacation Begins- No School
23-Feb	School Vacation Ends
20-21 Mar	Early Release - Tentative Teacher Conferences
29-Mar	No School- CLOSED
15-Apr	Spring Break Begins- No School
15-May	Kindergarten Screening
24-May	Early Release- DISTRICT
27-May	No School- CLOSED
11-Jun	Early Release- Last Day of School- DISTRICT (Tentative)
19-Jun	No School- CLOSED

All dates subject to change.

VERSION : Updated 3/8/23

Five (5) days have automatically been added to the school year, which may impact the last day.



Abby Kelley Foster Charter Public School
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Phone: (508) 854-8400 Fax: (508) 854-8484
www.akfcs.org

Education Committee Meeting Minutes- DRAFT

Friday, March 10, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/96843363758?pwd=aJNYjV2K0dLdVBOcmY5eEtrWW1pdz09>

Webinar ID: 968 4336 3758 Passcode: 964438

By phone: +16469313860 Webinar ID: 968 4336 3758

The meeting was called to order by Ms. Amy Vernon, Chair. The attendance was recorded and is attached.

Ms. Vernon requested a motion to approve the February 10, 2023, meeting minutes. The motion was put on hold until the next meeting on April 6, 2023, as Ms. Zagabe-Ndiku was not present at the previous meeting and, therefore, could not vote.

iReady Data

The winter iReady data for reading and math data was collected and presented to committee members. Reading data for grades K-8 shows 51% of students on grade level, 32% of students one grade level below, and 17% of students two or more grade levels behind in reading. Math data for grades K-8 shows 38% of students on grade level, 45% of students one grade level below, and 17% of students two or more grade levels behind in math. Students have been assessed in numbers and operations, algebra and algebraic thinking, measurement and data, and geometry.

Winter data over time were discussed, with committee members reviewing trends from previous years and this year. It was noted that iReady does not release comparison data. Growth scores are provided complimentary and are calculated from the results of the fall diagnostics test. Typical growth on the winter diagnostic test is 50% due to students being halfway through the year, and students who meet that target are projected to meet 100% of their growth by June. Grade levels in relationship to performance and growth data were presented, with it being noted that all of our grade levels are considered high growth in both subject areas. Seven (7) of the grade levels are considered high growth and high performance in reading, and Kindergarten is considered high growth and high performance in math.



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The median percent towards typical growth for reading throughout the school is 88%, with a target percentage of 50% for the winter diagnostics. That target goal is currently exceeded by 38%, and 45% of students have met their typical growth score for the year. All students have exceeded the 50% growth target for the winter diagnostics, with grades four (4), seven (7), and eight (8) meeting or exceeding the 100% median growth. The median percent towards typical growth for math throughout the school is 70%, which has exceeded the 50% winter benchmark by 38%. 33% of students have met the typical growth score for the year, and all grade levels have exceeded the 50% growth target for the winter diagnostics, with grades six (6) and eight (8) meeting or exceeding 100% median typical growth.

Cohort trends were discussed, noting a dip in performance during the 2020-2021 school year. It was noted that students are showing a trend towards making up their performance loss during that year. DESE qualifies high growth as any score above 60%. According to the student learning goals, 66% of students identified through iReady diagnostic tools as two or more years behind in grades two through eight will meet their growth goal. Progress shows 45% of students scoring two or more grade levels below on the Fall math diagnostic test having already met their growth goal for the year, and 59% of students scoring two or more grade levels below on the Fall reading diagnostic having met their growth goal for the year. Combined, 52% of students have already met their goals for the year.

2023-2024 Academic Calendar DRAFT

The draft academic calendar was presented, which mirrors the previous year with minor changes. PD would be two days as opposed to three days, and kindergarten students would be starting the first full week after August 28, 2023, as opposed to after labor day due to the other districts in the area starting earlier than Abby Kelley. The month of March is tentative due to parent-teacher conferences and the middle school also having a day for conferences during that time. The calendar will be presented to the Board of Trustees for a vote at the next meeting.

Executive Director Goals Update

Ms. Paluk noted the ongoing project of establishing a dashboard of data that would present all scores from all diagnostic tests that would be easily identifiable and understandable. Set patterns for data presentations



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were discussed, along with the timing of different data. Ms. Paluk also noted that ongoing interviews are taking place for a Curriculum coordinator, who will assist with many of these projects.

Principal Updates

Elementary School

Parent-teacher conferences will be taking place on the 15th and 16th of March. Spring pictures will also be taking place for the students this month. Staff will be attending PD on the 22nd, continuing their work on the Wonders program, and also attending DEI sessions. The night model for the elementary music concert will resume on March 30, 2023, with snacks being offered by the PTO. A recognition station has been added to the school, where students and staff can write a recognition note to someone, and they are read in the mornings. Women's History and their contributions are being shared with students this month. Other school activities were discussed and

Middle School

Winter Solstice dance for students in grades six and seven took place last week, with a large turnout from students and staff. Movie night for grades four and five also took place. Character Virtue breakfast took place, with families being able to attend online. Girls Inc Eureka program came in to speak to grade seven girls, and expanding this to other grades is being discussed. Round 2 of teacher observations have been taking place, noting the good work of staff. Matilda Jr, the musical, will take place on March 16 and 17, with staff members also performing, and community partners are also being invited to set up vendor tables free of charge. The middle school will also attend the district-wide PD on March 22, 2023.

High School

MCAS has begun, and Spanish orals have been taking place. Four high school students currently have artwork being displayed at the Worcester Art Museum for art month. A district-wide trip will take place for the museum. Student council is currently in the cape, and they will be returning today. Thirteen students have been accepted into the IB program this year after meeting their credentials. Honor society members will be selected



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next week, with hopes of the induction ceremony taking place in April. While there is no musical for the high school, they will have a talent show for students.

Ms. Vernon called for a motion to adjourn the meeting. Ms. Zagabe-Ndiku made the motion, and it was seconded by Ms. Vernon. The meeting was adjourned at 9:25 a.m.



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Facilities and Finance Committee Meeting Agenda-DIGITAL MEETING

Friday, March 17, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/97552394016?pwd=NIY0bnJtazBKTEwxekxtTEgwTFVvUT09>

Webinar ID: 975 5239 4016 **Passcode:** 689607

By phone: +1 301 715 8592 **Webinar ID:** 975 5239 4016

- I. Call to Order- Ms. Bibiche Zagabe-Ndiku, Chair
- II. Introductions/Attendance Recorded
- III. Review of the February 17, 2023, Meeting Minutes
 - a. **Motion:** To accept the February 17, 2023, Meeting Minutes
- IV. Financial Report- Ms. Alisha Carpino
- V. WBDC/Abby Kelley Proposal Update- Ms. Heidi Paluk
- 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, April 14, 2023
 - b. Thursday, April 20, 2023- Budget Meeting
 - c. Friday, May 19, 2023
 - d. Friday, June 16, 2023
- X. Adjournment



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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, February 17, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/92769937958?pwd=OFJSaHNTZnlhMzNaY3NkYnRIL3NTUT09>

Meeting ID: 927 6993 7958 **Passcode:** 134789

By phone: +1 929 205 6099 **Meeting ID:** 927 6993 7958

The meeting was called to order by Mr. Adam Beaudry. The attendance was recorded and is attached.

Mr. Beaudry asked the Committee to review the Meeting Minutes from the January 20, 2023 meeting. Upon its review, Mr. Beaudry requested a motion to approve the minutes from the January 20, 2023, Facilities & Finance meeting. Mr. Royce made the motion, and it was seconded by Ms. Blue.

CD/Investment Update

All documentation has been pulled together and will go to Ms. Paluk and Mr. Royce for signature. Treasury funds and CDs are the options chosen with no money markets. \$5.5 million is the total amount being invested within the different investment options.

Long-Term Facilities Planning Proposal

Consultant Bob Baldwin and his team, QPD LLC, have agreed to assist with planning the long-term facilities plans for Abby Kelley. QPD will provide strategic advisory services that guide AKF through defining and prioritizing its needs, identifying opportunities and constraints, identifying potential solutions for each market, evaluating the conceptual feasibility of solutions, assessing financial capacity, and outlining a prioritized development process. QPD will meet with AKF regularly, visit the site numerous times, and make a PowerPoint presentation to the Finance/Facilities Committee and the Board (in May or June).

WBDC/Abby Kelley Proposal Update

OHI has agreed to assist with the details pertaining to the WBDC plans for the St. Gobain area. It was noted that the proposal was an estimate as this is a years-long project and should be budgeted for accordingly. Ms. Palul explained that she would meet with OHI to establish a timeline and work plan for this project.



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Facilities Report

The new CMMS system has been rolled out to staff and is more user-friendly, allowing the requestor to interact with the assigned tech/team member. This system will also provide graphs and metrics, helping to determine where the need is the greatest. An energy grant bid document is being worked on, allowing for 42 elementary school coil fan units to be updated and be more energy efficient. Door safety is also being worked on to move away from the keycode system and into a key fob system. Work is also being done on strengthening vendor relationships and hiring vendors with the necessary expertise. Elevator vendor options are also being explored.

Elementary school interior and exterior cameras are in the works, with the interior cameras being completed. Renaud is being utilized for the exterior part and should have that completed during the February break. The basement doors will also be installed during the February break by BluSky. There are a few other projects that will take place during the February break, such as the installation of the fire suppression system and HVAC bid walks. The facilities team has also expanded with a new team member Irma as a daytime custodian.

IT Report

Last month's more common issues with Chromebook fixes include replacing the Chromebook screen, printing issues, and account-related issues. PowerSchool implementation has also been taking place, with more imported data and a functioning system. While the data is limited, it continues to import new data weekly. A new storage system is being set up for data redundancy and backup. The IT portal is now live, assisting with the visibility of the main issues, reports, and better planning. Mr. Beltran also provided an overview of the day-to-day work for the IT department, such as student Chromebook inventory, upgrading fiber cables on the HS switches, and populating student data for the new system.

Mr. Beadury adjourned the meeting at 9:02 a.m.

March 17, 2023

Notes to Draft Financial Statements dated February 2023:

Attached are unaudited financial statements for the 6-month period ending February 28, 2023.

Following are explanations of various budget items and variances:

Tuition and Transportation Revenue- The actual for our tuition and transportation payments is \$429,708 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 \$72,758. 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 to date.

Nutrition- Expense for the Nutrition department are currently \$33,279 over budget with revenue being \$121,014 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 \$258,855 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 still currently 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, along with timing and amounts accrual that are posted, and the change of where instructional staff are positioned within the lanes and steps of the salary scale.

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 \$223,737.

Financing- The FY23 Debt Service Coverage Ratio is 2.56:1, compared to a required ratio of 1.15:1

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of February 28, 2023
 July 2022 - February 2023

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget	Total % of Budget	Prior Year Actual
Revenue						
Covid Funding	1,019,471	1,147,292	(127,821)	89%	59%	1,147,775
E-Rate Revenue	0	20,000	(20,000)	0%	0%	2,611
Federal Grant Funding	839,521	580,667	258,855	145%	96%	770,644
Nutrition Revenue	543,514	422,500	121,014	129%	84%	557,806
Other Revenue	29,417	86,432	(57,015)	34%	23%	24,698
Private Fundraising	18,351	0	18,351		0%	1,400
State Grant Funding	17,964	33,336	(15,372)	54%	36%	38,223
Tuition and Transportation Revenue	16,063,278	15,633,570	429,708	103%	68%	14,497,294
Total Revenue	\$ 18,531,515	\$ 17,923,797	\$ 607,719	103%	69%	\$ 17,040,451
Expenditures						
Administration						
Contracted Services- District	265,666	232,744	32,922	114%	76%	74,684
Depreciation Administration	1,376	1,376	0	100%	67%	
Information Management & Technology	217,328	253,333	(36,005)	86%	57%	231,938
Other Administrative Expenses	204,211	241,003	(36,792)	85%	56%	98,628
Recruitment & Advertising	4,216	21,336	(17,120)	20%	13%	21,365
Salaries- Leadership & Administration	666,530	641,284	25,246	104%	69%	568,141
Total Administration	\$ 1,359,327	\$ 1,391,076	\$ (31,749)	98%	65%	\$ 994,757
Benefits & Other Fixed Charges						
Insurance (non-employee)	92,642	105,896	(13,254)	87%	58%	97,260
Rental/Lease of Buildings, Grounds & Equipment	55,050	56,664	(1,614)	97%	65%	57,807
Retirement & Fringe Benefits	1,695,319	1,909,984	(214,665)	89%	59%	1,609,278
Staff Retention	55,796	50,000	5,796	112%	74%	31,941
Total Benefits & Other Fixed Charges	\$ 1,898,807	\$ 2,122,544	\$ (223,737)	89%	60%	\$ 1,796,287
Instructional Services						
Contracted Services- Instructional	206,046	146,667	59,379	140%	94%	167,576
International Baccalaureate Program	30,663	33,942	(3,279)	90%	60%	50,305
Professional Development	31,519	100,000	(68,481)	32%	21%	30,212
Salaries- Instructional	7,936,572	8,847,813	(911,241)	90%	60%	7,700,637
Supplies & Materials	180,141	189,168	(9,027)	95%	63%	171,113
Total Instructional Services	\$ 8,384,959	\$ 9,317,590	\$ (932,631)	90%	60%	\$ 8,119,843
Operation and Maintenance of Plant						
Contracted Cleaning Services	264,695	163,240	101,455	162%	108%	
Depreciation Facilities Related	953,627	1,101,848	(148,221)	87%	58%	800,752
Maintenance of Buildings, Grounds & Equipment	579,517	394,032	185,485	147%	98%	630,532
Salaries	149,589	248,784	(99,195)	60%	40%	237,421
Utilities	510,484	576,016	(65,532)	89%	59%	519,128
Total Operation and Maintenance of Plant	\$ 2,457,911	\$ 2,483,920	\$ (26,009)	99%	66%	\$ 2,187,832
Pupil Services - Other						
Athletic Programs	126,371	133,328	(6,957)	95%	63%	114,184
Food Services	349,943	316,664	33,279	111%	74%	363,834
Nursing Supplies	1,658	4,000	(2,342)	41%	28%	835
Other Student Services	31,578	70,928	(39,350)	45%	30%	32,425
Salaries- Other Student Services	395,700	476,056	(80,356)	83%	55%	347,668
Student Transportation	866,427	939,185	(72,758)	92%	60%	810,438
Translations	9,470	20,000	(10,530)	47%	32%	9,843
Total Pupil Services - Other	\$ 1,781,146	\$ 1,960,161	\$ (179,015)	91%	60%	\$ 1,679,228
Total Expenditures	\$ 15,882,150	\$ 17,275,291	\$ (1,393,141)	92%	61%	\$ 14,777,946
Non-Operating Revenue						
Interest	48,486	2,000	46,486	2424%	1616%	2,379
Total Non-Operating Revenue	\$ 48,486	\$ 2,000	\$ 46,486	2424%	1616%	\$ 2,379
Non-Operating Expenses						
Interest Expense- Long Term Debt	371,305	430,000	(58,695)	86%	58%	407,798
Other Non-Operating Expenses	0	2,000	(2,000)	0%	0%	
Total Non-Operating Expenses	\$ 371,305	\$ 432,000	\$ (60,695)	86%	57%	\$ 407,798
Change in Net Position	\$ 2,326,546	\$ 218,506	\$ 2,108,040	1065%	756%	\$ 1,857,087

Abby Kelley Foster Charter Public School

Statement of Net Position

As of February 28, 2023

	TOTAL			
	AS OF FEB 28, 2023	AS OF FEB 28, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	12,828,246.37	9,343,504.19	3,484,742.18	37.30 %
Accounts Receivable	-36,962.14	-23.81	-36,938.33	-155,137.88 %
Other Current Assets	297,566.09	1,077,070.48	-779,504.39	-72.37 %
Total Current Assets	\$13,088,850.32	\$10,420,550.86	\$2,668,299.46	25.61 %
Fixed Assets	35,756,930.15	37,309,240.26	-1,552,310.11	-4.16 %
Other Assets	0.00	0.00	0.00	
TOTAL ASSETS	\$48,845,780.47	\$47,729,791.12	\$1,115,989.35	2.34 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	374,536.15	431,164.23	-56,628.08	-13.13 %
Credit Cards	-1,895.71	11,036.88	-12,932.59	-117.18 %
Other Current Liabilities	2,761,210.68	3,298,608.15	-537,397.47	-16.29 %
Total Current Liabilities	\$3,133,851.12	\$3,740,809.26	\$ -606,958.14	-16.23 %
Long-Term Liabilities	17,225,723.77	18,414,424.09	-1,188,700.32	-6.46 %
Total Liabilities	\$20,359,574.89	\$22,155,233.35	\$ -1,795,658.46	-8.10 %
Equity	28,486,205.58	25,574,557.77	2,911,647.81	11.38 %
TOTAL LIABILITIES AND EQUITY	\$48,845,780.47	\$47,729,791.12	\$1,115,989.35	2.34 %

Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending February 28, 2023 (unaudited)

Debt Service Coverage Ratio: Tested Monthly

CASH FLOW AVAILABLE FOR DEBT SERVICE:

Change in Net Position	\$ 2,326,546
<i>Plus:</i>	
Depreciation	\$ 955,003
Interest Expense	\$ 371,305
<i>Minus/Plus:</i>	
Unrealized Gains/(Losses) on Investments	
Extraordinary Gains/(Losses)	
Net Operating Cash Flow	<u>\$ 3,652,854</u>

DEBT SERVICE:

Interest Expense	\$ 371,305
Current Maturities of Long Term Debt (ytd)	<u>\$ 1,054,720</u>
Total Debt Service	<u>\$ 1,426,025</u>
 Required Ratio	 1.15
Actual Ratio (unaudited YTD)	2.56
Compliance	yes

Abby Kelley Foster Charter Public School
Check Detail
January - February, 2023

Date	Transaction Type	Name	Amount
01/01/2023	Bill Payment (Check)	Middlesex Savings Bank	-71,182.80
01/01/2023	Bill Payment (Check)	Middlesex Savings Bank	-96,095.73
01/03/2023	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-7,300.00
01/03/2023	Expenditure	TASC- FlexSystem	-4,098.07
01/03/2023	Expenditure	Blue Cross Blue Shield of MA	-15,774.48
01/03/2023	Expenditure	Blue Cross Blue Shield of MA	-139,868.46
01/03/2023	Expenditure	Blue Cross Blue Shield of MA	-8,171.61
01/03/2023	Expenditure	Blue Cross Blue Shield of MA	-14,144.02
01/04/2023	Expenditure	HealthEquity, Inc.	-978.01
01/04/2023	Expenditure	Blue Cross Blue Shield of MA	-1,552.94
01/05/2023	Expenditure	USAbLe Life	-5,873.19
01/06/2023	Bill Payment (Check)	New England Ice Cream	-687.92
01/06/2023	Bill Payment (Check)	International Baccalaureate Americas	-17,585.00
01/06/2023	Bill Payment (Check)	Michael J McIntyre Electric	-5,200.00
01/06/2023	Bill Payment (Check)	Addchieve	-750.00
01/06/2023	Bill Payment (Check)	CDW Government, Inc.	-432.80
01/06/2023	Bill Payment (Check)	City of Worcester Police Dept	-2,104.40
01/06/2023	Bill Payment (Check)	Curriculum Associates	-6,250.00
01/06/2023	Bill Payment (Check)	kdh Commercial Doors & Hardware	-1,250.00
01/06/2023	Bill Payment (Check)	Mirick O'Connell Attorneys at Law	-4,896.00
01/06/2023	Bill Payment (Check)	Naira Joseph	-31.25
01/06/2023	Bill Payment (Check)	Next Gen Supply Group	-50.76
01/06/2023	Bill Payment (Check)	Paulhus, Jeff	-69.00
01/06/2023	Bill Payment (Check)	Verizon	-114.81
01/06/2023	Bill Payment (Check)	Warburton, Trafficia	-93.00
01/06/2023	Bill Payment (Check)	Williams, John	-93.00
01/06/2023	Bill Payment (Check)	YMCA of Central Massachusetts	-499.50
01/06/2023	Bill Payment (Check)	1st American Sewer & Drain, Inc.	-300.00
01/06/2023	Bill Payment (Check)	Dual Temp Insulation	-4,600.00
01/09/2023	Bill Payment (Check)	AA Transportation	-155,819.20
01/10/2023	Expenditure	HealthEquity, Inc.	-1,538.50
01/10/2023	Expenditure	TASC- FlexSystem	-20,929.48
01/10/2023	Expenditure	Nationwide Trust Company, FSB	-25,035.52
01/11/2023	Bill Payment (Check)	Creagh, Frank	-225.00
01/11/2023	Expenditure	M.T.R.S.	-143,977.80
01/12/2023	Bill Payment (Check)	College Board, The	-304.00
01/13/2023	Bill Payment (Check)	A'viands, LLC an Elior Company	-16,827.42
01/13/2023	Bill Payment (Check)	Cove Central Communicaitons	-577.83
01/13/2023	Bill Payment (Check)	Duva Distributors	-308.40
01/13/2023	Bill Payment (Check)	EDS Mechanical Inc	-7,561.84
01/13/2023	Bill Payment (Check)	Fanning Plumbing and Heating Co., Ind	-1,533.47

01/13/2023	Bill Payment (Check)	New England Ice Cream	-458.96
01/13/2023	Bill Payment (Check)	S.J. Services, Inc.	-34,517.00
01/13/2023	Bill Payment (Check)	American Express	-29,575.83
01/13/2023	Bill Payment (Check)	Amplify Education, Inc.	-370.00
01/13/2023	Bill Payment (Check)	Atlantic Charter Insurance Company	-6,407.00
01/13/2023	Bill Payment (Check)	CDW Government, Inc.	-13,056.70
01/13/2023	Bill Payment (Check)	Cherry Road Technologies	-3,484.85
01/13/2023	Bill Payment (Check)	Citizens Bank	-3,478.83
01/13/2023	Bill Payment (Check)	City of Worcester Police Dept	-841.76
01/13/2023	Bill Payment (Check)	Gallagher, Tim	-93.00
01/13/2023	Bill Payment (Check)	Gordon Foodservice	-142.56
01/13/2023	Bill Payment (Check)	Grainger	-216.87
01/13/2023	Bill Payment (Check)	Houck, Laura	-400.00
01/13/2023	Bill Payment (Check)	National Glass Works Inc.	-798.00
01/13/2023	Bill Payment (Check)	Next Gen Supply Group	-415.37
01/13/2023	Bill Payment (Check)	Sabrina A Mourao	-140.00
01/13/2023	Bill Payment (Check)	SNA of Mass	-300.00
01/13/2023	Bill Payment (Check)	Staples	-183.34
01/13/2023	Bill Payment (Check)	Staples	-73.39
01/13/2023	Bill Payment (Check)	Staples	-24.22
01/13/2023	Bill Payment (Check)	Staples	-6.20
01/13/2023	Bill Payment (Check)	Staples	-219.32
01/13/2023	Bill Payment (Check)	Staples	-165.82
01/13/2023	Bill Payment (Check)	Staples	-486.83
01/13/2023	Bill Payment (Check)	Strycharz, Huong	-105.00
01/13/2023	Bill Payment (Check)	T Mobile	-499.85
01/13/2023	Bill Payment (Check)	T. Lee Associates	-5,400.00
01/13/2023	Bill Payment (Check)	Wells Fargo Financial Leasing	-2,023.10
01/13/2023	Bill Payment (Check)	Worcester Railers HC	-2,625.00
01/13/2023	Bill Payment (Check)	Centimark Corporation	-7,427.02
01/13/2023	Bill Payment (Check)	Peppercorn's Park Ave Gille & Bar	-3,534.88
01/13/2023	Expenditure	ADP	-12,355.71
01/17/2023	Bill Payment (Check)	Wells Fargo Financial Leasing	-4,315.00
01/17/2023	Bill Payment (Check)	Staples	-58.41
01/17/2023	Bill Payment (Check)	AA Transportation	-11,461.13
01/17/2023	Bill Payment (Check)	Domino's	-996.45
01/17/2023	Bill Payment (Check)	V.I.P. Landscaping	-25,158.16
01/17/2023	Expenditure	TASC- FlexSystem	-4,098.07
01/18/2023	Bill Payment (Check)	Mansfield Paper Company, Inc.	-2,406.43
01/18/2023	Expenditure	HealthEquity, Inc.	-6,062.44
01/19/2023	Bill Payment (Check)	Ace Endico Inc	-6,809.00
01/19/2023	Bill Payment (Check)	Fire Equipment Inc.	-190.00
01/19/2023	Bill Payment (Check)	McGraw Hill Co.	-227.61
01/19/2023	Bill Payment (Check)	Bureau Of Education & Research Inc.	-837.00
01/19/2023	Bill Payment (Check)	Scholastic Inc.	-1,318.68
01/19/2023	Expenditure	Annan, Elsie	-80.00
01/19/2023	Expenditure	Annan, Elsie	-20.00

01/20/2023	Bill Payment (Check)	MindK LLC	-285.00
01/20/2023	Bill Payment (Check)	EDS Mechanical Inc	-2,253.18
01/20/2023	Bill Payment (Check)	Rebel Athletic, Inc.	-6,080.41
01/20/2023	Bill Payment (Check)	Fanning Plumbing and Heating Co., Ind	-1,469.22
01/20/2023	Bill Payment (Check)	GateHouse Media Massachusetts, Inc.	-560.00
01/20/2023	Bill Payment (Check)	OHI Engineering, Inc	-825.00
01/20/2023	Bill Payment (Check)	Club Z! In-Home Tutoring of Northborough	-595.00
01/20/2023	Bill Payment (Check)	Jeff Galicki	-93.00
01/20/2023	Bill Payment (Check)	Macedo, Luis	-138.00
01/20/2023	Bill Payment (Check)	Kean, Michael	-93.00
01/20/2023	Bill Payment (Check)	Langelier, Chelsea	-67.13
01/20/2023	Bill Payment (Check)	Sanders, Bobby	-138.00
01/20/2023	Bill Payment (Check)	Gregory, Marcus	-69.00
01/20/2023	Bill Payment (Check)	Jeffrey Niedjadlik	-93.00
01/20/2023	Bill Payment (Check)	National Grid 38928-53023	-7,555.67
01/20/2023	Bill Payment (Check)	Keating, Bob	-93.00
01/20/2023	Bill Payment (Check)	National Grid-6 New Bond	-16,989.66
01/20/2023	Bill Payment (Check)	Nick Hernigle	-69.00
01/20/2023	Bill Payment (Check)	Servatius, Herman	-138.00
01/20/2023	Bill Payment (Check)	Valery, George	-138.00
01/20/2023	Bill Payment (Check)	MSSAA/Mass Secondary School Admin Assn.	-3,970.00
01/20/2023	Bill Payment (Check)	Frontline Technologies Group LLC	-32.80
01/20/2023	Bill Payment (Check)	City of Worcester Police Dept	-420.88
01/20/2023	Bill Payment (Check)	Curriculum Associates	-223.72
01/20/2023	Bill Payment (Check)	MSAA (Mass School Administrators' Assoc	-215.00
01/20/2023	Bill Payment (Check)	Varitronics, LLC	-1,484.97
01/20/2023	Bill Payment (Check)	J.W.Pepper	-46.98
01/20/2023	Bill Payment (Check)	ClassTag	-1,500.00
01/20/2023	Bill Payment (Check)	Ascentria Community Services, Inc	-268.60
01/20/2023	Bill Payment (Check)	National Grid 69923-82006	-7,565.88
01/20/2023	Bill Payment (Check)	Caroline Cole	-430.00
01/23/2023	Expenditure	Nationwide Trust Company, FSB	-27,109.27
01/24/2023	Expenditure	HealthEquity, Inc.	-1,094.58
01/26/2023	Bill Payment (Check)	Manor Restaurant	-300.00
01/30/2023	Bill Payment (Check)	Crystal Rock	-1,028.97
01/30/2023	Bill Payment (Check)	Roto Rooter Services	-622.00
01/30/2023	Bill Payment (Check)	NCS Pearson, Inc.	-377.78
01/30/2023	Bill Payment (Check)	PSAT/ NMSQT	-406.00
01/30/2023	Bill Payment (Check)	BrainPOP	-555.00
01/30/2023	Bill Payment (Check)	JP Pest Services, LLC	-155.00
01/30/2023	Bill Payment (Check)	City of Worcester - Fire Prevention	-115.00
01/30/2023	Expenditure	TASC- FlexSystem	-4,073.07
01/31/2023	Bill Payment (Check)	HR Knowledge Inc.	-1,035.00
01/31/2023	Bill Payment (Check)	Hampton, Tamara	-312.56
01/31/2023	Bill Payment (Check)	Gregory, Marcus	-137.00
01/31/2023	Bill Payment (Check)	City Of Worcester Water/Sewer	-1,377.50
01/31/2023	Bill Payment (Check)	Cogent	-3,264.00

01/31/2023	Bill Payment (Check)	O' Brien, David	-150.00
01/31/2023	Bill Payment (Check)	Charlton Oil Company	-1,923.86
01/31/2023	Bill Payment (Check)	Gallagher, Grace	-49.99
01/31/2023	Bill Payment (Check)	Marshall Memo LLC	-140.00
01/31/2023	Bill Payment (Check)	Armiger, Danielle	-400.00
01/31/2023	Bill Payment (Check)	Bienvenido Nieves	-69.00
01/31/2023	Bill Payment (Check)	Romano, Christine	-69.00
01/31/2023	Bill Payment (Check)	Romano, Jeffrey	-93.00
01/31/2023	Bill Payment (Check)	Roy, Sarah	-269.00
01/31/2023	Bill Payment (Check)	YMCA of Central Massachusetts	-499.50
01/31/2023	Bill Payment (Check)	George Naumes	-138.00
01/31/2023	Bill Payment (Check)	Libby, Brian	-93.00
01/31/2023	Bill Payment (Check)	Spahl, Eric	-93.00
01/31/2023	Bill Payment (Check)	Torres, Priscila	-131.50
01/31/2023	Bill Payment (Check)	Williams, John	-93.00
01/31/2023	Bill Payment (Check)	Brunell, John	-138.00
01/31/2023	Bill Payment (Check)	Warhol, Kendra	-25.31
01/31/2023	Bill Payment (Check)	Kean, Michael	-93.00
01/31/2023	Bill Payment (Check)	Langelier, Chelsea	-97.35
01/31/2023	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-493.20
01/31/2023	Bill Payment (Check)	Murray, Jeremiah	-93.00
01/31/2023	Bill Payment (Check)	Sanchez, Rigo	-69.00
01/31/2023	Bill Payment (Check)	T Mobile	-499.98
01/31/2023	Bill Payment (Check)	EDS Mechanical Inc	-852.47
01/31/2023	Bill Payment (Check)	Ken Janulewicz	-69.00
01/31/2023	Bill Payment (Check)	McCarthy, Tom	-93.00
01/31/2023	Bill Payment (Check)	Oftring, Daniel	-93.00
01/31/2023	Bill Payment (Check)	Wilson, Thomas	-68.00
01/31/2023	Bill Payment (Check)	ADP Commercial Leasing LLC	-343.75
01/31/2023	Bill Payment (Check)	Lawrence Waste Services	-2,143.12
01/31/2023	Bill Payment (Check)	Learn Well	-329.19
01/31/2023	Bill Payment (Check)	Eversource (formally NSTAR-1639-Elem)	-2,802.12
01/31/2023	Bill Payment (Check)	Eversource (formally Nstar-2845- HS)	-19,267.55
01/31/2023	Bill Payment (Check)	Eversource (formerly NStar-1638- MS)	-8,457.16
01/31/2023	Bill Payment (Check)	City of Worcester Police Dept	-1,262.64
01/31/2023	Bill Payment (Check)	Next Gen Supply Group	-41.54
01/31/2023	Bill Payment (Check)	French River Ed. System	-75,855.00
01/31/2023	Expenditure	HealthEquity, Inc.	-3,035.24
02/01/2023	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-7,300.00
02/01/2023	Expenditure	Blue Cross Blue Shield of MA	-14,999.22
02/01/2023	Expenditure	Blue Cross Blue Shield of MA	-141,114.54
02/01/2023	Expenditure	Blue Cross Blue Shield of MA	-13,963.17
02/01/2023	Expenditure	Blue Cross Blue Shield of MA	-8,171.61
02/01/2023	Expenditure	Nationwide Trust Company, FSB	-26,301.86
02/01/2023	Bill Payment (Check)	Middlesex Savings Bank	-71,182.80
02/01/2023	Bill Payment (Check)	Middlesex Savings Bank	-96,095.73
02/02/2023	Expenditure	Blue Cross Blue Shield of MA	-1,449.34

02/07/2023	Bill Payment (Check)	Gopher	-402.98
02/07/2023	Expenditure	HealthEquity, Inc.	-134.25
02/07/2023	Expenditure	USABLE Life	-5,978.93
02/08/2023	Bill Payment (Check)	Wells Fargo Financial Leasing	-6,338.10
02/08/2023	Bill Payment (Check)	AFI Technologies Inc	-415.50
02/08/2023	Bill Payment (Check)	Ascentria Community Services, Inc	-296.70
02/08/2023	Bill Payment (Check)	Atlantic Charter Insurance Company	-6,407.00
02/08/2023	Bill Payment (Check)	Cherry Road Technologies	-3,484.85
02/08/2023	Bill Payment (Check)	Citizens Bank	-3,942.68
02/08/2023	Bill Payment (Check)	City of Worcester Police Dept	-841.76
02/08/2023	Bill Payment (Check)	Ford, Melissa	-156.30
02/08/2023	Bill Payment (Check)	High Five Adventure Learning Center, Inc	-240.36
02/08/2023	Bill Payment (Check)	HR Knowledge Inc.	-850.00
02/08/2023	Bill Payment (Check)	New England Medical Billing	-852.17
02/08/2023	Bill Payment (Check)	One Off Apparel Inc	-718.50
02/08/2023	Bill Payment (Check)	Penney, Michael	-518.41
02/08/2023	Bill Payment (Check)	Poulton Associates, Inc.	-2,627.59
02/08/2023	Bill Payment (Check)	Staples	-6.25
02/08/2023	Bill Payment (Check)	Staples	-374.51
02/08/2023	Bill Payment (Check)	Ward's Natural Science	-17.16
02/08/2023	Bill Payment (Check)	Yoder, Deanna	-144.00
02/09/2023	Bill Payment (Check)	Thorsen, Robert	-400.00
02/09/2023	Bill Payment (Check)	Streamline Cabling Systems	-12,993.78
02/10/2023	Bill Payment (Check)	Staples	-171.58
02/10/2023	Bill Payment (Check)	Blackmer, Rosaleigh	-1,475.84
02/10/2023	Expenditure	ADP	-12,542.15
02/13/2023	Expenditure	TASC- FlexSystem	-11,338.95
02/13/2023	Expenditure	Nationwide Trust Company, FSB	-26,719.16
02/13/2023	Expenditure	M.T.R.S.	-97,135.25
02/14/2023	Expenditure	HealthEquity, Inc.	-2,320.90
02/15/2023	Bill Payment (Check)	J.W.Pepper	-1,415.26
02/15/2023	Bill Payment (Check)	Duva Distributors	-656.32
02/16/2023	Bill Payment (Check)	Domino's	-5,456.75
02/16/2023	Bill Payment (Check)	New England Ice Cream	-2,769.31
02/16/2023	Bill Payment (Check)	S.J. Services, Inc.	-37,653.00
02/16/2023	Bill Payment (Check)	Gordon Foodservice	-498.96
02/16/2023	Bill Payment (Check)	A'viands, LLC an Elior Company	-43,391.28
02/16/2023	Bill Payment (Check)	Ace Endico Inc	-8,217.78
02/16/2023	Bill Payment (Check)	CDW Government, Inc.	-16,142.16
02/16/2023	Bill Payment (Check)	Honors Graduation	-52.00
02/16/2023	Bill Payment (Check)	Didonna, Amy	-8,752.50
02/16/2023	Bill Payment (Check)	Billis, John	-93.00
02/16/2023	Bill Payment (Check)	Powell, Reed	-93.00
02/16/2023	Bill Payment (Check)	Gallagher, Tim	-93.00
02/16/2023	Bill Payment (Check)	Joanne Grzembski	-69.00
02/16/2023	Bill Payment (Check)	Servatius, Herman	-69.00
02/16/2023	Bill Payment (Check)	Adam Jakola	-93.00

02/16/2023	Bill Payment (Check)	Comaskey, Wiliam	-93.00
02/16/2023	Bill Payment (Check)	Flynn, Sean	-93.00
02/16/2023	Bill Payment (Check)	Liberty MA Portfolio Fee LLC	-10,030.71
02/16/2023	Bill Payment (Check)	Sanchez, Rigo	-69.00
02/16/2023	Bill Payment (Check)	Tomasetta, Nicholas	-69.00
02/16/2023	Bill Payment (Check)	Food for Schools	-1,200.00
02/16/2023	Bill Payment (Check)	Good As Gold Coffee Systems Inc.	-1,447.36
02/16/2023	Bill Payment (Check)	ACL/NJCL National Latin Exam	-157.00
02/16/2023	Bill Payment (Check)	Amazon Web Services	-202.67
02/16/2023	Bill Payment (Check)	SNA	-68.00
02/16/2023	Bill Payment (Check)	Mirick O'Connell Attorneys at Law	-6,511.00
02/17/2023	Bill Payment (Check)	Campanale, Michael	-175.00
02/17/2023	Bill Payment (Check)	Caroline Cole	-530.48
02/17/2023	Bill Payment (Check)	Hanover Insurance Co.	-8,483.74
02/17/2023	Bill Payment (Check)	Herff Jones	-2,508.00
02/17/2023	Bill Payment (Check)	Hanover Insurance Co.	-8,483.74
02/17/2023	Bill Payment (Check)	Quadient Leasing USA Inc	-1,325.07
02/17/2023	Bill Payment (Check)	West Music	-49.95
02/17/2023	Bill Payment (Check)	Bureau Of Education & Research Inc.	-279.00
02/17/2023	Expenditure	USAbLe Life	-12,567.19
02/17/2023	Expenditure	USAbLe Life	-8,269.10
02/17/2023	Expenditure	ADP	-1,180.97
02/17/2023	Expenditure	ADP	-1,104.47
02/17/2023	Expenditure	ADP	-1,118.81
02/17/2023	Expenditure	ADP	-1,176.19
02/17/2023	Expenditure	ADP	-1,161.84
02/17/2023	Expenditure	ADP	-2,160.75
02/21/2023	Bill Payment (Check)	Shapiro Educational & Behavioral Consultants	-6,060.00
02/21/2023	Bill Payment (Check)	EDS Mechanical Inc	-23,528.16
02/21/2023	Bill Payment (Check)	City of Worcester Police Dept	-1,683.52
02/21/2023	Bill Payment (Check)	Citizens Bank	-3,942.68
02/21/2023	Bill Payment (Check)	OHI Engineering, Inc	-2,800.00
02/21/2023	Bill Payment (Check)	City of Worcester - Public Schools	-15,622.65
02/21/2023	Bill Payment (Check)	Deignan, John	-138.00
02/21/2023	Bill Payment (Check)	Adam Jakola	-93.00
02/21/2023	Bill Payment (Check)	Club Z! In-Home Tutoring of Northborough	-680.00
02/21/2023	Bill Payment (Check)	Sanchez, Rigo	-69.00
02/21/2023	Bill Payment (Check)	Tomasetta, Nicholas	-138.00
02/21/2023	Bill Payment (Check)	Crystal Rock	-631.81
02/21/2023	Bill Payment (Check)	HR Knowledge Inc.	-850.00
02/21/2023	Bill Payment (Check)	National Grid 38928-53023	-7,666.61
02/21/2023	Bill Payment (Check)	National Grid 69923-82006	-7,848.56
02/21/2023	Bill Payment (Check)	Nick Buoniconti	-69.00
02/21/2023	Bill Payment (Check)	Valery, George	-93.00
02/21/2023	Bill Payment (Check)	Libby, Brian	-93.00
02/21/2023	Bill Payment (Check)	National Grid-6 New Bond	-17,212.94
02/21/2023	Bill Payment (Check)	American Express	-3,231.79

02/21/2023	Bill Payment (Check)	Cabral, Amelie Beth	-447.00
02/21/2023	Bill Payment (Check)	Strycharz, Huong	-35.00
02/21/2023	Bill Payment (Check)	Lawrence Waste Services	-4,173.03
02/21/2023	Bill Payment (Check)	Blick Art Materials	-2,852.40
02/21/2023	Bill Payment (Check)	School Yahd	-499.50
02/21/2023	Bill Payment (Check)	DoorDash, Inc.	-201.29
02/21/2023	Bill Payment (Check)	Quadient Financial USA, Inc	-741.00
02/21/2023	Bill Payment (Check)	Varitronics, LLC	-1,473.30
02/21/2023	Bill Payment (Check)	The Math Learning Center	-225.00
02/21/2023	Bill Payment (Check)	Breaker 28, LLC	-10,000.00
02/21/2023	Bill Payment (Check)	Teacher Created Resources	-107.94
02/21/2023	Bill Payment (Check)	Pro AV Systems, Inc	-6,798.27
02/21/2023	Bill Payment (Check)	MATSOL	-50.00
02/21/2023	Bill Payment (Check)	Mackos, Jessica	-349.00
02/21/2023	Bill Payment (Check)	Manor Restaurant	-300.00
02/22/2023	Bill Payment (Check)	V.I.P. Landscaping	-25,158.16
02/27/2023	Bill Payment (Check)	MacGill, W. Nurse Supply Co.	-702.39
02/27/2023	Bill Payment (Check)	Institute for Multi-Sensory Education	-313.60
02/27/2023	Bill Payment (Check)	Capstick Emily	-1,697.60
02/27/2023	Expenditure	TASC- FlexSystem	-4,864.48
02/28/2023	Bill Payment (Check)	T. Lee Associates	-1,800.00
02/28/2023	Bill Payment (Check)	Ryder, Stephanie Collins	-107.86
02/28/2023	Bill Payment (Check)	New England Ice Cream	-494.02
02/28/2023	Bill Payment (Check)	AA Transportation	-126,926.20
02/28/2023	Bill Payment (Check)	ID Wholesaler	-236.90
02/28/2023	Bill Payment (Check)	Borges, Lilibeth	-56.88
02/28/2023	Bill Payment (Check)	Nick Buoniconti	-69.00
02/28/2023	Bill Payment (Check)	EDS Mechanical Inc	-345.00
02/28/2023	Bill Payment (Check)	Gould, Kelly	-137.58
02/28/2023	Bill Payment (Check)	Bean, Corinne Polucha	-30.67
02/28/2023	Bill Payment (Check)	Cogent	-3,264.00
02/28/2023	Bill Payment (Check)	Eversource (formerly NStar-1638- MS)	-7,301.90
02/28/2023	Bill Payment (Check)	Ducharme, Ronald	-69.00
02/28/2023	Bill Payment (Check)	Kaye, Sarah	-155.13
02/28/2023	Bill Payment (Check)	Patrick McKay	-69.00
02/28/2023	Bill Payment (Check)	Callaghan, Brian	-93.00
02/28/2023	Bill Payment (Check)	Packard, Dean	-93.00
02/28/2023	Bill Payment (Check)	Host, Kelly	-410.82
02/28/2023	Bill Payment (Check)	S&S Food Equipment Service, Inc.	-3,351.40
02/28/2023	Bill Payment (Check)	Staples	-268.46
02/28/2023	Bill Payment (Check)	Staples	-27.07
02/28/2023	Bill Payment (Check)	Staples	-26.65
02/28/2023	Bill Payment (Check)	Staples	-27.45
02/28/2023	Bill Payment (Check)	Staples	-3,203.20
02/28/2023	Bill Payment (Check)	Eversource (formally NStar-1639- Elem)	-2,828.01
02/28/2023	Bill Payment (Check)	Eversource (formally Nstar-2845- HS)	-17,437.50
02/28/2023	Bill Payment (Check)	Mansfield Paper Company, Inc.	-2,227.40

02/28/2023	Bill Payment (Check)	Carolina Biological Supply Company	-28.96
02/28/2023	Bill Payment (Check)	Conway Technology Group	-140.00
02/28/2023	Bill Payment (Check)	Staples	-140.93
02/28/2023	Bill Payment (Check)	High Five Adventure Learning Center, Inc	-240.36
02/28/2023	Bill Payment (Check)	AFI Technologies Inc	-415.50
02/28/2023	Bill Payment (Check)	Attainment Company, Inc.	-838.95
02/28/2023	Bill Payment (Check)	Staples	-251.23
02/28/2023	Bill Payment (Check)	Staples	-173.88
02/28/2023	Bill Payment (Check)	Otis Elevator	-21,274.20

AKFCS Facilities Department:

Grants, bids, and notices:

The contract for the Elevators in the District will expire on 12/31/2023 and we have begun the process inviting vendors to visit site to submit bids before the end of August. The window to cancel the current contract has to be done by October 3rd. Or we will be tied into another 5 years with Otis. This may end up being our best option, but we need to see what we can get from other vendors like Kone.

Met with representatives of **Rise** to discuss lighting at the HS, LED systems and updating of our current control panels systems as well.

On Thursday 16th March at 4pm, we have invited interested parties along to take another look at the HVAC project at ES

Monitoring Systems:

Have been trying to get ADT to visit the site to look at the security system that they used to manage. Also working with a current vendor (Fire Equipment) on having them monitor the district fire systems. Currently because of previous equipment issues, we have to divide that between them and WFD.

ES installation of Exterior security cameras:

The vendor began the project for camera installation on the exterior. It took a little longer than anticipated, but was finally completed the week of 5th March. The vendor also repaired outlets on the field lampposts and added an extra 40 outlets in the front admin office at ES.

ES Basement storm door installation:

This project is still ongoing. The doors are now installed, but the vendor is having issues with the Keypad not synching with the new door, but they are working towards a resolution. They have yet to install all the glazing for the doors.

Staff/New Hires

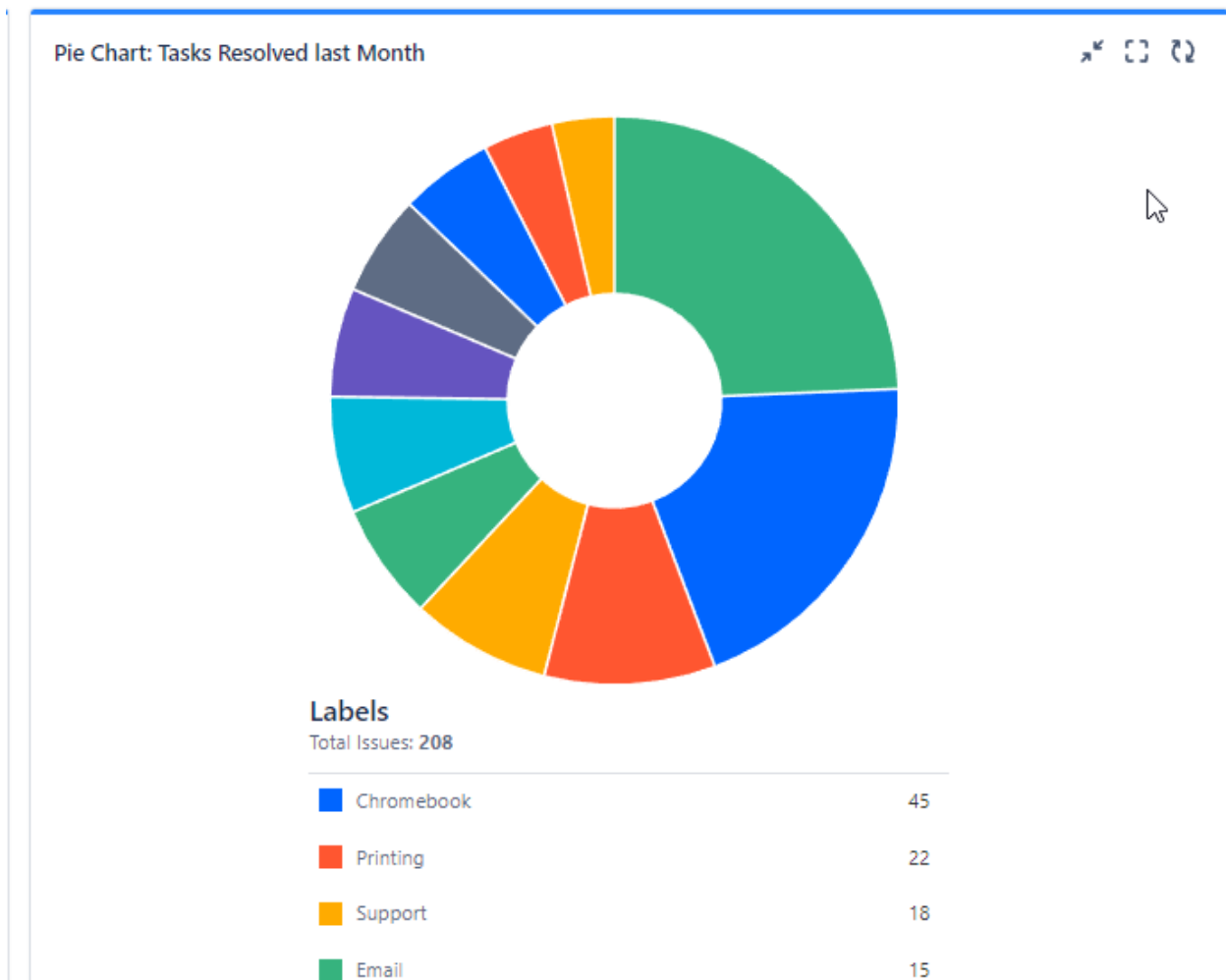
Have been interviewing for a Tech 1 and have a potential Tech 3 that is known to me that I will speak to on Thursday, so hopefully I can update the board on how that goes on Friday morning. I will be in the building on Saturday to ensure the building is ready after the Matilda play on Friday and Saturday. I will be interviewing a potential Janitorial person on Saturday as well.

Warehouse Realignment:

The team seem to be far happier being able to find their products straight away rather than digging through shelves mixed with various different products. We have also begun to implement a laminated sheet to allow for a quick stock check on each shelf.

IT Updates 3/2023

- Last Month more common Issues
 - 208 Resolved tasks (Feb-Break)
 - Top 3 categories
 - Chromebooks (Break-fix)
 - Printing
 - Support



- Student Chromebook Process
 - 3 School Admins Point of contact for Parents
 - Cart with spare chromebooks in each school
 - IT handling repairs, School Administration handling discipline and billing
- IT Projects
 - Powerschool Implementation (

- Lottery
- E-Collect
 1. Paper vs Digital
- Training and Workshops began
- Cameras ES



-
- Infrastructure
 1. Filed cameras, PTP
 2. 2 ISP E-rate
- Technology, STEM, DL and CS.
 - I met with Principals back in Feb
 - Goal: Identify the state of our Tech integration
 - Some innovation and ideas coming up soon
 1. Musical Production
 2. Video, Art, 3D Printers, Coding
 3. ES Tablets (Special Teachers, Music, Gym, Art...)
- Inventory Review pre-Budgeting
 - 10-15 Chromebooks are fix every month we will need 100-150 for next year

- 45 Devices for Faculty and Staff
- Update Monitors and add Docking stations
- Update HS Computer Lab
- Upgrades for MS and ES
- Innovation



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 Minutes-DRAFT

Friday, March 17, 2023, 8:00 a.m.

<https://akfcs-org.zoom.us/j/97552394016?pwd=NIY0bnJtazBKTEwxekxtTEgwTFVvUT09>

Webinar ID: 975 5239 4016 **Passcode:** 689607

By phone: +1 301 715 8592 **Webinar ID:** 975 5239 4016

The meeting was called to order by Ms. Zagabe-Ndiku at 8:03 a.m. The attendance was recorded and is attached.

Ms. Zagabe-Ndiku asked the Committee to review the Meeting Minutes from the February 17, 2023, meeting. Upon its review, Ms. Zagabe-Ndiku requested a motion to approve the minutes from the February 17, 2023, Facilities & Finance meeting. Mr. Royce made the motion, and it was seconded by Mr. Beaudry.

Financial Report

Ms. Carpino provided the financial report, noting that the actual for our tuition and transportation payments is

\$429,708 above the budgeted amount. A reduction in the projected tuition from DESE totaling \$86,792 occurred due to a 10% decrease in low-income and a decreased seat count of four. In-District transportation expenses are below the budgeted amount, and the gap will continue to close. It was noted that this might be over budget at the end of the year due to transportation accommodations made based on student needs.

Nutrition expenses are over budget due to increased participation from students by \$121,014. The actual federal grant funding of \$258,855 is also reporting over budget due to extra grant funding that was not anticipated in the Title I and IDEA grants. Salaries are reporting under budget due to open positions throughout the district, lane changes, and steps within the salary scale. Student teachers were discussed as an option to close the staffing gaps. The FY23 Debt Service Coverage Ratio is 2.56:1, compared to a required ratio of 1.15:1.

WBDC/Abby Kelley Proposal Update

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



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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Grants are still waiting to be approved by the EPA in order for the demolition projects to begin with WBDC. Late spring to early summer will be the time frame for receiving the approval or denial. If the grants are not approved, the demolition will begin on Arrarat street. More information will be provided as the project continues. It was noted that OHI would be assisting with the WBDC project as they were selected as the consulting firm for that project.

Facilities Report

The contract for the Elevators in the District will expire on 12/31/2023, and vendors have been invited to submit bids for consideration before the end of August. Lighting at the high school, LED systems, and the updating of the current control panel system were discussed with representatives from Rise. Interested parties in the HVAC project at the elementary school have been invited to examine it in order to submit a proposal. The monitoring system is also being reviewed by ADT.

The camera installation project on the exterior of the elementary school was completed at the beginning of March, outlets on the field lampposts were repaired, and forty additional outlets were added to the front admin office. The elementary school basement storm door installation is still in progress, and they are working on syncing the keypads to the new doors. Hiring for staff is also taking place, with interviews being conducted for Tech 1 and 3 positions and janitorial staff positions.

IT Report

The top three categories for last month's IT service requests were Chromebooks, printing, and general support. It was noted that there are carts with spare Chromebooks in every school, and IT is handling the repairs while school admins assist with discipline and billing. The implementation of PowerSchool is still taking place, and the lottery was done, with it being noted that while there were some minor issues, the process itself was a success. IT staff are currently attending necessary training and workshops.

Teachers and IT staff met in order to discuss STEM and technology classes, and ideas are currently being reviewed, such as musical production, video, art, 3D printing, and coding. The current inventory is under review in preparation for the upcoming budget, and it was noted that new devices would be supplied for faculty



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and staff, computer labs in the schools would be updated, and an additional 100-150 Chromebooks will be needed.

Ms. Zagabe-Ndiku asked for a motion to adjourn the meeting. Mr. Beaudry made the motion, and it was seconded by Ms. Blue. The meeting was adjourned.