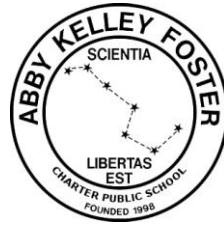


**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, June 29, 2017**

MINUTES

- I. The meeting was called to order at 8:10 a.m. in the Executive Director's office in the Middle School by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O'Connell, Ryan Kittredge, Randy Schmid, James Walsh
Members absent: Patrick Royce, Celia Blue
Others present: Brian Haas, AnnMarie Little
- III. Faithfulness to Charter
 - A. The mission statement was presented by Mrs. Paluk.
 - B. ***A motion was made by Atty. O'Connell, seconded by Mr. Walsh, and unanimously accepted to approve the minutes from the June 14, 2017 board meeting.***
- IV. Academic Program Success
 - A. The 2017-2018 High School, Middle School and Elementary School Student Handbooks were presented by Mr. Haas, Executive Director.
 1. ***A motion was made by Mr. Walsh, seconded by Mr. Kittredge, and unanimously accepted to approve the 2017-2018 High School Student Handbook.***
 2. ***A motion was made by Mr. Walsh, seconded by Atty. O'Connell, and unanimously accepted to approve the 2017-2018 Middle School Student Handbook.***
 3. ***A motion was made by Mr. Walsh, seconded by Mr. Schmid, and unanimously accepted to approve the 2017-2018 Elementary School Student Handbook.***
- V. Miscellaneous
 - A. The board meetings for 2017-2018 will continue as scheduled in lieu of Mrs. Paluk's anticipated absence on August 30, 2017.
 - B. The board evaluation will be compiled by Mrs. Paluk and submitted to Mrs. Little during July 2017.
- VI. The next meeting is scheduled for August 30, 2017 at 6:30 p.m.
- VII. ***A motion was made by Mr. Walsh, seconded by Mr. Kittredge, and unanimously accepted to adjourn the June 29, 2017 meeting at 8:17 a.m.***



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, June 14, 2017**

MINUTES

- I. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.

- II. Members present: Heidi Paluk, Patrick Royce, Alicia O’Connell, Celia Blue, Ryan Kittredge, Randy Schmid, James Walsh, Lea Christo(6:43pm)
Members absent: None
Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy, AnnMarie Little, John Calabresi, Amy Emma, Darcy Schwartz, Shelly Yarnie

- I. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. Public Comment / Open Forum
 1. Mrs. Schwartz addressed the board regarding suicide awareness, bullying, re-examining the bullying and discipline policy at AKF to include suicide prevention, and funding suicide prevention education for AKF students.
 - C. ***A motion was made by Mrs. Blue, seconded by Mr. Royce, and unanimously accepted to approve the minutes from the May 24, 2017 board meeting.***

- II. Academic Program Success
 - A. The Education Committee update was presented by Atty. O’Connell, Clerk.
 1. The meeting minutes from June 1, 2017 were summarized.
 - a. Student Handbooks were discussed.
 1. ***The board requested a meeting prior to distribution to approve the entire High School handbook due to the addition of Grade 8 students.***
 - c. The Guidance Department update was summarized by Mr. Haas, Executive Director.
 1. ASCA, RAMP certification, guidance goals, and community partnerships were highlighted.
 - d. The Technology Plan update was summarized by Mr. Haas and Mr. Calabresi, Manager of IT.
 1. Goals met, infrastructure, and growing the Technology Committee to include external expertise were highlighted.
 - B. The AKF Educational Foundation, Inc. update was presented by Mrs. Blue, President.
 1. The June 14, 2017 meeting help prior to this meeting was summarized.

- a. The 4th Annual AKF Golf Tournament was the most successful fundraiser to date. Profit of \$25K increased 50% over prior year.
- b. The 5th Annual Golf Tournament is scheduled for Friday, June 8, 2018 and all board members are invited to attend.
- c. The 20th Anniversary Gala is scheduled for Saturday, November 3, 2018. The committee is being formed and will be chaired by Mrs. Blue and all board members are invited to attend.

III. Organizational Viability

A. The Facilities and Finance Committee update was presented by Mr. Royce, Treasurer.

1. The meeting minutes and financial report from June 2, 2017 were summarized.
2. The building project update was summarized by Mr. Donaghy, Director of Facilities.
 - a. The Open House was held on Monday, June 12, 2017 and was well attended by approximately 100 people.
3. The ES and MS electrical update was summarized by Mr. Donaghy.

B. Executive Director

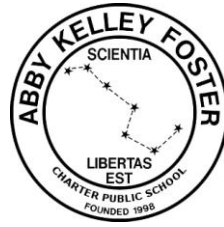
1. The Executive Director's Report was distributed and summarized by Mr. Haas.
 - a. Charter Renewal application collaboration, IB Self Study collaboration, Charter School Association collaboration, ES Portfolio Night success, MS Music and Art show, NJHS, HS awards and graduation, Golf Tournament, new HS space Open House, Wellness Committee, CMCS, and Strategic Plan were highlighted.
2. The Strategic Plan and consultant were discussed.
 - a. ***The board requested to discuss the draft Strategic Plan at the August 30, 2017 meeting and will schedule the vote for a later meeting date.***

C. Governance

1. The Charter Renewal Application was presented by Mrs. Paluk.
 - a. The application was reviewed and discussed.
 - b. Mrs. Paluk instructed the board to send recommendations for changes to Mrs. Little by June 30, 2017.
 - c. Administration anticipates the charter will be renewed in January 2018 after the fall 2017 site visit.
2. ***A motion was made by Atty. O'Connell, seconded by Mrs. Christo, and unanimously accepted to approve filing the Charter Renewal Application.***
3. The Charter Renewal application and Annual Report will be filed by Mrs. Little by the deadline of July 31, 2017.
4. The IB Renewal application will be sent to the Board of Trustees by Mr. Haas prior to the site visit.
5. ***A motion was made by Mrs. Christo, seconded by Mr. Kittredge, and unanimously accepted to renew three year terms for Celia Blue, Alicia O'Connell, and Patrick Royce.***
6. The Board of Trustees Self Evaluation will be sent to members by Mrs. Paluk. Members were asked to promptly return the evaluations to Mrs. Paluk and include one or two goals for the board to consider.
7. The calendar of proposed 2017-2018 meetings was discussed.

- a. The board meeting on May 30, 2018 will be changed to May 23, 2018 due to graduation and calendar invitations will be sent this week through Mr. Haas' office.
- IV. The next meeting is scheduled for August 30, 2017 at 6:30 p.m.
- A. The Board of Trustees instructed Mr. Haas to engage administration in a response to Mrs. Schwartz's concerns regarding bullying and suicide awareness.
 - B. Mrs. Little was congratulated on her appointment as Vice President of the Massachusetts Charter School Association.
 - C. Mrs. Christo, recognized as a founding member of AKFCS, was congratulated on her retirement from the Board of Trustees as the school enters the 20th year.
- V. ***A motion was made by Mr. Schmid, seconded by Mrs. Blue, and unanimously accepted to adjourn the June 14, 2017 meeting at 7:53 p.m.***

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, May 24, 2017**

MINUTES

- I. The meeting was called to order at 6:34 p.m. in the high school lecture hall by Mrs. Paluk.

- II. Members present: Heidi Paluk, Patrick Royce, Alicia O’Connell, Celia Blue, Lea Christo, Ryan Kittredge, Randy Schmid, James Walsh
Members absent: None
Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy, AnnMarie Little, Amy Puliafico

- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. ***A motion was made by Mr. Walsh, seconded by Mrs. Blue and unanimously accepted to approve the minutes from the April 26, 2017 board meeting.***

- IV. Academic Program Success
 - A. The Education Committee update was presented by Atty. O’Connell.
 1. The meeting minutes from May 4, 2017 were summarized.
 - a. Charter renewal, strategic plan, guidance department plan, technology plan, wellness policy, student handbooks, and Project Wisdom character virtue program were included.
 - b. The next meeting is scheduled for June 1, 2017 and all board members are encouraged to attend the robust meeting.
 2. Site visit updates were presented by Mrs. Little.
 - a. The charter renewal application and site visit timeline was discussed.
 - b. The October 16, 2017 IB renewal site visit was discussed.
 - c. The upcoming special education program review will be scheduled around the charter renewal and IB renewal site visits.
 - d. The strategic plan will be approved by the Board of Trustees prior to the charter renewal site visit.
 - e. The Charter School Office was complimentary of AKF high school data, dissemination of best practices, growth in the music program, and robust character education in all grades.
 3. Middle School 2017-2018 Student Handbook amendments to the code of conduct reflecting Project Wisdom character education, report cards, mid-terms, finals, videotaping, bus riding rules and expectations, locks for grades 6 and 7, and revisions to reflect the change from grades 5-8 to grades 4-7 throughout the handbook were distributed and discussed.

- a. Discussion of hair and facial hair section was discussed. All three school handbooks require hair to be neat and clean. The section of the handbooks will be further discussed at the June 1, 2017 Education Committee meeting.
 - b. The code of conduct, philosophy surrounding discipline, and additional supports was discussed. Resources and measuring AKF against established best practices by administration was discussed.
 - c. ***A motion was made by Atty. O'Connell, seconded by Mrs. Christo and unanimously accepted to approve the Student Handbook amendment to grades 4-7 Middle School Discipline Policy.***
4. High School 2017-2018 Student Handbook amendment to the grade 8 uniform policy was discussed.
- a. Decision by high school administration to distinguish 8th grade students from high school students within the building resulted in a uniform policy change from tan pants and uniform skirts to black pants for all 8th grade students and no skirts for 8th grade girls.
 - b. Discussion of adding black uniform skirt option for grade 8 occurred and will be further discussed at the June 1, 2017 Education Committee meeting.
 - c. ***A motion was made by Mr. Kittredge to approve the Student Handbook amendment to the grade 8 Uniform Policy from khaki pants and/or uniform skirt to black bottoms whether in pant or skirt form if the policy change is approved by the high school principal. Mrs. Blue seconded the motion.***

A discussion occurred.

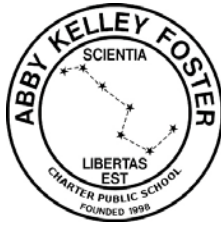
A new motion was made by Mrs. Blue to approve the Student Handbook amendment to the grade 8 Uniform Policy from khaki pants and/or uniform skirt to black pants and/or black uniform skirts for grade 8 students. Mr. Kittredge seconded the motion. The motion passed unanimously with eight yeas.

V. Organizational Viability

A. The Facilities and Finance Committee update was presented by Mr. Royce, Treasurer.

1. The meeting minutes and financial report from May 5, 2017 were summarized.
2. The building project update was summarized by Mr. Donaghy, Director of Facilities.
 - a. The high school roof and boilers are 60% complete; occupancy permit will be sought upon completion of roof and boilers; new furniture has been delivered and classrooms will be populated next week; flags and evacuation plans will be installed in all rooms; and cameras have been installed and programmed.
 - b. An Open House has been scheduled for Monday, June 12, 2017 from 6:00 p.m. to 7:00 p.m. and the board members were invited to attend.

- c. The elementary school project and high school expansion cost of approximately \$4.5M compared to the original scope of the project by the Open Space Committee was discussed.
 - 3. The electrical update was summarized by Mr. Donaghy.
 - a. Electrical engineering study issue with National Grid work ticket. ES and MS account numbers were created by National Grid; original account number belonging to Liberty Properties was cancelled by National Grid when creating AKF account numbers for the same property resulting in disruption to Liberty Properties other tenant in 10 New Bond Street condo building; both ES and MS account numbers were cancelled by National Grid to reinstate Liberty Properties account number. Shepard Electric is currently attempting to resolve account number and work ticket issues with National Grid on AKF's behalf. Liberty Properties work is scheduled to be completed by August 14, 2017 which will delay AKF Phase I summer study.
 - b. There was no update on the potential disruption to the athletic field use due to the city sewer line summer repair.
 - B. The Executive Director's goals and 2016-2017 evaluation were presented by Mrs. Paluk.
 - 1. ***A motion was made by Mr. Royce, seconded by Mr. Walsh and unanimously accepted to renew Mr. Haas' contract for one year with quarterly reviews conducted by a subcommittee which will create goals in the contract quarterly.***
 - 2. ***A motion was made by Mrs. Christo, seconded by Mr. Royce and unanimously accepted to create a subcommittee consisting of Mrs. Paluk, Atty. O'Connell, and Mr. Kittredge to serve as evaluators of the Executive Director and contract negotiators to approve the Executive Director's contract.***
 - 3. The subcommittee will meet quarterly and report back to the board.
 - 4. The school is currently working with a consultant to finalize the strategic plan and consideration will be given to working with consultants in the future.
 - 5. The board instructed Mr. Haas to look to Mrs. Little for people with various areas of expertise.
 - 6. Mrs. Paluk will contact Attorney Cox regarding the subcommittee and contract negotiations.
- VI. The next meeting is scheduled for Wednesday, June 14, 2017 at 6:30 p.m.
- A. High School Graduation is scheduled for May 31, 2017 at 6:00 p.m. at Mechanics Hall and invitations were mailed to all board members who were encouraged to attend. Reserved seating is available behind the faculty. Board members should contact Mrs. Durkin to coordinate seating arrangements.
 - B. Elementary School Portfolio Night is scheduled for June 7, 2017 from 5:00 p.m. to 6:30 p.m in the elementary school and all board members were encouraged to attend.
 - C. A list of upcoming dates and events will be sent to board members by Mrs. Durkin.
- VII. ***A motion was made by Mrs. Christo, seconded by Mr. Royce and unanimously accepted to adjourn the May 24, 2017 meeting at 7:26 p.m.***



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, April 26, 2017**

MINUTES

- I. The meeting was called to order at 6:32 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Patrick Royce, Alicia O’Connell, Celia Blue,
Lea Christo, James Walsh
Members absent: Ryan Kittredge, Randy Schmid
Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. ***A motion was made by Mr. Walsh, seconded by Mr. Royce and unanimously accepted to approve the minutes from the April 5, 2017 board meeting.***
- IV. Academic Program Success
 - A. The Education Committee update was presented by Atty. O’Connell.
 1. The meeting minutes from April 6, 2017 were summarized.
 - a. IB Programme report, increase in full IB cohort this year, and iReady reading and math presentation were discussed.
 - b. The next meeting is scheduled for May 4, 2017.
- V. Organizational Viability
 - A. The Facilities and Finance Committee update was presented by Mr. Royce, Treasurer.
 1. The April 7, 2017 committee meeting was cancelled after no revisions to the FY18 budget were proposed at the April 5, 2017 board meeting.
 - a. The Executive Director posted the FY18 Budget Power Point on the website, emailed the presentation and communicated the salary scale reinstatement to all staff after the April 5, 2017 board meeting.
 - b. Consideration will be given to continually seeking improvements to employee benefits and the salary scale.

2. ***A motion was made by Mr. Royce to accept the FY18 operating budget. Mrs. Blue seconded the motion.***

A discussion occurred.

A roll call vote was taken:

Celia	Blue	YES
Lea	Christo	YES
Ryan	Kittredge	Absent
Alicia	O'Connell	YES
Heidi	Paluk	YES
Patrick	Royce	YES
Randy	Schmid	Absent
James	Walsh	YES

The motion to approve the FY18 operating budget passed unanimously with six yeas.

- B. The building project status was summarized by Mr. Donaghy, Director of Facilities.

1. High school expansion project:

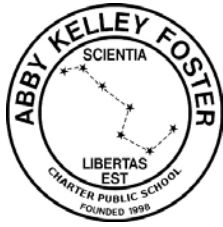
- a. AKF currently has a temporary occupancy certificate.
- b. All activities related to the project are on schedule.
- c. The RFP for the installation of classroom projectors was opened today.
- d. The RFP for moving services is in process.
- e. The new boilers and roof repair portion of the project will start on May 1, 2017. A permanent occupancy permit will be received when both are completed.
- f. The added space to the high school is approximately 25K square feet at a cost of approximately \$4.5M.

2. New electrical service for elementary and middle schools:

- a. The agreements with the designer and project manager to perform the study are being finalized.
- b. The study will produce or determine design options and an initial estimate of cost.
- c. The length of the study will be determined by the availability of National Grid who will work with AKF's consultants.
- d. The goal of the project is to separate AKF's electrical supply from the antiquated electrical sub-station that is privately owned by Liberty Properties. It is unlikely that National Grid will share any cost for the project because the issue is with this privately owned sub-station and not any of their systems/equipment.
- e. It is also unlikely that there will be any rebates for this project because it does not provide any energy savings.

- VI. The next meeting is scheduled for Wednesday, May 24, 2017 at 6:30 p.m. to complete the Executive Director's evaluation and contract discussion.

- VII. ***A motion was made by Mr. Royce, seconded by Mrs. Blue, and unanimously accepted to adjourn the April 26, 2017 meeting at 7:00 p.m.***



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, April 5, 2017**

MINUTES

- I. The meeting was called to order at 6:37 p.m. in the high school lecture hall by Mrs. Paluk.

- II. Members present: Heidi Paluk, Patrick Royce, Ryan Kittredge, Alicia O’Connell, Randy Schmid, Celia Blue (6:39pm)
Members absent: Lea Christo, James Walsh
Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy, John Calabresi, AnnMarie Little, Amy Emma, Chris Kursonis, Amy Puliafico, Jennifer Giusto, Jessica Regan, Peter Magerowski

- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. Letter of Resignation dated January 20, 2017 was received from Dr. Alexis Travis.
 - C. *A motion was made by Atty. O’Connell, seconded by Mr. Royce and unanimously accepted to approve the minutes from the January 11, 2017 board meeting.*
 - D. *A motion was made by Atty. O’Connell, seconded by Mr. Kittredge and unanimously accepted to approve the minutes from the March 10, 2017 special board meeting.*

- IV. Academic Program Success
 - A. The Education Committee update was presented by Atty. O’Connell.
 - 1. The meeting minutes from February 2, 2017 were summarized.
 - a. IB self study and Fall 2017 Charter Renewal were discussed.
 - B. The Climate Subcommittee update was presented by Mrs. Paluk.
 - 1. The Employee Climate and Culture Survey was discussed.
 - a. The Board of Trustees will send all staff a letter tomorrow which Mrs. Paluk read aloud regarding the Finance Committee authorizing the school to return part of the FY17 surplus to employees and action steps resulting from the employee survey.
 - 2. The subcommittee will schedule additional meetings for the Spring 2017.
 - C. AKF Educational Foundation update was presented by Mrs. Blue, President.
 - 1. The minutes from March 2, 2017 were summarized.
 - a. Four grants totaling \$6,930 were awarded.
 - 2. The Golf Tournament was discussed and board members were asked to attend and support the June 9, 2017 event.
 - 3. The next meeting is scheduled for June 14, 2017 to plan the 20th Anniversary Gala.

- V. Organizational Viability
 - A. The Facilities and Finance Committee update was presented by Mr. Royce, Treasurer.

1. The meeting minutes from February 3, March 3, 24, and 31, 2017 were summarized.
 - a. The school currently operates with \$705K surplus compared to \$363K budgeted surplus; revenue is over budget; operating expenses under budget.
 - b. Feasibility study for electrical upgrades at both elementary and middle schools estimated to be completed by September 2017.
 - a. Discussion of opening a work ticket, National Grid's timeline, and starting Phase I during summer 2018 occurred.
2. The building project status was presented by Brian Haas, Executive Director and Steven Donaghy, Director of Facilities.
 - a. High School temporary occupancy permit, small punch list including boilers, Seaver Construction supervision, floor waxing (April 2017), new furniture (May 2017), projector RFP, and RFP to move elementary and middle school furniture were highlighted.
 - b. Elementary school cafeteria construction scheduled to being on the last day of school 2016-2017.
 - c. Scheduling an open house for students and parents was discussed.
3. The budget presentation and discussion was led by Mr. Haas.
 - a. The budget Power Point will be posted on the website by Mr. Haas.
 - b. The FY18 balanced budget projected surplus is \$82K.
 - c. The Board of Trustees are pleased to restore teacher salaries in FY18.
 - d. The iReady educational purchase will be added to the April 6, 2017 Education Committee agenda.
 - e. The Facilities and Finance Committee meeting scheduled for April 7, 2017 is cancelled. The FY18 budget presented will be approved April 26, 2017.

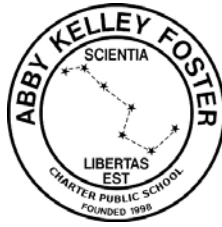
B. Executive Director

1. The Strategic Planning update was presented by Mr. Haas.
 - a. Parents and staff from all three schools were included in the process. The Strategic Planning Committee created overarching goals (people, places, programs/pedagogy, and partners) which were turned over to an internal working group to create specific initiatives to meet each goal.
 - b. The Strategic Plan 2017-2020 will be presented to the Board of Trustees on June 14, 2017 for approval.
 - a. April 12, 2017 - internal group initiative deadline.
 - b. April 25, 2017 - internal group meeting.
 - c. May 17, 2017 - first draft deadline.
 - d. June 1, 2017 - additional Education Committee meeting will be scheduled for entire Board of Trustees to attend the Strategic Plan presentation, Charter Renewal discussion, and Guidance Department ASCA presentation
2. The Executive Director's Goals formative update was distributed by Mr. Haas.
 - a. Summative goals update will be provided to the Board of Trustees by Mr. Haas on April 26, 2017.

VI. The next meeting is scheduled for Wednesday, April 26, 2017 at 6:30 p.m. to approve the FY18 budget. Additional Board of Trustees meeting scheduled for May 24, 2017 to complete the Executive Director's evaluation and contract discussion.

VII. ***A motion was made and unanimously accepted to adjourn the April 5, 2017 meeting at 7:52 p.m.***

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director



**Abby Kelley Foster Charter Public School
Board of Trustees
Friday, March 10, 2017**

**Special Meeting
MINUTES**

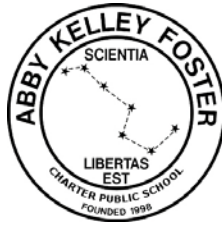
- I. The meeting was called to order at 7:57 a.m. in the executive director's office in the middle school by Mrs. Paluk.

- II. Members present: Heidi Paluk, Lea Christo, Ryan Kittredge, Alicia O'Connell,
Patrick Royce, James Walsh
Members absent: Celia Blue, Randy Schmid
Others present: Brian Haas, AnnMarie Little

- III. Discussion regarding the establishment of a Board of Trustee Sub Committee to review the school survey.
 - A. The results of the climate and culture survey of teaching staff and other staff conducted in January 2017 were viewed by the admin team and Mrs. Paluk.
 - i. Issues were identified.
 - ii. Action plans and initiatives were developed.
 - iii. Procedure for handling anonymous complaints moving forward will be created.
 - iv. Budgetary implications may result from the survey.

 - B. The ad hoc committee formed by the board of trustees will be responsible for the following:
 - i. Looking at the process for evaluating the AKF employee workplace climate.
 - ii. Looking at the aggregate data including all comments.
 - iii. Looking at recommendations from administration.
 - iv. Repairing relationships with administrators and rebuilding trust.
 - v. Producing communication to staff which will include interventions, solutions, and a clear message that staff has been heard.
 - vi. Developing methods to evaluate interventions and determining frequency and time of year for ongoing climate evaluations.
 - vii. Developing and budgeting for a plan to include students, parents, and employees utilizing evidence based climate survey tools moving forward.
 - viii. Reporting to the Board of Trustees at the April 5, 2017 meeting.

- IV. *The following motion was made by Mrs. Christo, seconded by Mr. Royce, and unanimously accepted: The board moves pursuant to Article IV, 9, of its bylaws to constitute an ad hoc committee to assess and consider, by the means it deems appropriate, the employee workplace climate at AKFCS. The ad hoc committee will report on its conclusions, any actions it has taken, and make such recommendations as it deems necessary at the next regularly scheduled meeting of the Board. The ad hoc committee shall conduct itself in conformance with our bylaws and applicable state law and shall have authority to devote no more than \$5,000.00 (five thousand dollars) to this undertaking, unless further funding is approved by the Board. The ad hoc committee shall continue until discharged by the Board.*
- V. *The board moved to appoint Patrick Royce, Alicia O'Connell, and Heidi Paluk to the ad hoc committee.*
- VI. *A motion was made by Mr. Walsh, seconded by Mr. Kittredge, and unanimously accepted to authorize the Executive Director and/or the Board Chair to sign checks on behalf of the school, with the exceptions detailed in the Abby Kelley Foster Charter Public School's Fiscal Policy and Procedure Guide.*
- VII. *A motion was made and unanimously accepted to adjourn the March 10, 2017 special meeting at 8:27 a.m.*



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, January 11, 2017**

MINUTES

- I. The meeting was called to order at 6:40 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Celia Blue, Lea Christo, Ryan Kittredge, Alicia O'Connell, Randy Schmid, Alexis Travis, James Walsh
Members absent: Patrick Royce
Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy, Amy Emma, Jennifer Giusto
- III. Faithfulness to Charter
 - A. The mission statement was previously read at the annual meeting.
 - B. ***A motion was made by Mrs. Blue, seconded by Atty. O'Connell and unanimously accepted to approve the minutes from the October 27, 2016 board meeting.***
- IV. Academic Program Success
 - A. The Education Committee update was presented by Atty. O'Connell.
 - i. The committee co-chairs for 2017 are Mrs. Paluk and Atty. O'Connell.
 - ii. The meeting minutes from the December 1, 2016 and January 5, 2017 were summarized.
 - a. Regional transportation, reinstatement of the elementary school backpack program through a Fallon Health grant, middle school math teacher resignation, Rotary Club high school book publishing opportunity for scholarships and grants, special education collaborative school building renovation next to AKF fields, and academic calendar were reviewed and discussed.
 - iii. ***A motion was made by Mr. Walsh, seconded by Dr. Travis, and unanimously accepted to approve the 2017-2018 Academic Calendar.***
 - B. Human Resources were discussed.
 - a. The board of trustees will conduct a climate and culture survey of teaching staff and other staff January 13-20, 2017. Discussion of a separate survey for administrators to participate as well as conducting the climate and culture survey annually occurred.
 - b. Anonymous communication received by the board chair was discussed.
 - c. The contracted human resources provider will be contacted to explore opportunities to educate administration on the suite of services available including 360 reviews.
 - d. Exit interviews for employees will be implemented in 2017.
 - e. Teacher and administrator evaluations were discussed.

- C. The AKF Educational Foundation, Inc. was presented by Mrs. Blue.
 - i. The next meeting is scheduled for Thursday, March 2, 2017 at 7:30 a.m.

- V. Organizational Viability
 - A. The Facilities and Finance Committee update was presented by Mrs. Paluk.
 - i. The meeting minutes from November 4, 2016, December 2, 2016, and January 6, 2017 were summarized.
 - ii. The high school building project, roof repair options, boiler replacement, fire suppression water pipe, district capital projects including priorities and 10-year planned projects, and electrical service were discussed.
 - B. Executive Director
 - i. The Executive Director's Report was presented by Mr. Haas.
 - a. Positive teacher and student observations in all 3 schools, reassuring teachers of job security during and after building transitions, and good teacher morale was summarized.
 - b. Status of transition planning for grades 4 and 8 was discussed.
 - ii. The 2016-2017 Executive Director's Goals were discussed.
 - a. The executive director's reports will be built around goals approved October 27, 2016 moving forward.

- VI. Next meetings scheduled for:
 - Wednesday, April 5, 2017 at 6:30 p.m. (budget presentation)
 - Wednesday, April 26, 2017 at 6:30 p.m. (budget approval)

- VII. Miscellaneous
 - A. Mr. Haas offered tours of the high school build-out space conducted by Mr. Donaghy following tonight's meeting.

- VIII. ***A motion was made and unanimously accepted to adjourn the January 11, 2017 meeting at 7:48 p.m.***



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, January 11, 2017**

ANNUAL MEETING MINUTES

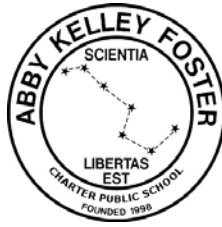
- I. The meeting was called to order at 6:35p.m.in the high school lecture Hall by Mrs. Paluk and the mission statement was read.

- II. Members present: Heidi Paluk, Celia Blue, Lea Christo, Ryan Kittredge, Alicia O’Connell, Randy Schmid, Alexis Travis, James Walsh
Members absent: Patrick Royce
Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy, Amy Emma, Jennifer Giusto

- III. Organizational Viability
 - A. Governance
 - i. The By-Laws were reviewed and remain unchanged.
 - ii. The slate of nominations for board officers to serve a one year term was presented and a motion was made by Mr. Walsh and seconded by Mrs. Blue as follows:
Mrs. Heidi Paluk, Chair
Mr. Patrick Royce, Treasurer
Atty. Alicia O’Connell, Clerk
The candidates were unanimously elected by ballot.
A motion was made and unanimously accepted to elect Heidi Paluk, Chair, Patrick Royce, Treasurer, and Alicia O’Connell, Clerk as officers to serve a one year term on the school’s Board of Trustees.

- IV. ***A motion was made by Mr. Walsh and seconded by Mrs. Blue, and unanimously accepted to adjourn the January 11, 2017 Annual Meeting.***

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director



**Abby Kelley Foster Charter Public School
Board of Trustees
Thursday, October 27, 2016**

MINUTES

- I. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.
Members Present: Heidi Paluk, Celia Blue, Ryan Kittredge, Alicia O'Connell, Patrick Royce, Alexis Travis, James Walsh
Members Absent: Lea Christo and Randy Schmid

- I. Faithfulness to Charter
 - a. The Mission statement was presented by Mrs. Paluk.
A motion was made by Mr. Royce, seconded by Mrs. Blue and unanimously accepted to approve the minutes from the September 21, 2016 board meeting.

- II. Academic Program Success
 - A. Education Committee update was presented by Atty. O'Connell.
 - i. The minutes from the October 6, 2016 meeting were summarized and MCAS/PARCC results and highlights were reviewed and discussed.
 - B. The AKF Educational Foundation, Inc. update was presented by Mrs. Blue.
 - i. The minutes from the October 17, 2016 meeting were summarized and included \$10K in grants awarded this month.
 - ii. The golf tournament scheduled for Friday, June 9, 2017 was discussed.
 - iii. Meetings moving forward will be changed from Mondays to another date tbd.
 - iv. A special meeting of the foundation will be scheduled for January 11, 2017 at 6:00 p.m. to approve IRS Form 990.

- III. Organizational Viability
 - A. The Facilities and Finance Committee update was presented by Mr. Royce.
 - i. The minutes from the October 14, 2016 meeting were summarized and the Federal Meals Program was discussed.
 - ii. The revised audit, reflecting the reporting of In-Kind donations for the golf tournament, was reviewed and discussed.
 - iii. ***A motion was made by Mr. Royce, seconded by Mr. Walsh, and unanimously accepted to approve the FY16 Audit as submitted by Bollus Lynch, LLP.***
 - iv. The building project status will be discussed at the November 4, 2017 meeting.
 - v. The City of Worcester flooding on Friday, October 21, 2016 which impacted first grade classrooms in the Elementary School through Tuesday, October 25, 2016 was discussed and included safety precautions, notification to parents and insurance company, cleanup, and damage.

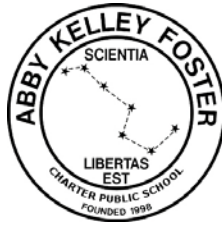
B. Executive Director

- i. The Executive Director's Report was presented by Mr. Haas and summarized.
 1. The Strategic Plan 2017-2020 work in progress was summarized.
 2. Parent communication regarding IB success in college was discussed.
- ii. The 2016-2017 Executive Director's Goals were presented by Mrs. Paluk.
 1. Goals #1 and #3 were discussed.
- iii. ***A motion was made by Mrs. Blue, seconded by Atty. O'Connell, and unanimously accepted to approve the revised Executive Director's 2016-2017 Goals with tentative format changes.***

IV. The next meeting is scheduled for Wednesday, January 11, 2017 at 6:30 p.m. and will be preceded by the AKF Educational Foundation meeting at 6:00 p.m. for the purpose of approving IRS Form 990.

V. ***A motion was made by Mrs. Paluk, seconded by Mrs. Blue, and unanimously accepted to adjourn the October 27, 2016 meeting at 7:20 p.m.***

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director

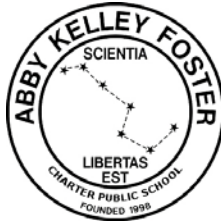


**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, September 21, 2016**

MINUTES

- I. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.
Members Present: Heidi Paluk, Lea Christo, Celia Blue, Alicia O’Connell,
Ryan Kittredge
Members Absent: Patrick Royce, Randy Schmid, Alexis Travis, James Walsh
- II. Faithfulness to Charter
A. The mission statement was presented by Mrs. Paluk.
B. A motion was made by Atty. O’Connell, seconded by Mrs. Blue and unanimously accepted to approve the minutes from the August 31, 2016 board meeting.
- III. Academic Program Success
A. The Education Committee update was presented by Atty. O’Connell.
i. The minutes from the September 8, 2016 meeting were summarized.
- IV. Organizational Viability
A. The Facilities and Finance Committee update was presented by Mrs. Paluk.
i. The minutes from the September 9, 2016 meeting were summarized.
ii. The high school building project status was summarized by Mr. Donaghy.
1. Project remains in compliance with codes and regulations.
2. CORI checks have been completed for all subcontractors.
3. Projected completion date remains April 4, 2017.

B. Executive Director
i. The 2015-2016 Executive Director’s Evaluation was read by Mrs. Paluk.
ii. The 2016-2017 Executive Director’s Goals were presented by Mrs. Paluk and discussed.
iii. **A motion was made by Mrs. Blue, seconded by Atty. O’Connell, and unanimously passed with five yeas to approve version 1 of the Executive Director’s 2016-2017 Goals with the understanding that version 2 will be finalized and voted on at the October 27, 2016 board meeting.**
- V. The next meeting is scheduled for Thursday, October 27, 2016 at 6:30 p.m.
- VI. **A motion was made by Mrs. Blue, seconded by Mrs. Christo, and unanimously accepted to adjourn the September 21, 2016 meeting at 7:29 p.m.**



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, August 31, 2016**

MINUTES

- I. The meeting was called to order at 6:31 p.m. in the high school lecture hall by Mrs. Paluk.
- Members Present: Heidi Paluk, Celia Blue, Ryan Kittredge, Alicia O’Connell, Patrick Royce, Randy Schmid, James Walsh, Alexis Travis (6:37pm)
- Members Absent: Lea Christo
- Others Present: Brian Haas, AnnMarie Little, Dianne Bonaventura, Steven Donaghy, Amy Emma, Chris Kursonis, Amy Puliafico, John Calabresi, Jennifer Giusto and Jessica Regan
- II. Faithfulness to Charter
- A. The mission statement was read by Mrs. Paluk.
- B. A motion was made by Mr. Walsh, seconded by Atty. O’Connell, and unanimously accepted to approve the minutes from the June 8, 2016 board meeting.**
- III. Academic Program Success
- A. The Education Committee update was presented by Atty. O’Connell.
- i. Atty. O’Connell is stepping down as committee chair.
 - ii. The first meeting of the year is scheduled for Thursday, September 8, 2016.
 - iii. Executive Director requested moving parent conferences which is an early dismissal, from November 8, which is Election Day, to the following Tuesday, November 15, 2016.
 - iv. A motion was made by Atty. O’Connell, seconded by Mrs. Blue, and unanimously passed with seven yeas to amend the 2016-2017 Academic Calendar to schedule November 8, 2016 as a regular day and November 15, 2016 as early dismissal for parent conferences.**
- B. AKF Educational Foundation update was presented by Mrs. Blue, President.
- i. The minutes from the June 13, 2016 meeting were summarized.
 1. Two grants were approved for funding by the foundation: Dominican Republic Service Trip and Middle School Homework Program.
 2. The new grant application deadlines are October 1st and March 1st.
 3. Golf tournament was profitable and the next tournament has been scheduled for Friday, June 9, 2017.
- IV. Organizational Viability
- A. Facilities and Finance Committee update was presented by Mr. Royce, Treasurer.
- i. The next meeting is scheduled for Friday, September 9, 2016. The audit presentation and vote will occur at the October 27, 2016 board meeting.
 - ii. Building Project Status

1. The banks approved the school's request to release the existing reserve fund account to be used to pay debt service payments on existing debt. The banks also approved the school's request to reduce the debt service ratio from 1.2 to 1.15 effective with FY2017.
2. Elementary School Bathroom Renovations Project was completed on time and under budget. Board members toured the facility prior to the meeting.
3. High School Build-out update was presented to the board by Mr. Donaghy. The tentative completion date is April 5, 2017.
4. Worker CORI checks, building permit delay, signage, safety, parent notifications, and years of planning for the project were discussed.
5. The tentative July 29, 2016 board meeting was cancelled that day due to receipt of bank approval information. Cancellation notice was posted on the school website.

iii. A motion was made by Mr. Royce, seconded by Mr. Walsh, and unanimously passed with eight yeas to authorize the chairman, treasurer, or executive director authority to execute financing modification documents on behalf of the school. (Clerk Certificate Required)

B. Executive Director's update was presented by Mr. Haas.

- i. Elementary School opening day was summarized by Mrs. Emma, Principal.
- ii. Middle School opening day was summarized by Ms. Puliafico, Principal.
- iii. High School opening day was summarized by Mr. Kursonis, Principal.
- iv. Facilities summer projects were summarized by Mr. Donaghy, Director of Facilities.
- v. IT summer projects were summarized by Mr. Calabresi, Manager of IT.
- vi. 2015-2016 Executive Director's Evaluation and Rubric
 1. Mrs. Little will review protocol with board chair. Board members will conduct Executive Director evaluation at the next board meeting.
- vii. 2016-2017 Executive Director's draft goals were distributed.
 1. The Executive Committee will clarify goals and the Board of Trustees will vote to approve goals at the September 21, 2016 meeting.
- viii. Executive Director's Report was distributed and summarized.
 1. Opening day school-wide professional development focus: mindfulness.
 2. HR Knowledge was determined to be more cost effective than hiring a full-time human resources employee.
 3. Salaries were restored to several teachers who completed higher education and salary scale will be a priority for FY18.
 4. Strategic Planning process was discussed.

V. Governance

A. Legislative update was presented by Mrs. Little.

VI. The next meeting is scheduled for Wednesday, September 21, 2016 at 6:30 p.m.

VII. A motion was made by Mrs. Blue, seconded by Mr. Royce, and unanimously accepted to adjourn the August 31, 2016 meeting at 8:20 p.m.