

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, June 2, 2017

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer in the Executive Director's Office in the Middle School at 7:48 a.m.
- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh,
Ryan Kittredge (7:51 a.m.)
 - b. Board members absent: Randy Schmid
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy
- III. The minutes from May 5, 2017 were approved.
- IV. The High School building project update was presented by Mr. Donaghy.
 - a. Roof work, populating and cleaning classrooms for the June 12, 2017 Open House, security camera installation, and boilers and annual maintenance were discussed.
- V. The facility update was presented by Mr. Donaghy.
 - a. Electrical project has been delayed several weeks. Collaborative efforts ongoing between AKF, Liberty Properties, Shepard Electric, and National Grid. Scope of work for Elementary School and Middle School was discussed.
 - b. Summer projects include creating a cafeteria and reception area in the Elementary School; court assigned community service workers will volunteer again this summer; and front desk safety and security in all three buildings was discussed.
 - c. The Safety Committee continues to meet quarterly and consists of the Executive Director, Director of Facilities, and all three Assistant Principals.
 - d. The status update of all facility concerns will be presented in a spreadsheet at the next meeting.
- VI. The financial statements were presented by Ms. Bonaventura.
 - a. Projected year end surplus of \$350K anticipated after bonuses were issued to all staff, and 24 employees were reimbursed an average of \$400 for professional development.
 - b. Good faith effort to reward all staff for the hardship of 2016-2017 budget cuts resulted in agreement to purchase welcome back gift cards for all employees and was capped at \$50K. Discussion of 2016-2017 rewards including: bonus, staff

lunch, gift card, professional development reimbursement, and welcome back gift card occurred.

- c. Health insurance was discussed and will likely go out to bid, depending on renewal quote from HPHC. Renewal date is September 1, 2017.
 - d. The 401(k) plan and retirement plan for teachers and some administrators was discussed.
 - e. The Disbursement Register for the period May 3, 2017 – May 31, 2017 was distributed and discussed. The Nationwide disbursement record will be corrected to Fidelity as identified by Mr. Royce.
- VII. The safety update was previously presented by Mr. Haas and there were no issues to report.
- VIII. Miscellaneous
- a. The Strategic Plan update was presented by Mr. Haas.
 1. A consultant has been retained to work with Mr. Haas on the initiatives for the five overarching goals. The new version of the Strategic Plan will be discussed with Mrs. Paluk.
 - b. The 2017-2018 meeting schedule was discussed and will be finalized at the June 14, 2017 board meeting.
 1. Second Fridays - Education Committee at 7:45 a.m.
 2. Third Fridays – Facilities & Finance Committee at 7:45 a.m.
 3. Last Wednesdays – Board of Trustees at 6:30 p.m.
 4. Board packets will be emailed on Mondays the week of the board meeting.
 - c. New space Open House Tour scheduled for Monday, June 12, 2017 from 6:00 p.m. - 7:00 p.m. will begin in the High School auditorium and includes light refreshments.
- IX. Next Meeting: TBD
- X. The meeting was adjourned at 9:09 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, May 5, 2017

MINUTES

- I. The meeting was called to order at 7:48 a.m. by Heidi Paluk, Chair, in the Executive Director's office.

- II. Board Member Present: Heidi Paluk, Ryan Kittredge, Randy Schmid, James Walsh
Board Members Absent: Patrick Royce
Others Present: Brian Haas, Dianne Bonaventura, Steven Donaghy

- III. The minutes from March 31, 2017 were previously reviewed at the April board meeting.

- IV. The building project update was presented by Mr. Donaghy.
 - a. Additional contingency for unanticipated high school roof deck rot and the replacement of a roof drain was explained. Structural engineer, project manager and general contractor are working with Mr. Donaghy on site this week to determine the scope of work and cost.
 - b. Hot water main scheduled for shut down and replacement today.
 - c. Discussion of Kuhn Riddle, Shepard Electric, upcoming electrical projects, final occupancy permit, and evaluation occurred.
 - d. An open house tour of the new space will be scheduled for June 12, 2017.

- V. The facility update was distributed by Mr. Donaghy.
 - a. High school expansion, winter snow and ice management, new primary electrical service in the elementary and middle schools, turf sports field, and Central Massachusetts Collaborative School were listed and discussed.
 - b. Consideration will be given to seeking financial assistance from the City of Worcester for loss of field rental income as a result of needed sewer line repairs that may impact availability of fields during summer.

Mr. Schmid excused himself at 8:29 a.m.

- VI. The financial statements were presented by Ms. Bonaventura.
 - a. The FY17 budget surplus variance of \$167K was discussed.
 - b. Employee profit sharing options were presented and discussed. Consideration will be given to restoring the 401(k) match in future years.
 - c. Most AKF teachers currently contribute 11% to MTRS pension and consideration will be given to communicating the importance of planning for retirement to staff on teacher reporting day in August 2017.

- d. The Disbursement Register for the period March 31, 2017-May 3, 2017 was distributed and the April ice cream payment was discussed.

- VII. The safety plans for each building will be reviewed at an upcoming meeting and safety inspections are up-to-date as reported by Mr. Haas.

- VIII. Miscellaneous
 - a. The Strategic Plan update was led by Mr. Haas.
 - 1. The draft plan will be sent to the Board of Trustees today.
 - 2. The Strategic Plan presentation and discussion will be scheduled for June 1, 2017 during the Education Committee meeting. The Facilities and Finance committee members were invited to attend in preparation for the June 14, 2017 Board of Trustees vote to approve the Strategic Plan.
 - 3. The charter school renewal application will be submitted in June 2017 after the board meeting.
 - b. The High School graduation ceremony will be held at Mechanics Hall on Wednesday, May 31, 2017 and board members were encouraged to attend. Mr. Haas invited Betsy DeVos, United States Secretary of Education, and his request is currently under consideration with the scheduler.

- IX. The next meeting is scheduled for Friday, June 2, 2017 at 7:45 a.m.

- X. The meeting was adjourned by Mrs. Paluk at 8:58 a.m.

Submitted by: Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, March 31, 2017

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer, in the Executive Director's Office in the Middle School at 7:51 a.m.

- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh
 - b. Remote Participants: Randy Schmid and Ryan Kittredge
 - c. Board members absent: None
 - d. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy

- III. The minutes from March 24, 2017 were reviewed and discussed.

- IV. The revised draft FY18 operating budget was distributed and discussed.
 - a. Projected surplus increased from \$34K to \$82K.
 1. Savings due to recalculation of retiring teachers replacements and copy machine lease negotiation.
 2. Health Insurance will go out to bid by HR Knowledge and alternative plan designs will be considered.
 - b. Cameras and existing HS staff will solve need for receptionist in new 8th grade wing.
 - c. Transportation has not been confirmed for 2017-2018.
 1. Rate increase of 3% scheduled.
 2. Additional Tier 1 bus will increase expense by \$63K.
 3. Consideration will be given to eliminating one ES bus. Safety is the primary concern for ES students over budget savings. Potential savings of \$20,388.
 - d. Recap requested by Mr. Schmid.
 1. Last year at this time AKF was informed of \$600K reduction in state funding.
 2. This year state funding is projected to increase by less than 2% and the teacher salary scale has been reinstated for 2017-2018.
 3. The debt service coverage ratio bank requirement was reduced in 2016-2017 from 1.20 to 1.15.
 - e. The Facilities and Finance Committee recommends this budget for presentation to the Board of Trustees for further review and discussion at the April 5, 2017 meeting.

Mr. Kittredge and Mr. Schmid respectfully excused themselves from the meeting.

- V. The building project update and facility update was presented by Mr. Donaghy.
 - a. The April 2017 Facility Report was distributed and discussed.
 1. Temporary Certificate of Occupancy at the high school was received.

2. Boiler replacement (approx. \$190K with a possible \$30K MassSave rebate after installation) and roof repair (approx. \$90K) at the high school were discussed.
3. Snow removal costs are currently \$80K and AKF has an early release snow day today which may increase expenses.
4. Building safety oversight includes 17 cameras in the 8th grade area and 64 cameras in the original areas of the high school area.
5. Heaters in the activity center will be replaced at an anticipated cost of \$13K-\$18K.
6. Emergency lights in the high school concert hall will be replaced.
7. Electrical feasibility study estimated to cost \$21K if approved to determine the scope of work after roles are clarified.
8. The Elementary School PTO is paying for an LED sign and installation (approx. \$6K-\$8K).
9. Turf field issues were discussed.
 1. Seam issues from Fall 2016 flood will cost approx. \$7K to repair.
 2. Outfield dipping due to Weasel Brook drainage.
 3. Batter's box turf has been replaced.
 4. Pitcher's mound requires replacement at a cost of \$10K.
 5. Life expectancy of turf field is believed to be 10-15 years. Field was built in 2008.
 6. Brownfield is currently sealed by turf field. Consideration will be given to either 1) replacing turf, or 2) sealing Brownfield and seeding.

VI. The financial statements dated February 28, 2017 were distributed and discussed.

- a. Current budget surplus variance reported as \$341K.
- b. Bonus checks were distributed to staff in the amount of \$140K and will be reported on March financial statements.
- c. Surplus of \$350K-\$400K projected for FY17.
- d. The financial statements included the disbursement register for the period February 24, 2017 - March 29, 2017.

VII. The 401(k) plan and employee discussion was led by Mr. Royce.

- a. Discussion ensued regarding the possibility of additional surplus funds and how to best "give back" to staff. Executive Director and Business Manager will work with principals and other school administrators to consider options and present to board at next committee meeting. Administration will give full consideration to a profit sharing distribution to 401(k) accounts.
 1. Ms. Bonaventura and Mr. Royce shared details of meeting with Dan Girard of Girard Financial regarding profit sharing options. Girard Financial Services provides support including financial education and assisting employees with activating 401(k) accounts.

- b. Fidelity Investments has paid Iron Financial, the investment fiduciary; however, their system was unable to pay Girard Financial, the investment advisor. Discussion of Fidelity Investments promises for services they cannot provide occurred. Girard Financial will be contacted to submit paperwork for AKF to submit to Fidelity Investments for processing.
 - c. Discussion of the 401(k) plan and employee appreciation will continue at the April 26, 2017 BOT meeting.
- I. The next meeting is scheduled for May 5, 2017 at 7:45 a.m.
- a. The meeting tentatively scheduled for Friday, April 7, 2017 at 7:45 a.m. may be cancelled during the April 5, 2017 Board of Trustees meeting.
- II. The meeting was adjourned at 9:12 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, March 24, 2017

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer, in the Executive Director's Office in the Middle School at 7:45 a.m.

- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, Randy Schmid, James Walsh
 - b. Board members absent: Ryan Kittredge
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy

- III. The minutes from March 3, 2017 were approved.

- IV. The draft FY18 operating budget was distributed and discussed.
 - a. Revenue, staffing changes, increased positions, eliminated positions, instructional/curriculum materials, salaries, benefits, student transportation, facilities department savings, and priority on maximizing revenue stream by renting facilities to outside organizations was discussed.
 1. Discussion of revenue included no significant changes to Base Foundation, no changes anticipated to Facilities Aid, and the average of 2016 and 2017 actual figures calculated to project the Above Foundation revenue.
 2. Increased staffing costs of \$260K in FY18, a portion of which is attributed to new positions created due to moving 4th grade and 8th grade in August 2017.
 3. Staffing changes, increase in high needs students and ELL students in all 3 schools, reporting requirements, additional part-time nurse, increase in substitute budget district wide, and administration continuing to assess ELL program was explained by Ms. Bonaventura.
 4. Cost control budgetary practice being implemented in FY18. New hires will be no higher than M2 on the salary scale without prior approval from the Executive Director. This practice will be discussed at the next Education Committee meeting.
 5. Step and a half increase for instructional staff combined with a half step increase last year will return instructional staff to the current salary scale. Overall, instructional staff salaries will increase an average of 7% and administrative and support compensation will increase 2%.
 6. Transportation was discussed. The necessary additional Tier 1 bus for middle/high school in FY18 will be more expensive than the eliminated Tier 2 bus for the elementary school due to moving 4th grade and 8th grade.
 7. Consideration will be given to assessing the middle school science needs in addition to the budget for elementary school curriculum for FY18.

8. Athletics stipends were discussed and consideration will be given to MIAA co-op football with another school district in the future to cut expenses.
 9. Benefits were discussed. Mr. Royce and Ms. Bonaventura will discuss options with Girard Financial regarding the 401(k) match which was suspended in FY17. Bonuses will be distributed to all regular staff today by Mr. Haas. Consideration will be given to creating a sick bank. Professional Development/Tuition reimbursement will be reinstated in the FY18 budget.
 10. Facility rental income is currently \$30K. Mr. Haas plans to work with Greg Shannon and Amanda Durkin to increase revenue to \$50K in FY18. The plan includes renting the high school concert hall during the summer, among other possibilities.
 11. Consideration will be given to seeking 50% of the Educational Foundation's profit to support the school's operating budget and the remaining 50% for grant award funding. The conversation regarding a grant writer will continue.
 - b. Four year cash flow and compliance projections will be revisited next year after capital projects are planned. The current 3.25% fixed rate will remain in effect on long-term debt for the remaining 20 year bond period.
 - c. Projected FY17 revised budget anticipates a surplus of \$238K.
 - d. Projected FY18 surplus of \$34K and bank covenants will remain in compliance.
 - e. Administration is working to develop a contingency plan in the event of major budget variances occurring in FY18.
- V. The draft F&18 capital budget was distributed and discussed.
- a. Facilities capital budget totaled \$124K.
 - b. Curriculum capital budget totaled \$39K.
 - c. IT capital budget totaled \$203K.
- I. The next meeting is scheduled for Friday, March 31, 2017 at 7:45 a.m.
- a. The Board of Trustees meeting is scheduled for April 5, 2017 at 6:30 p.m.
 - b. The Friday, April 7, 2017 committee meeting may be cancelled at the board meeting.
- II. The meeting was adjourned at 9:30 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, March 3, 2017

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer, in the Executive Director's Office in the Middle School at 7:47 a.m.

- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh
 - b. Board members absent: Ryan Kittredge, Randy Schmid
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy

- III. The minutes from February 3, 2017 were approved.

- IV. The High School building project update was presented by Mr. Donaghy.
 - a. The fire department walk through has been scheduled; a punch list of small items is being prepared; the boiler replacement and roof repair will be added to the punch list.
 - b. The final project cost including boilers and roof will exceed budget by \$250K. The school will move forward with boiler replacement (approx. \$200K) and roof repair (approx. \$50K) at this time.
 1. The project is currently running \$41,982.70 over contingency. The increase in costs reflects the requirements of the structural engineers.
 2. Proposal to replace boilers in the amount of \$189,055.32 was received and requires Mr. Haas signature. MassSave offers a rebate of \$30K for which the school may be eligible.

- V. The facility update was presented by Mr. Donaghy.
 - a. The facilities report was distributed and included: high school expansion, winter snow and ice management, high school boilers, electrical service replacement, spring projects, and summer preparation.
 - b. Discussion of electrical substation and issues which have been discussed during the past five years. Electrical designer and Shepherd Electric met with Mr. Donaghy and will provide proposals. Next steps:
 1. Study Phase
 - AKF will move forward by authorizing the cost of the study.
 - Anticipated completion: December 2017 dependent on National Grid.
 2. Design Phase (possibly 2017-2018)
 3. Project Phase (possibly summer 2018)
 - c. Improvements to front desk safety at elementary school scheduled for summer 2017.

- VI. The financial statements were presented by Ms. Bonaventura.
 - a. Projected year end surplus of \$500K is partially a result of \$170K tuition increase, staffing savings, and snow removal savings.
 - b. The state is improving their system of tracking economically disadvantaged students.
 - 1. AKF students categorized as economically disadvantaged is approx. 40%.
 - 2. AKF students receiving free and reduced lunch is approx. 70%.
 - c. Above Foundation Budget amount from all sending districts budgeted at \$100K for FY17 and \$160K for FY18.
 - d. Staff compensation plan for FY17 was discussed to reward all 213 staff other than substitutes. AKF anticipates restoring teachers to full salary scale step in FY18.
 - e. The Disbursement Register for the period January 30, 2017 - February 24, 2017 was distributed.

- VII. The FY18 Budget discussion was led by Ms. Bonaventura.
 - a. Projected \$250K increase in revenue and conservative budget were discussed.
 - b. Consideration will be given to: restoring teacher salary scale to where employees should be; increasing other staff wages by 3%; increasing school health insurance contribution by 5% for anticipated increased costs; increasing student transportation costs for additional high school bus to accommodate grade 8; supplies, maintenance, and IT.

- VIII. The safety update was presented by Mr. Haas and there were no issues to report.

- IX. Miscellaneous
 - a. The Strategic Plan update was presented by Mr. Haas.
 - 1. Four overarching goals have been determined: People; Places; Programs and Pedagogy; and Partners.
 - 2. An internal group is currently creating initiatives to support each goal and the process is 75% complete.
 - b. The AKF Educational Foundation awarded four grants this week including a Gator golf cart for the athletics department. The golf tournament committee meetings are currently held bi-weekly.
 - c. The draft meeting calendar for 2017-2018 was distributed.

- X. The next meeting is scheduled for Friday, March 24, 2017 at 7:45 a.m.

- XI. The meeting was adjourned at 9:02 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, February 3, 2017

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer, in the Executive Director's Office in the Middle School at 7:47 a.m.
- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh, Randy Schmid, Ryan Kittredge
 - b. Board members absent: none
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy
- III. The minutes from January 6, 2017 were reviewed.
- IV. The High School building project update was presented by Mr. Donaghy.
 - a. The project is on schedule to be completed by mid-March.
 - b. Boiler replacement and roof issues have been added to the punch list.
 - c. Roof remedy estimate of \$46K will increase if structural bracing is recommended.
 - d. Windows, floors, ceiling, lighting, restroom tile and fixtures, white boards, and HVAC are being installed; painting is near completion; new projectors will be installed in May; and rooms will be populated with furniture at the end of May. Guided tour available to committee members after the meeting.
 - e. Many classroom moves anticipated throughout the district.
 - f. Discussion of Saint-Gobain's CertainTeed (www.certainteed.com) line of building products at discounted prices for future projects.
- V. The facility update was presented by Mr. Donaghy.
 - a. The general contractor's initial price quote to replace all three HS boilers during building project is \$198K including removal and disposal. Discount is currently under negotiation. Mass Save rebate is also being researched. Clarification given that this capital cost will not affect the operating budget.
 - b. Testing conducted by the DEP of 74 points of water on a Saturday morning resulted in 2 sinks with high lead levels. Mr. Donaghy will respond to the DEP's request that AKF retest. Consideration will be given to replacing a faucet and sprayer on one sink and eliminating use of the other rarely used sink in question.
 - c. Electrical cost sharing with Liberty Properties will not be an option as BRM and CMS will share a substation. Relocation and replacement of the rooftop power substation between the ES and MS will be expensive. Discussion of Shepherd and Linco electric subcontractors and the designer selection board occurred. Consideration will be given to obtaining a quote to research prices to form an electrical upgrade action plan to either: create one primary electrical service for both ES and MS together; or create two primary electrical services, one for each building.

- d. The facilities report for February was distributed and included: high school expansion, winter snow and ice management; New Bond Street sidewalk repairs; high school boilers; and domestic water testing.

VI. The financial statements were presented by Ms. Bonaventura.

- a. Currently operating with a net budget surplus variance of \$190K as explained in the narrative accompanying the December 31, 2016 financial statements.
- b. Revenue from state sources including \$195K combined tuition revenue adjustment from all sources, increased federal grant funding, reduced staffing costs as a result of attrition, reduced student transportation costs, operations and maintenance of plant, benefits, financing, and expansion costs were reported.
 - 1. Consideration given to providing equitable employee perks for the remainder of FY17 to fairly distribute the tuition surplus of \$195K.
 - 2. Clarification provided regarding costs associated with boilers and electrical upgrades which will be capitalized and not included in the operating budget.
- c. Payments of \$1.749M have been made for the high school expansion and elementary school restroom projects to date.
- d. FY18 budget planning is in the early phase.
 - 1. Salary scale is being reviewed for possible improvement. Discussion regarding reinstatement of benefits that were suspended as a result of FY2017 budget.
 - 2. Discussion of state budget, potential unanticipated costs for building transitions including possible additional positions being needed, transportation changes as a result of movement of students, and collaborating with 4th grade teachers regarding the move.
- e. Consideration given to making a positive announcement to staff in March 2017 related to both FY17 and FY18.
- f. The disbursement register for the period January 5-30, 2017 was reviewed and discussed.

VII. The safety update was presented by Mr. Haas and there were no issues to report.

VIII. Miscellaneous

- a. The Strategic Plan update was presented by Mr. Haas.
 - 1. The January 10th Strategic Planning Committee meeting minutes were distributed and included the four overarching goals.
 - 2. An internal committee has been formed consisting of 16 AKF employees including SPC members, administrators, and the assistant director of special education.
 - 3. The internal group will meet three times to establish initiatives to support the overarching goals and updates will be provided monthly.

IX. The next meeting is scheduled for Friday, March 3, 2017 at 7:45 a.m.

X. The meeting was adjourned at 8:51 a.m.

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, January 6, 2017

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer, in the Executive Director's Office in the Middle School at 8:24 a.m.
- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh
 - b. Board members absent: Randy Schmid
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy
- III. The minutes from December 2, 2016 were reviewed.
- IV. The High School building project update was presented by Mr. Donaghy.
 - a. The project is currently three weeks ahead of schedule.
 - b. Areas of concern include cement floor moisture which will affect tile adhesion and the timing and cost of roof repairs.
- V. The facility update was presented by Mr. Donaghy.
 - a. Awaiting general contractor's price quote to replace HS boilers during building project.
 - b. Water testing results are forthcoming for all three schools and the activity center.
 - c. Snow and ice management, sidewalk repairs, middle school flood, and Central Mass Collaborative School (CMS) were reported and discussed. (Handout)
 - d. Electrical changes anticipated by Liberty, BRM and CMS will be reported next month.
 - e. Building demolition next to HS providing parking for DEP will not impact AKF.
- VI. The financial statements were presented by Ms. Bonaventura.
 - a. Currently operating with a net budget surplus variance of \$40K as explained in the narrative accompanying the November 30, 2016 financial statements.
 - b. Revenue from state sources including tuition revenue adjustment, federal grant funding, staffing costs, student transportation costs, operations and maintenance of plant costs including football costs, and benefits costs were reported.
 - c. Payments of \$1.386M have been made for the building project to date.
 - d. The disbursement register for the period December 1, 2016 – January 4, 2017 was reviewed and discussed.
- VII. The safety update was presented by Mr. Haas and there were no issues to report.
- VIII. Miscellaneous
 - a. The Strategic Plan update will be presented by Mr. Haas at the next meeting.
 - b. The Educational Foundation IRS Form 990 will be distributed to the foundation Board of Directors upon receipt from Bollus Lynch. The board members will review the document individually in advance of the filing deadline of February 15, 2017. The Educational Foundation meeting scheduled for January 11, 2017 at 6:00 p.m. will be cancelled.
- IX. The next meeting is scheduled for Friday, February 3, 2017 at 8:15 a.m.
- X. The meeting was adjourned at 9:18 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
Friday, December 2, 2016

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer, in the Executive Director's Office in the Middle School at 8:22 a.m.

- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, Randy Schmid, James Walsh
 - b. Board members absent: None
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy

- III. The minutes from November 4, 2016 were reviewed.

- IV. The building project update was presented by Mr. Donaghy.
 - a. High school project is currently running 2 weeks ahead of schedule (early April 2017), walls going up, good quality work, CORI'd workers, competent manager, noise coordination with high school administration, and time consuming project were reported.
 - b. Tracking of major and minor design issues by the project manager were discussed.
 - c. Original furniture bidder went out of business and runner up bidder signed a contract to deliver furniture in May 2017.
 - d. Administration internally factored additional contingency in preparation for overruns and change orders. Reinforcing the soft spots in the roof may cost approximately \$50K or extend the project timeline. Three failing boilers will be considered for a change order costing approximately \$170K during the project rather than waiting until July 2017 to begin the design process at an additional expense.
 - e. An open house will be considered to be held before school ends for the summer.

- V. The facility update was distributed and presented by Mr. Donaghy.
 - a. Upgrading the electrical service for the elementary and middle school was discussed.
 1. The scope of upgrading the elementary school electrical system as an 8 week project was determined to be less complicated than replacing the middle school electrical system.
 2. The middle school is part of Liberty Properties condo; the shared substation is being considered for elimination by Liberty; new electric panels and electrical vault would be required inside the middle school; and the project would need to be done in phases assumed to be at a high cost.

- b. The sinkhole in the sidewalk was discussed.
 - 1. A temporary ongoing safety fix includes purchasing and installing 7-four foot metal panels interconnected to cover 28 feet of sidewalk at a cost of approximately \$6,500.
 - 2. The estimated cost to investigate the situation under the sidewalk is \$6K.
 - c. Winter preparation involves the same snow contractor as last year.
 - d. The failing high school boilers were discussed. The director of facilities will obtain a cost from Hill International to replace all 3 boilers as a change order during the building project.
- VI. The financial statements were distributed and presented by Ms. Bonaventura.
- a. Currently operating with a net budget surplus variance of \$101K as explained in the narrative accompanying the October 31, 2016 financial statements.
 - b. Approximately \$25K expense was incurred during the flood cleanup and will be recorded as invoices are received.
 - c. Payments of \$919K have been made for the building project to date.
 - d. A portion of the staffing savings realized due to attrition has been given back to teachers who increased their education levels. Teacher salary scale and compensation package is being reviewed.
 - e. The disbursement register for the period November 3-30, 2016, including Mirick O'Connell legal fees, was discussed.
- VII. The safety update was presented by Mr. Haas.
- a. No ambulance calls were reported.
 - b. Lead levels in water fountains are a concern to parents and in the news. The DEP will be contacted by the director of facilities to test water fountains in all three buildings.
- VIII. Miscellaneous
- a. The Strategic Plan update was presented by Mr. Haas.
 - 1. Parent and student surveys were shared and discussed with the Strategic Planning Committee and the Education Committee.
 - 2. The Strategic Planning Committee will meet again to develop overarching goals to present to the Board of Trustees in January 2017.
- IX. Action Items:
- a. High school boiler replacement update.
 - b. Water fountain update.
 - c. Input from trustees for no cost benefits and perks for staff.
- X. The next meeting is scheduled for Friday, January 6, 2017 at 8:15 a.m.
- XI. The meeting was adjourned at 9:29 a.m.

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Friday, November 4, 2016

MINUTES

- I. The meeting was called to order by Patrick Royce, Treasurer in the Executive Director's Office in the Middle School at 8:16 a.m.

- II. The attendance was recorded.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh
 - b. Board members absent: Randy Schmid
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy

- III. Minutes from October 14, 2016 were previously reviewed at the October 27, 2016 board meeting.
 - a. The recommended practice of changing auditors was further discussed.
 - b. The committee unanimously agreed that the business manager should collect bids from audit firms in November/December 2017 and revisit the topic at that time.

- IV. The building project update was presented by Mr. Donaghy and discussed.
 - a. High school design issues have been worked through and resulted in the project running 4 days behind schedule. New completion date: April 9, 2017
 - b. Administration has been meeting regularly to discuss impact and logistics of moving students, staff, and furniture. Written plans are evolving.
 - c. Parent Night will be scheduled in Spring 2017 for Grades 9, 8, 4 and Kindergarten.
 - d. Administration will bid and hire a company to move existing furniture in all three buildings during the summer. New furniture was budgeted for ES cafeteria and HS.
 - e. Elementary School cafeteria will be created in the basement by removing a wall between two existing classrooms. The high school building project was primarily driven by the need for a cafeteria as well as additional academic space in the ES.

- V. The facility update was presented by Mr. Donaghy and discussed.
 - a. The Rainstorm of 10/21/16 Incident Report was distributed and discussed.
 1. Flood insurance deductible of \$50K applies.
 2. Total damage and cleanup costs anticipated at \$20K.
 3. Prompt reporting on Friday night and response during the weekend by facilities staff resulted in timely cleanup and minimal damage.
 4. School was cancelled Monday and Tuesday for first grade.
 5. The turf field seam split from 5" water in 2 hours. Cost to repair: tbd.
 - b. Capital Planning Priority Sheet November 2016 was distributed and discussed.
 1. High school boilers: estimate \$170K

2. Elementary school electrical service project: summer project; involves National Grid and possibly Designer Selection Board; estimate tbd
 3. Middle school electrical service project: summer project; involves National Grid and possibly Designer Selection Board; estimate tbd
 4. High school fire suppression supply project: estimate tbd
 5. Elementary school flood control: cost to cleanup water damage significantly less than preventive measure; estimate tbd
 6. Middle school HVAC and windows will be added to this list.
- c. Estimated 10 Year Capital Plan was distributed by Mr. Donaghy and discussed.
 1. Elementary school sidewalk repair is a current priority project: est. \$50K
 2. Elementary and middle school security cameras are included in the next phase of the current high school project: est. \$50K
 3. Other projects listed include: MS cafeteria/fire exit exterior stairwell drain, MS plumbing, seal coating and re-lining all parking lots, HS kitchen floor resurfacing, ES lighting retrofit, MS permanent locks for student lockers, broken/worn furniture replacement, maintenance and custodial equipment/vehicle replacement.
 - d. Capital planning reports are reviewed several times annually.
 - e. Past capital projects were questioned and will be reported.
- VI. The Disbursement Register for the period October 14-November 2, 2016 was reviewed and discussed.
- VII. The next meeting is scheduled for Friday, December 2, 2016 at 8:15 a.m.
- VIII. The meeting was adjourned at 9:34 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Friday, October 14, 2016

MINUTES

- I. The meeting was called to order by Heidi Paluk in the Executive Director's Office in the Middle School at 7:45 a.m.
 - a. Board members present: Heidi Paluk, Randy Schmid, James Walsh,
Patrick Royce (arrived at 7:47am)
 - b. Board members absent: None
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy,
Stephen Lynch, Mark Wojcicki
- II. Minutes from September 9, 2016 were previously reviewed at the September 21, 2016 board meeting.
- III. The discussion draft audit report was presented at 7:47 a.m. by Mr. Wojcicki of Bollus Lynch, LLP.
 - a. AKFCPS and AKF Educational Foundation, Inc. Combining Financial Statements and Management's Discussion and Analysis with Supplementary Information and Other Reports was distributed and discussed.
 1. The auditor expressed a clean opinion of the combining financial statements.
 2. GASB standards require the Educational Foundation blend with the School.
 3. Net position increase of \$500K and stable balance sheet were reported.
 4. Increased revenue from the state combined with controlled expenses resulted in a healthy increase.
 5. Reminder that noncash portion of state retirement plan (MTRP) contribution of \$1.3M revenue and expense offset each other under current regulations.
 6. AKF contributed \$109K to 401(k) Plan.
 7. Change in state funding payments from quarterly to monthly were reflected in Combing Statement of Cash Flows and resulted in \$5M from FY14 received in FY15.
 8. Accounting policies are consistent with previous years and GASB standards.
 9. The auditor recommends the school considers increasing capital assets classification from \$2K to \$4K or \$5K and expense items under this amount.
 10. Auditors expressed opinion that School is satisfying compliance with federal grant programs.
 11. Auditors expressed opinion that School has operated in compliance with Federal Food Programs.
 12. Mr. Lynch commented on the great staff, timely reporting and impressive management; and explained the importance of preventive controls, detective controls, and the seriousness of safeguarding cash.
 13. Discussion regarding staffing of the business office.

14. Discussion regarding possible increase in student population or increase fundraising to continue a positive bottom line in order to continue to maintain the growing campus facilities.
- b. The clean opinion expressed in the draft letters addressed to the board of trustees; management; and the finance committee include no material weaknesses or deficiencies and all charter school and major federal program requirements have been met.
- c. **The committee will present a motion to the board of trustees recommending acceptance of the FY16 audit as submitted by Bollus Lynch, LLP.**
- d. Action Items:
 1. Ms. Bonaventura will look at detail of decrease in fundraising expenses.
 2. Ms. Bonaventura will look at historical and upcoming budgets regarding capital asset classification and expensing purchases.
 3. Update Unibank bank account signers to remove Kathleen Greenwood.
 4. Review of unpaid lunch balances.
 5. Schedule a December 2016 meeting for the Educational Foundation Board of Directors to review Form 990 prior to the January 11, 2017 AKF Board of Trustees meeting.

The auditors excused themselves at 8:53 a.m. and a brief intermission occurred.

The meeting resumed at 8:58 a.m.

- IV. The building project update will be presented on November 4, 2016.
- V. The Facility Report was distributed by Mr. Donaghy.
 - a. High school expansion update, security camera update, high school boilers, moving of grades four and eight, power failure 10/10/16, and planned power interruption 10/14/16 were listed.
 - b. Central Mass Special Education Collaborative School will be built behind the middle school to enroll 250 students. Administration will be meeting together with the new tenant and Liberty Properties to obtain further information.
- VI. Financial Statements were presented by Ms. Bonaventura.
 - a. Transportation savings \$25K less than estimated due to additional buses required for elementary school student safety.
 - b. Health insurance currently \$50K over budget. FY18 trends are being monitored closely by HR Knowledge.
 - c. Disbursement Register for the period September 9 – October 13, 2016 was reviewed and discussed.
- VII. Safety update:
 - a. Discussion of parent traffic issues and safety during drop-off and pickup occurred and will be looked into by Mr. Haas.
- VIII. Next meetings scheduled for:
 - a. Board of Trustees meeting: Thursday, October 27, 2016 at 6:30 p.m.
 - b. Committee meeting: Friday, November 4, 2016
- IX. The meeting was adjourned at 9:24 a.m.

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Friday, September 9, 2016

MINUTES

- I. The meeting was called to order by Patrick Royce in the Executive Director's Office in the Middle School at 8:19 a.m.
 - a. Board members present: Patrick Royce, Heidi Paluk, James Walsh
 - b. Board members absent: Randy Schmid
 - c. Others present: Brian Haas, Dianne Bonaventura, Steven Donaghy, Chris Kursonis

- II. Minutes from June 3, 2016 were reviewed.

- III. The building project update was presented by Mr. Donaghy.
 - a. Elementary School restrooms' punch list was discussed.
 - b. High School construction commenced; DEP was notified as a courtesy; CORI checks conducted on all workers; 64 cameras and platforms have been installed; camera software and training will commence next week.
 - c. Tentative High School timeline: completion date is currently April 5, 2017; Building Inspection anticipated by June 2017; debt payments will be made by bank from reserve account upon receipt of Certificate of Occupancy which is also required prior to scheduling Open House tours in June 2017.

- IV. Financial Statements were presented by Ms. Bonaventura.
 - a. The financial reports dated June 30, 2016 distributed at the August 31, 2016 board meeting were discussed.
 1. FY16 Budget surplus \$150K was due in large part to snow removal and salary savings.
 2. Transition to Fidelity Investments 401(k) plan was completed.
 3. Teacher salaries were discussed.
 4. Discussion regarding method of potentially distributing excess annual operating surplus.
 - b. Disbursement Register for the period August 26 – September 8, 2016 was reviewed and discussed. The June 3 - August 25, 2016 Disbursement Register was previously distributed at the August 31, 2016 board meeting.

- V. Facility update was presented by Mr. Donaghy.
 - a. Summer projects, elementary school restrooms, high school expansion, and high school security cameras were reported.

- b. Mr. Donaghy reported that there was no hot water at the high school this morning. Discussion of replacing boilers and recent middle school hot water heater replacement were discussed.
 - c. Discussion about the need for an internal report document outlining potential expensive facility repair and maintenance issues and costs.

- VI. Safety update was presented by Mr. Haas.
 - a. Safety committee meetings commence next week; quarterly fire drills have been scheduled; there have been no ambulance calls this school year.

- VII. Miscellaneous
 - a. Mr. Haas and other administrators will evaluate the school's total compensation package, including the development of a new salary scale design.
 - b. Bollus Lynch's audit team will be onsite next week. Discussion tabled regarding seeking new bids for fiscal year audit, pension audit and 401(k) audit.

- VIII. Next meetings scheduled for Friday, October 14 & 21, 2016 (Audit Report).

- IX. The meeting was adjourned at 9:19 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director