

Facilities and Finance Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Friday, June 5, 2015

MINUTES

BOT Members Present: Heidi Paluk, Patrick Royce, James Walsh, Richard Wolf,
BOT Members Absent: Randy Schmid, Stephen Sycks
Others Present: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy

The meeting was called to order in Mrs. Greenwood's office by Heidi Paluk at 7:21 a.m.

Facility Update (Steven Donaghy)

- Electrical control panels owned by Liberty Properties at the Middle School were rewired to achieve the appropriate amps to alleviate continuous sewage ejector system pump problems.
- Middle School elevator issues were discussed.
- National Grid repaired an irrigation line and reseeded the lawn at the Middle School.
- Summer projects are on schedule.

Update on Process for Project Manager Work for HS Expansion (Steven Donaghy and Dianne Bonaventura)

- AKF hosted a walk-through on June 2nd for potential designers. Six designers attended.
- The draft timeline, prepared by Hill International and subject to change, was distributed and discussed.
- Feasibility determination will be discussed and voted during the October 2015 board meeting.
- Development Director position has been posted.

Presentation of Financial Statements (Dianne Bonaventura)

- The April 2015 financial statements were reviewed and discussed.
- The disbursement register for the period May 7, 2015 – June 3, 2015 was distributed.
- Discussion of upcoming Bus Contract bid solicitations.
- Discussion of revising layout of future financial reports.
- Discussion of new High School Life Skills Coach position, classroom space, and equipment.

Meeting Dates 2015-2016

- The first Facilities & Finance Committee meeting of 2015-16 year will be held August 28, 2015.
- An extended October meeting will be scheduled for Friday, October 16, 2015 from 7:00 a.m. – 10:00 a.m. to allow time for the auditors to present the audit report and for the committee to discuss the building project.
- The full board meeting will be rescheduled from Wednesday, October 14, 2015 to Wednesday, October 28, 2015. Audit report and Building project will seek approval from Board.
- There will be no meetings scheduled for December 2015.

- The 1st draft budget will be presented at the March 4, 2016 meeting.
- The revised budget draft will be presented at the April 1, 2016 meeting and a subsequent meeting may be scheduled for April 8, 2016 prior to the full board meeting and vote on April 13, 2016.

Executive Director Search Update

- Board of Trustees meeting on Wednesday, June 10, 2015 time was changed to 7:15 p.m. to accommodate work schedules of board members.

The next committee meeting is scheduled for Friday, August 28, 2015 at 7:15 a.m.

The meeting was adjourned at 8:42 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, May 8, 2015**

MINUTES

BOT Members Present: Randy Schmid, Heidi Paluk, James Walsh, Richard Wolf, Stephen Sycks, Patrick Royce
BOT Members Absent: None
Others Present: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy

The meeting was called to order in Mrs. Greenwood's office by Randy Schmid at 7:20 a.m.

Heidi Paluk informed the committee that remote participation will not be allowed until the bylaws are amended and the Board of Trustees complete formal training with the school's attorney.

Presentation of Financial Statements (Dianne Bonaventura)

- The March financial statements were reviewed and FY15 transportation and tuition budget variances were discussed.
- The disbursement register for the period April 7, 2015 – May 6, 2015 was reviewed.

Facility Update (Steven Donaghy)

- Middle School sewage ejector system pump solutions and costs were discussed.
- Elementary School student restrooms were discussed.
 - All six restrooms will be submitted through the design and bidding process.
 - Large project with an anticipated cost of \$250K will be proposed for the summer of 2016.
- Street signs, markings, and mulch were discussed.
- Shared electrical panels owned by Liberty Properties at the Middle School were discussed.

Update on Process for Project Manager Work for HS Expansion (Steven Donaghy)

- Expansion of facilities project was discussed.
- Current 2-6 month process was summarized:
 1. Designer Selection Board will advertise.
 2. AKF will host a walk-through on June 2nd for potential bidders.
 3. AKF will meet with the Designer Selection Board to review applicants (AKF representatives TBD).
- The draft timeline, subject to change, will be presented at the June 5th meeting.

The next meeting is scheduled for Friday, June 5, 2015 at 7:15 a.m.

The meeting was adjourned at 7:52 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, April 10, 2015

MINUTES

BOT Members Present: Randy Schmid, Heidi Paluk, Patrick Royce,
Stephen Sycks, James Walsh, Richard Wolf

BOT Members Absent: none

Others Present: Kathleen Greenwood, Dianne Bonaventura

The meeting was called to order in Mrs. Greenwood's office by Randy Schmid at 7:17 a.m.

FY16 Budget Update (Dianne Bonaventura)

- The proposed FY16 Budget was presented.
 - Discussion of various budget line items took place.
 - Staffing was discussed and a full review of all staff salaries in FY17 budget will occur in 2016; the Business Manager will provide the committee with FY16 instructional staffing budget summary outlining increases versus position additions and deletions.
 - A Director of Advancement position is proposed in the FY16 budget.
 - Discussion of year one fundraising expectations and the ability to cover the salary.
 - Resumes will be solicited upon budget approval.
 - Employee benefits and the potential increase in premium were discussed. Further discussion will take place as we approach the renewal period.
 - Discussion of deferred capital projects which are included on the long term capital plan not listed in the budget occurred.
 - Facilities maintenance and reduction in contracted services was discussed.
 - Costs incurred for the high school build out will be capitalized.
 - The cash flow and impact of state tuition reimbursements timing was discussed.
 - Contract terms of all employees were discussed.
 - The committee agreed that AKF will prepare FY16 contracts with current Executive Director after the budget is approved to provide teachers and staff with administrator stability for no less than 2 years.
 - The Finance Committee recommended the FY16 proposed budget be presented to the full BOT for approval.

Update on Process for Project Manager Selection for HS Expansion (Kathleen Greenwood)

- The draft Proposed Space Summary from Paul Kalous of Hill International was distributed and discussed.
 - Phase 1 will move Grade 8 to the high school at a projected cost of \$4M.
 - Phase 2 will add Grade 7 to the high school at a projected cost of \$5M.
 - The contract was discussed.

Mr. Sycks and Mr. Wolf excused themselves from the meeting at 8:30 a.m.

- Grade 4 will move to the middle school as part of Phase 1 allowing for space to accommodate an elementary school cafeteria.

Mr. Royce excused himself at 8:45 a.m.

Presentation of Financial Statements (Dianne Bonaventura)

- The February financial statements were reviewed.
- Bank covenants are in compliance.
- The disbursement register for the period March 4, 2015- April 6, 2015 was reviewed and discussed.

Facility Update (Kathleen Greenwood)

- Expansion of facilities project, snow removal, and summer projects were presented.

Miscellaneous

- Executive Director Search Subcommittee will discuss costs for job postings and potential committee travel expenses at the meeting on Monday, April 13, 2015. No costs have been incurred to date and the Facilities and Finance Committee does not find it feasible to pay for a search firm at this time.

Next meeting scheduled for Friday, May 8, 2015 at 7:15 a.m.

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
10 New Bond Street, Worcester, MA 01606
Friday, March 6, 2015

MINUTES

BOT Members in Attendance: Randy Schmid, Heidi Paluk, Patrick Royce,
Stephen Sycks, James Walsh
BOT Members Absent: Richard Wolf
Others in Attendance: Kathleen Greenwood, Dianne Bonaventura,
Steven Donaghy, Chris Kursonis

The meeting was called to order in Mrs. Greenwood's office by Randy Schmid at 7:22 a.m.

Presentation of Financial Statements (Dianne Bonaventura)

- January financial statements were reviewed and variances were discussed.
- Bank covenants are in compliance.
- Disbursement register for the period February 5, 2015-March 4, 2015 was reviewed.

Project Manager Selection Process for HS Expansion (Steven Donaghy)

- Three finalists were discussed. References will be checked and negotiation will begin March 13th.
- Scope of project will possibly include multiple phases.
- Anticipated Phase I build out completion by August 2017.

Facility Update (Steven Donaghy)

- Natural gas leaks on New Bond Street were discussed.
- Gas company anticipates replacing circa 1930's underground gas lines during the summer 2015.
- Police details were discussed.
- Snow removal and High School roof were discussed.

Presentation of FY16 Budget (Dianne Bonaventura)

- Tuition projected at 2% increase.
- Propose charging out of region bus riders for transportation. Student transportation was discussed.
- Proposed staffing changes were discussed.
- Discussion regarding adding a Development Director starting August 2015 at a cost of \$75K-\$100K including benefits. Further discussion needed to determine job description and first year performance/fundraising expectations/goals.
- Medical insurance premiums are projected to increase 5%. Further analysis needed to determine the amount the staff and school will contribute.
- Utilities are projected at 5% increase.
- Adjustments to the budget proposal will be presented at the next meeting.

Miscellaneous

- 401K Plan Administrative Committee met in February. The next meeting scheduled for June.

The next Facilities and Finance Committee meeting is scheduled for Friday, April 10, 2015 at 7:15 a.m.

The meeting was adjourned at 8:46 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, February 6, 2015

MINUTES

BOT Members in Attendance: Randy Schmid, Heidi Paluk, Patrick Royce, James Walsh
BOT Members Absent: Richard Wolf, Stephen Sycks
Other in Attendance: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy,
Chris Kursonis

The meeting was called to order in Mrs. Greenwood's office by Randy Schmid at 7:22 a.m.

Presentation of Financial Statements (Dianne Bonaventura)

- December financial statements were reviewed and variances were discussed.
- Bank covenants are in compliance.
- Budget 2015-2016 process was discussed.

Facility Update (Steven Donaghy)

- January 2015 facility report was reviewed and discussion included expansion of facilities project, snow removal, parking, and first grade classroom furniture.
- NSTAR gas leak on New Bond Street in front of elementary school February 4th was discussed.
- High school roof was discussed.
- Discussion of wellness checks on buildings during snow cancellations was discussed.

Update on Process for Project Manager Selection for HS Expansion (Steven Donaghy)

- Project Committee meets today to complete the review of eight RFQs which were submitted.

The next meeting is scheduled for Friday, March 6, 2015 at 7:15 a.m.

The meeting was adjourned at 7:56 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director

**Abby Kelley Foster Charter Public School
Facilities and Finance Committee
Friday, January 9, 2015**

MINUTES

Committee Members Present: Richard Wolf, Heidi Paluk, Patrick Royce, Randy Schmid, Stephen Sycks
Committee Members Absent: James Walsh
Others Present: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy, Christopher Kursonis

The meeting was called to order at 7:19 a.m. by Richard Wolf in Mrs. Greenwood's office.

Creation of 401K Plan Administrative Committee (Kathleen Greenwood)

- Annual 401K Plan audit has been completed as required under ERISA government regulations.
- Plan Advisors recommended that a 401K Plan Administrative Committee be formed to meet annually and consist of the following: Business Manager, Executive Director, Board of Trustees Chair or Treasurer.
- Dianne Bonaventura, Kathleen Greenwood and Patrick Royce will serve on the committee.

Presentation of Financial Statements (Dianne Bonaventura)

- November financial statements were reviewed and discussed.
- Bank covenants are in compliance.
- The disbursement register for the period October 31 – December 18, 2014 was reviewed and discussed.

Facility Update (Steven Donaghy)

- The December 2014 facility report was reviewed and discussed, including expansion of facilities project, signage, first grade classroom furniture, and roof and window leaks.
- Unexpected electrical, fire alarm, and sewage issues occurred during the December break. Repair costs not expected to be significant.

Update on Process for Project Manager Selection for HS Expansion (Steven Donaghy)

- Executive Director discussed the need to form a Project Committee to review RFQ submissions and begin the interview process. Approximately 20 RFQ packets have been requested to date.
- Dianne Bonaventura, Steven Donaghy, Kathleen Greenwood, Christopher Kursonis and James Walsh will serve on the committee.

Miscellaneous

- The Department of Environmental Protection (DEP) neighborhood impact has been minimal.
- The Finance Committee congratulated the staff and students for an increased level of prestigious college acceptances this year.
- The North Brookfield Middle School Girls' Basketball game was discussed.

The next meeting is scheduled for Friday, February 6, 2015 at 7:15 a.m. in Mrs. Greenwood's office.

The meeting was adjourned at 8:22 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director

**Abby Kelley Foster Charter Public School
Facilities and Finance Committee
Friday, November 7, 2014**

MINUTES

Committee Members Present: Richard Wolf, Heidi Paluk, James Walsh, Randy Schmid,
Stephen Sycks, Patrick Royce

Others Present: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy

The meeting was called to order at 7:17 a.m. by Richard Wolf in Mrs. Greenwood's office.

Presentation of Financial Statements (Dianne Bonaventura)

- September financial statements were reviewed and discussed.
- Bank covenants are in compliance.
- The disbursement register for the period October 2 – October 30, 2014 was reviewed and discussed.

Facility Update (Steven Donaghy)

- The November 2014 facility report was reviewed and discussed, including parking, signage, and scheduled electrical shutdown.
- Proactive safety measures, vandalism deterrents, snow removal, Liberty Properties, and 8 New Bond Street tenants (DEP) were discussed.

Space Requirements (Richard Wolf)

- The lengthy Designer Selection Board application process will begin and the AKF administration will bundle the high school, middle school and elementary school buildings' scope of work and estimated cost.
- Discussion regarding possible areas of funding for the project will undergo further discussion as project estimates become available.

Miscellaneous

- The school received notification from its insurance company's attorney that the case that they were representing was settled at mediation. There are currently no outstanding legal issues.

The next meeting is scheduled for Friday, January 9, 2015 at 7:15 a.m. in Mrs. Greenwood's office.

The meeting was adjourned at 8:25 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director

**Abby Kelley Foster Charter Public School
Facilities and Finance Committee
Friday, October 17, 2014**

MINUTES

Committee Members Present: Richard Wolf, Heidi Paluk, James Walsh,
Randy Schmid, Stephen Sycks
Others Present: Kathleen Greenwood, Dianne Bonaventura,
Steve Lynch, Mark Wojcicki

The meeting was called to order at 7:19 a.m. by Richard Wolf in Mrs. Greenwood's office.

Presentation of FY14 Audit Report

- The draft audit report was presented by Mark Wojcicki and Steve Lynch of Bollus Lynch, LLP and discussed.
 - AKFCPS and AKF Educational Foundation, Inc. audit fees will be allocated appropriately and both entities are intertwined based on mission and presence of the school's Board of Trustees members on the Foundation Board of Directors.
 - 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.
 - Discussion of audit testing; feasibility of hiring a grant writer and/or development officer; 401k plan; and the school's credit card policy occurred.

A motion was made and it was unanimously voted to accept the FY14 audit as submitted by Bollus Lynch, LLP.

The meeting was adjourned at 8:29 a.m.

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

**Abby Kelley Foster Charter Public School
Facilities and Finance Committee
Friday, October 3, 2014**

MINUTES

Committee Members Present: Richard Wolf, Heidi Paluk, James Walsh, Randy Schmid,
Stephen Sycks

Others Present: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy

The meeting was called to order at 7:19 a.m. by Richard Wolf in Mrs. Greenwood's office.

Presentation of Financial Statements (Dianne Bonaventura)

- July and August financial statements were reviewed.
- Bank covenants are in compliance.
- The disbursement register for the period September 3 – October 1, 2014 was reviewed and discussed.

Facility Update (Steven Donaghy)

- The October 2014 facility report was discussed, including the high school fire lane, parking, crosswalks, and signage.
- Proactive safety measures will continue to be discussed at the next meeting.

Space Requirements

- Campus tour findings were summarized and discussed.
- Committee members will provide ideas at the next committee meeting.
- It is the conclusion of the Facilities and Finance Committee that there is a requirement for additional space within the Abby Kelley Foster Charter Public School. This committee will make a recommendation to the Board of Trustees to authorize a feasibility study on the expansion of the AKF campus.

The next meeting is scheduled for Friday, October 17, 2014 at 7:15 a.m. in Mrs. Greenwood's office for the audit presentation and vote requiring a quorum of the board of trustees.

The meeting was adjourned at 8:32 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director

**Abby Kelley Foster Charter Public School
Facilities and Finance Committee
Friday, September 5, 2014**

MINUTES

Committee Members Present: Richard Wolf, Heidi Paluk, James Walsh,
Randy Schmid (via conference call)
Others Present: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy

The meeting was called to order at 7:21 a.m. by Richard Wolf in Mrs. Greenwood's office.

Presentation of Financial Statements (Dianne Bonaventura)

- May and June financial statements were reviewed.
- Bank covenants are in compliance and the debt ratio of 1.27 on June 30th exceeds the 1.2 ratio required.
- Athletic and activity fees continue during 2014-2015.
- The disbursement register for the period June 25th - September 2, 2014 was reviewed and discussed.
- A discussion about the renewal of the school's benefit plans took place.

Facility Update (Steve Donaghy)

- The September 2014 facility report was discussed, including an update of the new tenants who will be occupying the 8 New Bond facility beginning in November 2014.
- Questions and discussion occurred regarding legal access for busses on the driveway from the middle school to Brooks Street along the athletic field. Further research will be needed.
- Discussion regarding contingency plan in the event of future electrical failure and/or the need to upgrade electrical systems.

Miscellaneous

- Attendance at Chamber of Commerce networking events was discussed.
- Discussion regarding the treasurer transition which is anticipated to occur at the end of December.

The September 10th Board of Trustees meeting time and location has been changed to 7:00 p.m. in the concert hall due to Back To School Night.

The next meeting is currently scheduled for Friday, October 3, 2014 at 7:15 a.m. in Mrs. Greenwood's office with the auditors. (This date is expected to be rescheduled. Members will be notified ASAP.)

The meeting was adjourned at 8:34 a.m.

Submitted by Amanda Durkin, Administrative Assistant to the Executive Director