

**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, September 9, 2015**

MINUTES

Members Present: Heidi Paluk, Lea Christo, Celia Blue, Alicia O'Connell,
Patrick Royce, Alexis Travis, James Walsh, Richard Wolf
Members Absent: Randy Schmid
Administrators Present: Brian Haas, Dianne Bonaventura, Steven Donaghy,
Dale Wheeler
Others Present: Jennifer Giusto, Jessica Regan

1. Call to Order: 6:35 p.m. in the high school lecture by Mrs. Paluk

2. Faithfulness to Charter

- a. The Mission Statement was read by Mrs. Paluk.
- b. *A motion was made by Mr. Walsh, seconded by Ms. O'Connell and unanimously accepted to approve the minutes from the June 10, 2015 board meeting.*
- c. *A motion was made by Mrs. Christo, seconded by Mr. Walsh and unanimously accepted to approve the minutes from the June 19, 2015 board meeting.*

3. Academic Program Success

- a. Education Committee update was presented by Mrs. Paluk.
 - i. IB results were presented and provided evidence of college readiness, academic excellence, and successful K-12 backward design model.

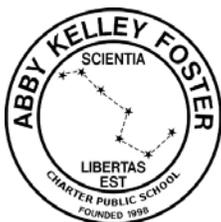
Mrs. Blue arrived at 6:48 p.m.

- ii. *A motion was made by Mr. Walsh, seconded by Mr. Wolf, discussed and unanimously accepted to approve the expulsion policy.*
 - iii. Enrollment was discussed and remains consistent with previous year.
 - b. AKF Educational Foundation update was presented by Mrs. Blue.
 - i. Director of Advancement, Mr. Wheeler, was introduced.
 - ii. Next foundation meeting is scheduled for September 28, 2015.

4. Organizational Viability

- a. Facilities and Finance Committee update was presented.
 - i. Financial status was presented by Mrs. Paluk.
 1. Debt service ratio remains in compliance with bank covenants.

2. Auditors are scheduled next week in preparation for the October 16, 2015 audit report.
 3. Facility rentals and revenue currently under review.
 4. Bus contract renewal in 2016 with substantial prevailing wage increase and one year reimbursement delay was discussed.
 - ii. Facilities status was presented by Mrs. Paluk.
 1. ADA compliant ramp at the middle school was rebuilt.
 2. High school gym floor was repainted and refinished.
 3. Other summer accomplishments were discussed.
 - iii. Project Management status was presented by Mr. Walsh.
 1. Phase I includes creating eight classrooms in the high school for 8th grade, and six student restrooms in the elementary school.
 2. Phase II includes creating classrooms for the 7th grade in the high school.
 3. The middle school electrical system scope of work was discussed in regards to air conditioning.
 4. The board remains focused on creating more elementary school special education pullout space and an elementary school cafeteria in addition to the high school build-out project and the resulting impact on the middle school.
 5. Next project management committee meeting scheduled for September 16th in preparation for October 16, 2015 meeting.
 6. Cost of Phase I will be presented at the October board meeting.
 - b. Executive Director, Mr. Haas, was welcomed.
 - i. Executive Director's Report was presented by Mr. Haas and discussed.
 - ii. Entry Plan was presented by Mr. Haas and discussed.
 - iii. Executive Director Goals draft, based on the DESE superintendent goals, was presented by Mr. Haas and changes were discussed.
 - iv. A committee of three board members will be created to work with the executive director during his first year.
 - c. Board Effectiveness Survey was discussed and will be completed at the January 2016 annual meeting.
5. New Business
- a. *A motion was made by Mr. Walsh, seconded by Ms. O'Connell and unanimously accepted to approve the five year bus company contract renewal.*
6. Next meeting scheduled for Wednesday, October 28, 2015.
7. *A motion was made and seconded to adjourn the September 9, 2015 meeting at 7:53 p.m.*



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, October 28, 2015**

MINUTES

Members Present: Heidi Paluk, Celia Blue, Lea Christo, Alicia O'Connell,
Patrick Royce, Randy Schmid, Alexis Travis, James Walsh,
Richard Wolf

Members Absent: None

Administrators Present: Brian Haas, Dianne Bonaventura, AnnMarie Little,
Steven Donaghy, Amy Emma, Amy Puliafico, Chris Kursonis,
John Calabresi, Dale Wheeler

Others Present: Anne Marshall, Paul Kalous

1. Call to Order: 6:34 p.m. in the high school concert hall by Mrs. Paluk

2. Faithfulness to Charter

- a. The Mission Statement was read by Mrs. Paluk.
- b. *A motion was made and unanimously accepted to approve the minutes from the September 9, 2015 board meeting.*

3. Organizational Viability

- a. Phase I high school build-out for grade 8 and elementary school bathroom architectural designs were presented by Anne Marshall of Kuhn Riddle.
- b. Phase I budget of \$4.2M, timeline with a construction start date of July 1, 2016, ES bathroom completion date of August 2016, and grade 8 high school build-out completion date of January 2017, and project management status were presented by Paul Kalous of Hill International.
- c. Financing options discussed will comply with bank covenants and the school will avoid borrowing funds for Phase I.
- d. Mr. Schmid requested that the business manager review the numbers to determine the school's risk for not meeting bank covenants in order to consider including Phase II with Phase I in 2016 and borrow funds.
- e. Mr. Walsh presented the board with the following motion for consideration:
A motion was made to approve \$275K to continue working with the architect and project manager through April 2016 or until receipt of construction bid documents, whichever comes first.
Mrs. Blue seconded the motion.

A roll call vote was taken and the motion was unanimously passed.

- f. Mrs. Blue presented the board with the following motion for consideration:
A motion was made to continue proprietary procurement of Simplex Grinnell Life Safety Systems and Trane HVAC Systems and Services.

Mrs. Travis seconded the motion.

A roll call vote was taken and the motion was unanimously passed.

The clerk certificate was signed.

- g. Facilities status was presented by Mr. Schmid.
 - i. Safety will be a regular component of the committee meetings.
 - ii. Written approval will follow verbal approval received to continue snow dumping as usual during 2015-2016.
- h. Financial status was presented by Mr. Schmid.
 - i. Operating expenses currently \$18K under annual budget of \$20M.
 - ii. Cash balance of \$11M, including reserve for bank covenant, will be reduced by \$4.2M for construction project during 2016-2017.
 - iii. The FY15 clean audit and rotating the audit team and manager or hiring a new accounting firm to complete the FY16 audit were discussed. Bollus Lynch, LLP will be conducting the 401(k) audit in January 2016.
 - iv. Mr. Walsh presented the board with the following motion for consideration:
A motion was made to accept the FY15 audit as submitted by Bollus Lynch, LLP.
Mr. Royce seconded the motion.
A roll call vote was taken and the motion was unanimously passed.

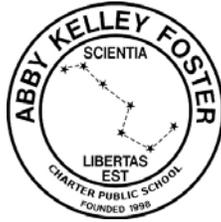
4. Academic Program Success

- a. Education committee update was presented by Mrs. Paluk.
 - i. The enrollment application is now available in Vietnamese in accordance with the revised recruitment and retention plan.
 - ii. MCAS data was previously distributed and the school's current level will not be available until December 2015.
 - 1. Mrs. Emma summarized highlights at the elementary school including communication with families through parent/teacher conferences and the use of exemplars for home, collaboration across grade levels, and reviewing models of other successful schools.
 - 2. Ms. Puliafico summarized highlights and improvements at the middle school including the use of laptops in classrooms, redesigning lesson plans to focus on improving instruction for extended connections, and faculty working toward utilizing Atlas.
 - 3. Mr. Kursonis summarized highlights at the high school including outperforming most schools in the state in science, strong teachers, the freshman academy, analyzing results of benchmark and diagnostic tests, preparing students for PSAT/SAT/ACT improvement.
 - 4. Mr. Haas explained that the backward design is supported by research and stated his observations over the past few months: elementary

school and high school have consistent learning objectives posted daily in every classroom; middle school is at the beginning phases of determining daily objectives as teachers learn the backward design. A reasonable expectation is that the teachers will routinely post the daily objectives for students by the middle of the 2015-2016 academic year.

5. Mrs. Paluk encouraged the administrators to continue working to maintain a Level 1 status.
 - b. AKF Educational Foundation update was presented by Mrs. Blue.
 - i. World class education will be achieved by reaching fundraising goals through corporate giving and grants.
 - ii. Board of trustees giving must reach 100%, with no value determined, in order to apply for grants.
 - iii. Winter fundraiser will be planned.
 - iv. Annual golf tournament is scheduled for Friday, June 10, 2016.
5. Next meeting scheduled for Wednesday, January 13, 2016.
 - a. Attorney Jim Cox will revise bylaws to incorporate electronic meetings and provide electronic meeting training.
 - b. New board members may be presented to the board for election.
 - c. Executive director will submit a six month report detailing strengths, weaknesses and vision.
 - d. Strategic Plan will begin to be developed based on the executive director's observations and report.
6. *A motion was made and unanimously accepted to adjourn the October 28, 2015 meeting at 8:25 p.m.*

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, January 13, 2016**

MINUTES

Members Present: Heidi Paluk, Celia Blue, Alicia O'Connell, Patrick Royce,
Randy Schmid, Alexis Travis, James Walsh, Richard Wolf

Members Absent: Lea Christo

Administrators Present: Brian Haas, Dianne Bonaventura, AnnMarie Little, Steven Donaghy,
Amy Emma, Amy Puliafico, Chris Kursonis, John Calabresi

Others Present: James Cox, Jennifer Giusto

1. The meeting was called to order at 6:31 p.m. in the high school auditorium by Mrs. Paluk.

2. Faithfulness to Charter

- a. The mission statement was read by Mrs. Paluk.
- b. *A motion was made and unanimously adopted to approve the minutes from the October 28, 2015 board meeting.*

3. New Business

- a. *A motion was made and unanimously adopted to elect the following officers to serve a one year term on the school's Board of Trustees: Heidi Paluk, Board Chair, Patrick Royce, Treasurer, and Lea Christo, Clerk.*
- b. Discussion and training of the revised By-Laws was presented by Attorney James Cox of Rubin and Rudman, LLC.
- c. *A motion was made and unanimously adopted to approve the revised By-Laws of the Abby Kelley Foster Charter Public School, Inc.*

4. Academic Program Success

- a. Education Committee update was presented Ms. O'Connell.
 - i. Chair of the committee, Ms. O'Connell was appointed in January 2016.
 - ii. Highlights include: enrollment, MCAS, PARCC, high school, middle school and elementary school accomplishments and updates, and Senator Moore and Senator Chandler's upcoming visit to AKF food services on January 29, 2016.
 - iii. Mrs. Paluk announced that an AKF junior, Kayla Ruttencutter, was recognized by Mayor Petty for her heroic actions by helping to save the life of a child last week.
 - iv. *A motion was made and unanimously adopted to approve the 2016-2017 academic year calendar.*

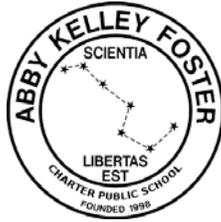
AKF Educational Foundation update was presented by Mrs. Blue

- v. Three grants were awarded to the school in December 2015 to support students through music, social/emotional development, and strength & conditioning.
- vi. Golf tournament scheduled for Friday, June 10, 2016 co-chaired by Mrs. Blue and Mrs. Paluk was discussed along with promoting past grants awarded by the foundation to potential golfers/sponsors.

5. Organizational Viability

- a. Facilities and Finance Committee update was presented by Mr. Schmid.
 - i. Mr. Schmid was thanked for his service.
 - ii. Chair of the Committee, Patrick Royce elected January 2016
 - iii. The following items will be revised in the January 8, 2016 meeting minutes:
 - 1. #4(a) change Building Project to Security Project
 - 2. #5(c) change disbursement register question regarding Chamber of Commerce to Greater Worcester Community Foundation grant workshop.
 - iv. The April board meeting will include voting to approve the FY17 Budget and voting to approve moving the building project forward. All board members are invited to attend the committee meetings on March 11th, April 1st and April 8th.
 - b. Executive Director's Report was presented by Mr. Haas.
 - i. Discussion of successful Study Skills Night for parents and students which was held at the high school on Monday, January 11th.
6. Next meeting scheduled for Wednesday, April 13, 2016.
7. Adjournment
- a. *A motion was made and unanimously adopted to adjourn the January 13, 2016 meeting at 8:02 p.m.*

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, April 13, 2016**

MINUTES

Members Present: Heidi Paluk, Celia Blue, Lea Christo, Alicia O’Connell,
Patrick Royce, Randy Schmid, Alexis Travis, James Walsh
Members Absent: None
Administrators Present: Brian Haas, Dianne Bonaventura, AnnMarie Little, Steven Donaghy,
Amy Emma, Amy Puliafico, Chris Kursonis, John Calabresi
Others Present: Listed on Sign-in Sheets

1. The meeting was called to order at 6:31 p.m. in the high school lecture hall by Mrs. Paluk.

2. Faithfulness to Charter

- a. The mission statement was read by Mrs. Paluk.
- b. Recognition of National Volunteer Week.
- c. *A motion was made by Mrs. Blue, seconded by Atty. O’Connell, and unanimously accepted to approve the minutes from the January 13, 2016 board meeting.*

3. Academic Program Success

- a. Education Committee update was presented by Atty. O’Connell.
 - i. New online enrollment application and lottery process successfully enrolled 120 kindergarteners for 2016-2017. A total of 714 lottery applications were processed for grades K-6.
 - ii. PARCC testing will begin the week of April 25th and conclude the week of June 1st.
 - iii. International travel for high school students, program legal review, and liability advice was presented by Atty. O’Connell. Vaccination protocol will be reviewed.
 - iv. *A motion was made by Dr. Travis, seconded by Mr. Royce, and unanimously adopted to approve overnight, International travel to the Dominican Republic for high school juniors and seniors.*
- b. AKF Educational Foundation update was presented by Mrs. Blue.
 - i. The foundation helped to fund the April 2016 Washington, DC student music trip.
 - ii. Current bank balance of \$7,386 will significantly increase after the June 10th golf tournament fundraiser.
 - iii. The golf tournament prospect list will be updated by all members of the board of trustees to assist the committee reach the \$25K revenue goal.
 - iv. Golf tournament committee meetings are held every two weeks.
 - v. Next foundation meeting is scheduled for June 13, 2016.

4. Organizational Viability

- a. Mr. Paul Kalous of Hill International distributed his bid process report to the board of trustees on time and presented the two projects for consideration.

i. Elementary school restroom project’s aggressive schedule resulted in bid’s higher than expected. Mr. Kalous recommended board authorization for administration to move forward with the \$487K restroom project. Mr. Kalous confirmed that the financial penalties are sufficient if the project is not completed by the start of school and public bid projects are not subject to negotiation.

ii. A motion was made by Dr. Travis to approve the \$487K Elementary School Restroom Renovation Project.

Mr. Walsh seconded the motion.

A discussion occurred.

A roll call vote was taken:

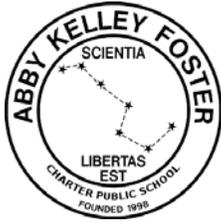
Walsh	Yes
Christo	Yes
Royce	Yes
Travis	Yes
O’Connell	Yes
Blue	Not Present
Schmid	Yes
Paluk	Yes

The motion to approve the \$487K Elementary School Restroom Renovation Project passed unanimously with seven yeas.

- b. Proposed FY17 Operating Budget was presented by Mr. Haas.
 - i. Anticipated \$600K decrease to FY17 funding was explained.
 - ii. Administration previously discussed budget challenges with staff.
 - iii. Transportation costs are a driving factor of the FY17 budget. Mr. Haas requested board approval to authorize administration to negotiate annual transportation savings of \$200K with the bus company by looping buses and changing start and end times. AKF would assist parents by providing an elementary school morning program, maintain student safety as the first priority, and communicate changes to parents and staff.
 - iv. Character education will be added to all existing classes as in years past.
 - v. Reduction in number of clubs will reduce stipends.
 - vi. Salaries will be impacted from the top down.
 - vii. The 401k match will be suspended.
 - viii. Operating expense reduction required to comply with \$26M bank debt covenants.
 - ix. Charter schools are not eligible for reimbursement from the state for capital and construction projects through the Massachusetts School Building Authority.
 - x. The impact of federal funding changes to free and reduced lunch calculations and verification negatively impacted AKF projected FY17 revenue.
 - xi. Budget items will be reinstated pending FY17 increases to state funding.
 - xii. AKF continues to maintain appropriate class size, character education, arts & music education, International Baccalaureate, and community.
 - xiii. Discussion of changes to state and federal funding, security and safety, salaries, professional development, food services, director of development, structural changes to debt service covenant, long term strategic conversation, student safety, difficult decisions, and collaborative effort.
 - xiv. Public encouraged to submit all questions to Mr. Haas this week in preparation for the April 27th budget vote.

- xv. Mrs. Paluk stated that the AKF staff is valued and appreciated by the board of trustees and administration.
 - xvi. ***A motion was made by Atty. O'Connell, seconded by Ms. Christo, and unanimously adopted to authorize AKF administration to amend the start and end times for the elementary school beginning with the 2016-2017 academic year.***
- c. Facilities and Finance Committee update was presented by Mr. Royce.
 - i. Distinction between operating budget and capital projects was explained.
 - ii. Final FY17 operating budget will be presented and voted April 27, 2016.
 - iii. High school building project options will be presented by Mr. Kalous and discussed by the board April 27, 2016. A decision will be made during the meeting.
5. Next meeting scheduled for Wednesday, April 27, 2016.
6. ***A motion was made by Mrs. Christo, seconded by Mr. Walsh, and unanimously accepted to adjourn the April 13, 2016 meeting at 8:11 p.m.***

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, April 27, 2016**

MINUTES

(Revised 6/8/16)

Members Present: Heidi Paluk, Celia Blue, Alicia O’Connell, Patrick Royce, Randy Schmid, Alexis Travis, James Walsh
Members Absent: Lea Christo (religious observance)
Administrators Present: Brian Haas, Dianne Bonaventura, Steven Donaghy, Amy Emma, Amy Puliafico, Chris Kursonis
Others Present: Listed on Sign-in Sheets

1. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.
2. Faithfulness to Charter
 - a. The mission statement was read by Mrs. Paluk.
 - b. Public comments were read by Mrs. Karen Duby and Mrs. Darcy Schwartz with written statements provided and requested to be attached to meeting minutes.
 - c. ***A motion was made by Mr. Walsh, seconded by Mr. Royce, and unanimously accepted to approve the minutes from the April 13, 2016 board meeting.***
3. Organizational Viability
 - a. Elementary school restroom project in the amount of \$487K was previously approved at the April 13, 2016 meeting and the low bid contract with Rinaldi, Inc. has been signed. Excellent reviews and evaluations were on file for Rinaldi, Inc. The ES bathroom project will be completed by August 19, 2016.
 - b. The high school build-out project was introduced by Mrs. Paluk and summarized by Mr. Haas. The project will result in moving the 8th grade students into the high school and moving the 4th grade students into the middle school. The drivers for the project are the creation of a cafeteria and small group instruction space in the elementary school.
 - c. Mr. Paul Kalous of Hill International presented the high school build-out project for the 25K sq.ft. open space behind the lecture hall for consideration. The first presentation of the design process was presented to the board in October 2015 with an estimated cost for Phase I in the amount of \$3.645M. The current projected cost of \$3,311,437 is \$333,563 under budget.
 - d. Mr. Kalous distributed the project budget for the two projects to the board of trustees. The estimated cost for the elementary school bathroom and high school build-out projects in October 2015 was \$4,234,281 and is currently \$4,090,129. The lowest bidding general contractor for the high school was Seaver Construction. The OPM visited the DCAMM office and reviewed documentation to confirm that the company had received high ratings over the past few years.

- e. The high school build-out construction timeline would begin during the summer 2016, to limit disruption to students during the school year, and the project would be completed by May 2017.
- f. Discussion included HVAC as a significant cost of the project; 5% of cost is a construction contingency; 5% of the cost is a soft contingency for furniture and consultants; build-out will include bigger lockers and same flooring and color scheme as the high school; project will meet city and state codes and the local fire department usually requests additional safety measures which will not be a significant concern to the project.
- g. Mr. Royce, treasurer, informed the audience of the unfortunate budget situation and unfortunate timing with the building project discussion which was started years ago during the 2012-2015 Strategic Plan and clarified the difference between capital projects and the operating budget. Mrs. Paluk explained that the elementary school has been bursting at the seams for years and concurred that it is unfortunate that the operating budget and capital project are being entertained at the same time.
- h. Mr. Royce proposed the financing measure whereas the school could not take on more debt and would plan to use internal funds with the existing surplus saved over the years for such a capital project. Bank discussions to release \$3M as cash collateral in reserve continue.
- i. Mrs. Paluk explained that charter schools are responsible for all construction costs and are not eligible to apply to the state for reimbursement.
- j. The last appraisal was completed in 2013 during the school's debt refinancing and a new appraisal may have an increased value. The bank meets monthly and would require several weeks turnaround time for appraisal results. The school currently pays \$2M annually on existing debt from past construction.
- k. Ms. Bonaventura, business manager, explained that Phase I of the high school build-out was determined based on what the school could comfortably afford. The long-term operating costs include projections for utilities and some maintenance supplies, no new staff and no significant furniture costs since furniture would move with the students. Projected annual increase in operating costs of \$68K-\$70K would begin with FY18.
- l. Mr. Royce clarified the options for the bank release of funds in which the school spends \$1M surplus and construction advances would be drawn off \$3M; or the bank may fund principal and interest payments out of restricted funds. Two banks are involved with AKF debt, various scenarios are in negotiation, and the financing situation may be brought back to the AKF board of trustees if bank information changes.
- m. Mr. Kalous explained that under MGL, financing must be in place before entering into a contract, and there are only 60 business days from bid opening to sign a contract.
- n. Next steps include:
 - i. Obtain appraisal
 - ii. Bank reviews request
 - iii. Bank responds with a decision and/or proposal
 - iv. Update to Board of Trustees at June 8, 2016 meeting
- o. ***A motion was made by Mrs. Paluk, seconded by Mr. Walsh, and unanimously accepted to approve the high school build-out project pending appraisal and subject to the bank agreement to release \$3M either directly or indirectly.***
- p. Proposed FY17 Operating Budget was summarized by Mr. Haas.
 - i. Recap of April 13, 2016 board meeting FY17 budget presentation.
 - ii. Principals run incredibly efficient schools and no rock was left unturned to balance the FY17 budget.
 - iii. If actual budget circumstance changes in any way, administration will review methods of fairly reinstating teacher salaries.

- iv. Mr. Royce, treasurer, was appreciative of the turnout at the meeting and explained that the administration's budget cuts were fair and equitable; fundraising and other revenue generating sources were factors; growing the top line is critical to the success of the school; the board of trustees will discuss plans at the strategic level; and he recommended approving the budget as it stands.
- v. Mrs. Paluk explained that the board and administration would remain true to the mission by maintaining a robust music program and utilizing a previous AKF model of character education after reducing, not eliminating, music and character education staff.
- vi. Mrs. Blue expressed support. (Revised 6/8/16)
- vii. Mr. Schmid clarified that teachers, administration, and staff would still receive increases, though the increase is less than anticipated.
- viii. Dr. Travis would like to see salaries retroactively reinstated if possible.
- ix. ***A motion was made by Atty. O'Connell, seconded by Mrs. Blue, and unanimously adopted to approve the FY17 operating budget.***

4. New Business

- a. Remote participation for board members was added to the By-Laws as per MGL at the January 13, 2016 meeting. Guidelines were discussed and remote participation does not qualify for a quorum.
 - i. The Chairperson is notified 24 hours in advance of a trustee's need to participate remotely due to any of the factors listed in 940 CMR 29.10 making physical attendance unreasonably difficult.
 - ii. A trustee may participate remotely up to two times per year.
 - iii. Any form of media relative to 940 CMR 29.10 is acceptable for remote participation, so long as the remote participant and all persons present at the meeting location are clearly audible to each other.
 - iv. ***A motion was made by Mr. Royce, seconded by Mrs. Blue, and unanimously adopted to approve the specifics of remote participation.***
- b. The music department trip to Washington, DC during April 2016 school vacation was successful. Students performed in front of the Lincoln Memorial and Washington Monument thanks in part to a grant from the AKF Educational Foundation.

5. Next meeting scheduled for Wednesday, June 8, 2016.

6. ***A motion was made by Mr. Walsh, seconded by Mrs. Blue, and unanimously accepted to adjourn the April 27, 2016 meeting at 7:49 p.m.***

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

Thank you for the brief opportunity to speak. I am asking that my letter be submitted into the meeting minutes, as well as any questions noted below be responded to , as I won't have time to ask all of them with my two minutes this evening. They are, however, questions that I have for the board and that I am hopeful will be addressed in a timely manner.

I am a parent of 2 children here at Abby Kelley and it is not my first time here at a Board meeting. Though I wasn't able to make the last meeting where the budget was reviewed in full, I did review Mr. Haas' PowerPoint on the staff web. As a parent, I have serious concerns about the information I reviewed and what I have heard. Abby Kelley, as a charter school, has in its mission four important components – partnership with parents, academic excellence, musical competence and character formation. In the budget I reviewed, I was surprised to see that many of those elements are the very areas where cuts are happening. Character education, which is in your charter, is being decreased. Music teachers, some of your very best, are being cut to positions where they are unable to provide adequate financial support to their families or benefits, with no significant notice. 401K matches are being eliminated – which is one benefit when cut that can result in turnover by your teachers. But what I didn't see cut (and perhaps because there wasn't a line item budget to review) were athletics – many of which require significant funds for buses and uniforms and other equipment – and are not a part of the Abby Kelley Mission. If the main elements of the mission aren't supported in the budget , then how is Abby Kelley really going to be any different than any other public school in the city?

My son, who is in 8th grade, couldn't be here tonight to speak – ironically because he is at districts with Ms. Joanna Launderville, one of the teachers whose job you intend to cut. She is by far the best strings instructor we have had in our 8 years taking violin at Abby Kelley. She inspires greatness, helps students to be their best – and puts in far more hours and time with the students than she is paid. By cutting her job to part time, you will be saying that those values, and music education, is not as important – and it send the message to other teachers as well. Teachers don't stay here for the money – they stay because they feel valued, connected to a mission and part of a community that supports their work. My son will not be coming here next year, however, the only thing that would have possible swayed his decision was the opportunity to work with Ms. Launderville in Strings.

As the Board of Trustees, I believe you have an obligation to uphold the charter upon which the school was founded – and this budget – without a larger and longer discussion, creative thinking and input from your community membership – does not do that.

I have a number of other questions hat I would appreciate some feedback in a reasonable time frame:

Is the line item budget available for people to see?

What is the strategic planning/ thinking in regard to expanding our facilities when we are in such a fiscal crisis?

Communication with parents and soliciting feedback from your “constituency” has been brought to this Board numerous times over the past few years. Is there a way that a town meeting type format could be held where parents could be informed about the state of the school community and answer and address any concerns from parents? Parents with little to no information grow increasingly frustrated and less likely to be engaged and willing to contribute in time and money . It is also the way mis-information spreads

Is the Board aware of the continued difficulties in the Middle School regarding illegal behavior and teacher retention – and is it within the Board scope to expect some reasonable parental communication about this?

What are the long term development plans such as grants and endowments being explored by Abby Kelley?

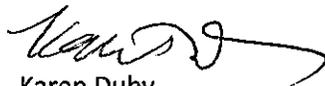
What are the terms of Board members, where are they up for re-election and what is the process for names for new candidates to be submitted or chosen?

What is the strategies plan regarding communication and information sharing with the Abby Kelley community?

As an additional comment, to allow parents or the public only 2 minutes to share thoughts and concerns, at board meetings which only need to happen 4 times a year – sends the message that outside input and questions are not valued or appreciated.

In addition, for the record, I attended an Educational committee meeting on March 3 – where I was told that the committee would get back to me about my concerns. As of this date, I have received no official response as to the questions and concerns raised there.

Thank you for your time,



Karen Duby

kdchef@yahoo.com

508-864-8541

Darcy Schwertz

I would like to thank the board of Trustees for the opportunity to speak this evening.

Like many parents I am very concerned with the direction our school has taken since my oldest daughter started here in 2008. From changes to student behavior expectations, the curriculum and learning environment, student recruitment policies, to what now appears to be cuts to our music department and the loss of our every day character virtues classes, both of which are cornerstones of our mission statement, what our school was founded on, and what differentiates us from being just another public school.

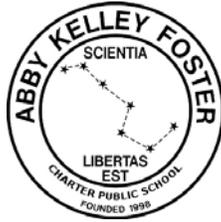
Two minutes isn't enough time to share my concerns, so I will be submitting a list of my questions and concerns to the Chairman of the Board, Mrs. Paluk, and asking for a written response within the 30 day time period as set by the by-laws of the AKF Board. I ask this publicly as in the past when I have sent questions to the Board I have never received a response. I am not holding that on Mrs. Paluk. Our Board isn't in the practice of engaging or responding to parents, it's something you say you do, but don't.

Tonight I have two questions:

1. Why not pay the teachers? Cutting teacher salaries and eliminating their 401K benefit is a failure on your part to support and value the greatest asset Abby Kelley has. Our AMAZING teachers. Anyone who runs or owns a business knows that you can work through financial issues without cutting from your staff. It's not easy to do. It's hard. And when you think you've worked hard enough and you just can't do it, you have to work harder, because if you don't you've failed. And in this case you've failed our children.

2. Would you please consider creating an Emeritus Board of Trustees, who will act as seasoned advisors to our school? Our Board should be made up of people from the community (outside of parents) who run and own businesses, are educators with expertise in the curriculum we teach, and advisors from the demographic communities we serve. The value of our Board members who have served for more than two terms is critical to specific projects and needs of our school. History is knowledge, and important to the success of new members who will bring new ideas and practical experience for creating an educational environment with financial stability, and continue the strong foundation you have helped build for our children. I know that all of you want what's best for our school, and at this time an advisory board, should be considered.

Thank you.



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, June 8 2016**

MINUTES

Members Present: Heidi Paluk, Celia Blue, Lea Christo, Alicia O’Connell, Patrick Royce,
Randy Schmid, James Walsh
Members Absent: Alexis Travis
Administrators Present: Brian Haas, Dianne Bonaventura, Steven Donaghy
Others Present: Ryan Kittredge

1. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.
2. Faithfulness to Charter
 - a. The mission statement was read by Mrs. Paluk.
 - b. The minutes from the April 27, 2016 were revised as follows: section 3.p.vi.: “Mrs. Blue expressed support.”
 - c. ***A motion was made and unanimously accepted to approve the revised minutes from the April 27, 2016 board meeting.***
3. Academic Program Success
 - a. The Education Committee meeting minutes from May 5, 2016 and June 2, 2016 were summarized by Atty. O’Connell.
 - b. The minutes from the May 25, 2016 Open Discussion with the Executive Director were distributed.
 - c. Discussion of fiduciary responsibility of board and committee meeting minutes adhering to legal requirement of minimal information and achieving practical use of recording detailed information occurred.
 - i. Format of meeting minutes for next academic year as an historical document to identify tasks, timetable, tracking, and responding to action items tbd.
 - ii. Board of trustees and executive director discussed creating a template for meeting minutes guided by governance rules, accountability measures, and aimed at improving communication moving forward for the 2016-2017 academic year.
4. Organizational Viability
 - a. The minutes from the June 3, 2016 meeting and June Facilities Report were summarized by Mr. Royce.
 - i. The school’s financial status remains sound with \$372K surplus after allocating expansion costs to date.
 - ii. A tentative board meeting is scheduled for Monday, June 27, 2016 at 6:30 p.m. to discuss alternative funding options in the event Middlesex Savings Bank and UniBank do not approve the release of reserve funds for the high school expansion project.

- b. Mrs. Christo stated that the school historically assists families with lobbying efforts through the Charter School Association and Mrs. Little sits on the board of the Charter School Association. Lobbying efforts for the FY17 budget will continue to be communicated and facilitated by AKF administration to the board of trustees, families, and staff.
 - c. The business manager reported that AKF administration will be aware of charter school eligibility for the FY17 “Pothole” account (Chapter 70 aid) by the end of June 2016.
 - d. Project Bread’s referral information will be communicated by the school to families in order to apply for assistance.
 - e. *A motion was made by Mr. Walsh and seconded by Mrs. Christo to designate \$800,000 to be reserved for capital expenditures which include the build-out of the high school space and the renovation of the elementary school restrooms in fiscal year 2017.*
 - 1. Discussion occurred and the motion was revised.
 - f. *A motion was made by Mr. Walsh, seconded by Mrs. Blue and unanimously accepted to designate \$800,000 to be reserved for capital expenditures which include a partial build-out of the high school and the elementary school restroom project.*
5. Governance
- a. *A motion was made and unanimously accepted to renew three year terms of the following members to serve on the school’s board of trustees: Heidi Paluk, Lea Christo, Randy Schmid, and James Walsh.*
 - b. *A motion was made and unanimously accepted to elect Ryan Kittredge to serve a three year term on the school’s board of trustees.*
 - c. *A motion was made by Atty. O’Connell, seconded by Mrs. Blue and unanimously accepted to adjust the school hours up to 15 minutes at the elementary school, up to 10 minutes at the middle school, and up to 15 minutes at the high school to accommodate the revised bus schedule.*
6. Tentative special meeting scheduled for Monday, June 27, 2016 at 6:30 p.m.
Next regular meeting scheduled for Wednesday, August 31, 2016 at 6:30 p.m.
7. *A motion was made by Mrs Christo, seconded by Mr. Walsh, and unanimously accepted to adjourn the June 8, 2016 meeting at 7:19 p.m.*

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