

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

MINUTES

- I. The meeting was called to order at 6:34 p.m in High School Lecture Hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Patrick Royce, Alicia O’Connell, Celia Blue, Randy Schmid, James Walsh, *(Susan Scully-Hill, Shelly Yarnie pending DESE approval)*
Members absent: Ryan Kittredge
Others present: Brian Haas, AnnMarie Little, Dianne Bonaventura, Steven Donaghy, Amy Puliafico, Chris Kursonis, John Calabresi, Jessica Regan, Sophronia Woods
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk, chair.
 - B. A motion was made by Ms. O’Connell, seconded by Mr. Royce, and unanimously accepted to approve the minutes from the October 25, 2017 board meeting.**
- IV. Academic Program Success
 - A. The Education Committee update was presented by Ms. O’Connell, clerk.
 - i. The November 3, 2017 meeting was reported.
 1. MCAS results, IB Program renewal update, and SWOT report updates for all buildings were summarized.
 - B. The AKF Educational Foundation update was presented by Mrs. Blue, president.
 - i. The November 6, 2017 Gala Committee meeting was reported.
 1. The 20th Anniversary Gala date was changed to Saturday, October 20, 2018 at the College of the Holy Cross.
 2. The committee includes AKF alumni and meetings are held monthly.
 - ii. The 5th Annual Golf Tournament is scheduled for Friday, June 8, 2018.
 - iii. Board members offered to reach out to their personal contacts to support the fundraising events of the Educational Foundation.
- V. Organizational Viability
 - A. The Facilities and Finance Committee update was presented by Mr. Royce, treasurer.
 - i. The November 17, 2017 meeting was reported.
 1. The committee supports administration’s recommendation to reinstate the 401(k) match starting January 2018 at a cost of approximately \$50K.
 2. Electrical project, prior year budget surplus, charter community fundraising and development director position were discussed.

- B. Administration and Personnel Sub Committee update was presented by Mrs. Paluk, chair.
 - i. The revised Executive Director's Goals dated November 23, 2017 were distributed and discussed.
 - ii. Interim evaluations will occur quarterly and the Board of Trustees members recognize the responsibility of acknowledging emails and informing the board chair of concerns to be addressed.
 - iii. A motion was made by Mrs. Blue, seconded by Mr. Royce, and unanimously accepted to approve the Executive Director's 2017-2018 Goals as presented.**
- C. The executive director's update was presented by Mr. Haas, executive director.
 - i. The SWOT reports dated November 1, 15, and 29, 2017 were summarized and discussed.
 - ii. Climate survey, and improvements with board of trustees support, was discussed.
 - iii. The AKF guidance department has entered into a multi-year ASCA and RAMP mentoring agreement for accreditation. Updates will be provided to the Education Committee.

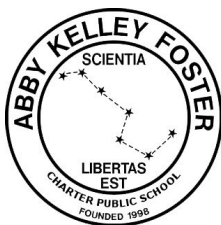
VI. Governance

- A. OCR website compliance investigation of visually impaired complaint was discussed.
 - i. New regulations became effective in 2017.
 - ii. Unanticipated expenses will be incurred for school's civil rights attorney and website upgrade.
- B. DESE approval pending for two new Board of Trustees members.
- C. AKF Charter renewal listed on the January 23, 2018 DESE board meeting agenda.

- VII. Next meeting is scheduled tentatively for Wednesday, December 20, 2017 at 6:30 p.m.
- A. Cancellation notice will be sent to the board of trustees if the meeting is not needed.
 - B. Next meeting scheduled for Wednesday, January 31, 2018 at 6:30 p.m.

- I. A motion was made by Mrs. Blue, seconded by Ms. O'Connell, and unanimously accepted to adjourn the November 29, 2017 meeting at 7:29 p.m.**

Prepared by: Amanda Durkin, administrative assistant to the executive director



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, October 25, 2017**

MINUTES

- I. The meeting was called to order at 6:34 p.m in High School Room #1137 by Mrs. Paluk.
- II. Members present: Heidi Paluk, Patrick Royce, Ryan Kittredge, Randy Schmid, James Walsh
Members absent: Alicia O’Connell, Celia Blue,
Others present: Brian Haas, AnnMarie Little, Dianne Bonaventura, Steven Donaghy,
Amy Emma, Amy Puliafico, Chris Kursonis, John Calabresi,
Shelly Yarnie
- III. Faithfulness to Charter
 - A. The mission statement was ready by Mrs. Paluk, chair.
 - B. A motion was made by Mr. Walsh, seconded by Mr. Royce, and unanimously accepted to approve the minutes from the August 30, 2017 board meeting.**
- IV. Academic Program Success
 - A. The Education Committee update was presented by Mrs. Paluk.
 - i. The September 8, 2017 and October 13, 2017 meetings were reported.
 - ii. I-Ready was discussed.
 1. A K-8 adaptive diagnostic for reading and mathematics that pinpoints student needs down to the sub-skill level, and ongoing progress monitoring which shows whether students are on track to achieve end-of-year targets.
 2. Year one cost of less than \$20K includes professional development.
 - iii. Discussion of the AKF Wellness Committee, meetings four times during 2016-2017 to achieve the USDA requirement to revise the Wellness Policy by June 30, 2017, and the 2017-2018 work of the Wellness Committee to develop an implementation plan and tools to measure goals in addition to possibly expanding the policy.
 - iv. A motion was made by Mr. Walsh, seconded by Mr. Kittredge, and unanimously adopted to accept the 2017-2018 District Wellness Policy.**
 - B. The AKF Educational Foundation update was presented by Mrs. Paluk.
 - i. The October 2, 2017 Gala Committee meeting was reported.
 1. The November meeting will be held to discuss the date and location.
 - ii. The October 16, 2017 Board of Directors meeting was reported.
 1. The 12 grant applications received totalling \$43,419.27 were reviewed and a total of \$6,462.32 was awarded to 9 applicants.
 2. The next grant application deadline is February 1, 2018.

V. Organizational Viability

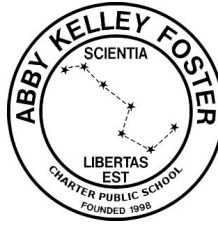
- A. The Facilities and Finance Committee update was presented by Mr. Royce, treasurer.
- i. The September 15, 2017 and October 20, 2017 meetings were reported.
 1. The audit report was positive with good findings, \$404K surplus, bank covenants were met, Title I Grants to Local Educational Agencies federal program was tested.
 - ii. ***A motion was made by Mr. Walsh, seconded by Mr. Kittredge, and unanimously adopted to accept the FY17 Audit Report as submitted by Bollus Lynch, LLP.***
 - iii. The 10-Year Capital Plan including the estimated \$2M electrical upgrade concerns of the school involving elementary and middle school children, safety, and response time of National Grid were discussed.
- B. The Executive Committee update was reported by Mrs. Paluk.
- i. The Executive Director's goals will be reviewed at a future meeting.
- C. The Executive Director's update was reported by Mr. Haas, executive director.
- i. The September 6, 20, October 4, 18, 2017 SWOT Reports were discussed.
 1. Anti-bullying was discussed. The District Attorney's office and guidance department spoke with grades 4-7.
 - ii. The DESE MCAS letter dated October 18, 2017 was distributed.

VI. Governance

- A. The Charter Renewal update was reported by Mrs. Little, Director of Government Relations.
- i. The clean inspection of AKF, good track record of this 20 year old school, and three key areas highlighted as positives were reported.
 - ii. The board acknowledged the hard work and dedication of all AKF employees.
 - iii. The governance findings were highlighted by Mrs. Paluk.
- B. The candidates for membership were presented by Mrs. Paluk, chair.
- i. Shelly Yarnie, a parent of an AKF junior and AKF kindergartener, a board member of Girls, Inc., the Massachusetts Director of Local Public Health Initiatives, member of the AKF Wellness Committee, was nominated to serve on the Board of Trustees.
 - ii. ***A motion was made by Mr. Walsh, seconded by Mr. Kittredge, and unanimously accepted to elect Shelly Yarnie to serve a 3-year term on the school's Board of Trustees. (expires 6/30/2020)***
 - iii. Susan Scully-Hill, Ph.D., CRC, the Director of School Counselor Education Program and Chairperson of Undergraduate Department of Human Services and Rehabilitation Studies at Assumption College, was nominated to serve on the Board of Trustees.
 - iv. ***A motion was made by Mr. Walsh, seconded by Mr. Royce, and unanimously accepted to elect Dr. Susan Scully-Hill to serve a 3-year term on the school's Board of Trustees. (expires 6/30/2020)***

VII. The next meeting is scheduled for Wednesday, November 29, 2017 at 6:30 p.m.

VIII. A motion was made by Mr. Walsh, seconded by Mr. Royce, and unanimously accepted to adjourn the October 25, 2017 meeting at 7:41 p.m.



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, August 30, 2017**

MINUTES

- I. The meeting was called to order at 6:37 p.m. in High School Room #1137 by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O’Connell, Patrick Royce, Celia Blue,
Ryan Kittredge, Randy Schmid, James Walsh
Members absent: None
Others present: Brian Haas, AnnMarie Little, Dianne Bonaventura, Steven Donaghy,
Amy Emma, Amy Puliafico, Chris Kursonis, John Calabresi
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. Public Comment / Open Forum
 1. Mr. Royce was congratulated on his “WBJ 40 Under 40” accomplishment.
 2. Board members life events were recognized and congratulations were in order.
 - C. ***A motion was made by Mr. Walsh, seconded by Mrs. Blue, and unanimously accepted to approve the minutes from the June 29, 2017 board meeting.***
- IV. Academic Program Success
 - A. The Education Committee update was presented by Atty. O’Connell, clerk.
 1. The June 2017 meeting was previously reported.
 2. The next meeting is scheduled for Friday, September 8, 2017.
 - B. The AKF Educational Foundation update was presented by Mrs. Blue, president.
 1. The June 2017 meeting was previously reported.
 2. The Gala Committee will meet the first Monday of each month beginning October 2, 2017.
 3. Grant application reminders will be sent to teachers by Mr. Haas.
 4. The next meeting is scheduled for October 16, 2017.
- V. Organizational Viability
 - A. The Facilities and Finance Committee update was presented by Mr. Royce, treasurer.
 1. The June 2017 meeting was previously reported.
 2. The next meeting is scheduled for September 15, 2017.
 3. The building project status was summarized by Mr. Donaghy.
 - a. The project has been completed and remains under the \$4.5M budget including a recent \$3K change order and \$30K rebate and \$30K discount on boilers.
 - b. The air conditioning in the new wing of the high school is currently inoperable and covered under warranty.

- c. The high school roof and punch list items have been completed.
 - d. The electrical study for the middle and elementary school resulted in National Grid work orders. Engineers will be at AKF within a month.
- B. The Executive Committee update was presented by Mrs. Paluk, chair.
 - 1. The August 22, 2017 meeting, and prior meeting with Mrs. Paluk, principals and executive director, to discuss the Strategic Plan was summarized by Mrs. Paluk.
 - 2. Financial implications to many initiatives, literacy, math, science, IB in place of AP or dual enrollment, guidance ASCA certification, and compensation was discussed.
 - 3. ***A motion was made by Mr. Walsh, seconded by Atty. O'Connell, and unanimously accepted to approve the 2017-2022 Strategic Plan.***
 - 4. The Executive Director will correlate January and June Strategic Plan status update reporting timelines with Board of Trustees meetings annually.
- C. The Administration and Personnel Sub Committee of the Board of Trustees update was presented by Mrs. Paluk, chair.
 - 1. The Executive Director's contract was signed over the summer 2017.
 - 2. HR Knowledge is working with Mrs. Paluk to establish a quarterly evaluation tool to review with the sub committee and Mr. Haas.
- D. The Executive Director's update was presented by Mr. Haas.
 - 1. The August 25, 2017 SWOT analysis was distributed and summarized.
 - 2. Traffic patterns for arrival, dismissal, and athletic games were discussed. Collaborative efforts and a congenial relationship is developing between the new CMSEC, Liberty Properties, DEP, and AKF.
 - 3. Metasoft software proposal will be presented to the AKF Educational Foundation at the October 16, 2017 meeting.
 - 4. A tent with the AKF Educational Foundation imprint was ordered and received for school event use including sporting events sponsored by the Booster Club.
 - 5. Staffing changes and enrollment changes will be reported at the September 8, 2017 Education Committee meeting.
 - 6. SchoolSpring website discussed as industry standard for school job postings.

VI. Governance

- A. Recommendations for Board of Trustees candidates with an education element were discussed.
 - 1. Shelly Yarni was recommended by Dr. Alexis Travis as her replacement.
 - 2. Susan Scully was recommended by Mrs. Lea Christo as her replacement.
 - 3. Next steps:
 - a. Introduce candidates to the Executive Director;
 - b. Tour the AKF campus;
 - c. Present candidates for approval at the September 20, 2017 board meeting;
 - d. Receive state approval to become voting members of the AKF Board of Trustees.

VII. The next meeting is scheduled for September 20, 2017 at 6:30 p.m.

VII. ***A motion was made and unanimously accepted to adjourn the August 30, 2017 meeting at 7:46 p.m.***

Prepared by: Amanda Durkin, administrative assistant to the executive director