



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, April 25, 2018**

MINUTES

- I. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O’Connell, Patrick Royce, Randy Schmid, James Walsh, Shelly Yarnie
Members absent: Celia Blue, Ryan Kittredge, Susan Scully-Hill
Other present: Brian Haas, AnnMarie Little, Dianne Bonaventura, Steven Donaghy, Amy Emma, Amy Puliafico, Chris Kursonis, John Calabresi, Jessica Regan
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. ***A motion was made by Ms. O’Connell, seconded by Mr. Royce, and unanimously accepted to approve the minutes from the March 28, 2018 board meeting.***
- IV. The Executive Director’s Report was presented and summarized by Mr. Haas.
 - A. The IB Program, IB Showcase, NHS Induction Ceremony, spring athletics, college acceptances, ALICE training and implementation planning, musical competence and estimated \$10K sound system upgrade were highlighted and discussed.
 - B. The new OCR document received from the U.S. attorney is more concise and reasonable in terms of timelines and outcomes and involves updating the website and training.
 - C. SWOT analysis and maintaining good neighbor relations was discussed.
- V. Academic Program Success
 - A. The Education Committee update was presented by Ms. O’Connell, clerk.
 - i. The next meeting is scheduled for May 11, 2018.
 - B. The AKF Educational Foundation update was presented by Mrs. Paluk.
 - i. The 5th Annual Golf Tournament Fundraiser is scheduled for June 8, 2018.
 - ii. The 20th Anniversary Gala Fundraiser is scheduled for October 20, 2018.
 - iii. A plea to the board to attend the golf tournament in some capacity was made by Mrs. Paluk.

VI. Organizational Viability

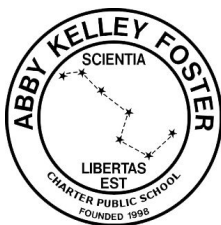
A. The Facilities and Finance Committee update was presented by Mr. Royce.

- i. The April 6, 2018 meeting minutes were previously distributed.
- ii. The FY19 Budget was presented by Mr. Haas.
 1. Budget drivers include transportation, salaries, stipends, capital expenditures, professional development, staffing changes, instructional materials and supplies, and employee benefits.
 2. Changes to capitalized classification were recommended by the new audit firm.
 3. Projected debt service coverage ratio is projected to be 1.175:1 with a requirement of 1.15:1.
 4. Projected FY19 change in net position of \$85,000.
- iii. Technology was discussed and an IT update will be presented at an upcoming committee meeting.
- iv. ***A motion was made by Mr. Royce, seconded by Ms. O'Connell, and unanimously accepted to approve the FY19 Budget.***
- v. National Grid electrical upgrade status was discussed.
- vi. Snow removal costs under budget were discussed.

VII. The next meeting is scheduled for Wednesday, May 23, 2018 at 6:30 p.m.

VIII. A motion was made by Mr. Walsh, seconded by Mrs. Yarnie, and unanimously accepted to adjourn the April 25, 2018 meeting at 7:13 p.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, March 28, 2018**

MINUTES

- I. The meeting was called to order at 6:37 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O’Connell, Celia Blue, Ryan Kittredge, Randy Schmid, Susan Scully-Hill, James Walsh, Shelly Yarnie
Members absent: Patrick Royce
Other present: Brian Haas, AnnMarie Little, Dianne Bonaventura, Steven Donaghy, Amy Emma, Amy Puliafico, Chris Kursonis, John Calabresi, Kelly Davila, Darren Wesson (parent)
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. ***A motion was made by Ms. O’Connell, seconded by Mrs. Blue, and unanimously accepted to approve the minutes from the February 28, 2018 regular board meeting.***
- IV. The Executive Director’s Report was presented and summarized by Mr. Haas.
 - A. The IB Program, Girls Inc. student recognition, FY19 Budget preparation, Chamber of Commerce Breakfast with Senator Harriette Chandler, ES PTO father or special guest/daughter dance, guidance department, musical competence and spring musicals, and PD at the district administrative level were highlighted and discussed.
 - B. The OCR compliance was reported to be in process and on schedule.
 - C. The school is contracting with HR Knowledge for a scope of work focused on employee engagement.
 - D. The MCPSA March 2018 delegate assembly encouraged school leaders to engage their boards to play a role in advocacy issues with state legislators and share charter school stories. As a result of that meeting, three district managed AKFCPS social media sites were created on Facebook, Instagram and Twitter which Mr. Haas will update.
 - E. The 2017-2018 calendar was adjusted as a result of the eight snow days.
 - F. Students participated in the Four Orchestras performance at Mechanics Hall.
- V. Academic Program Success
 - A. The Education Committee update was presented by Ms. O’Connell, clerk.
 - i. The March 9, 2018 meeting was summarized.
 - ii. I-Ready results and OCR compliance were reported.
 - iii. The purpose of the Community Health Assessment and survey was discussed. The survey will be emailed to parents and staff by Mr. Haas.
 - iv. The Summary and Report on the International Baccalaureate Programme Evaluation was distributed and presented by Ms. Davila.

1. Commendations, recommendations, matters to be addressed, and overall conclusions by standard were reviewed and discussed.
2. The two matters to be addressed and resolved by December 1, 2018, which have been resolved according to Ms. Davila:
 - a. Revising the Assessment Policy to more clearly reflect an understanding of the use of the current DP assessment criteria and indicate a process for standardization of assessment of students' work; and
 - b. Offering IB Psychology SL/HL for the incoming Junior class as a two year course to meet/exceed the 140 hour requirement.
3. Recommendation that at the next opportunity to review its mission statement, the school should consider expanding its mission statement to include the intrinsic values of the IB such as international-mindedness and the IB learner profile was discussed.
 - a. The Board will take under advisement international-mindedness and global awareness according to Mrs. Paluk.
 - b. Discussion of students embracing their culture and language.
4. Recommendation that the school should develop additional strategies to ensure that its governing body and administrative team further develop their knowledge of the IB was discussed.
 - a. The board will be more supportive, prepared and knowledgeable about IB moving forward according to Mrs. Paluk.
5. Ms. Davila and Mr. Kursonis reported that collecting IB registration fees, exam fees, and full diploma fees is time consuming for administration and a financial reach for some AKF students and their families. Mr. Kittredge and Mrs. Blue suggested applying for grants to offset IB fees through the Educational Foundation.

- B. The AKF Educational Foundation update was presented by Mrs. Blue, president.
- i. The 5th Annual Golf Tournament Fundraiser is scheduled for June 8, 2018.
 - ii. The 20th Anniversary Gala Fundraiser is scheduled for October 20, 2018.
 - iii. An appeal to the board for network support and silent auction items for both fundraisers was made by Mrs. Blue.

VI. Organizational Viability

- A. The Facilities and Finance Committee update was presented by Mrs. Paluk.
- i. The March 16, 2018 meeting was summarized.
 1. National Grid electrical upgrade, snow removal within budget, summer facilities projects, ALICE training, safety committee, and 401(k) plan were discussed.
 2. The FY19 budget discussion was preliminary.
 3. The Abby Kelley Foster Charter Public School 403(b) Plan Summary of Plan Provisions was distributed.
 - ii. ***A motion was made by Mrs. Blue to approve replacing the 401(k) Retirement Plan at Fidelity Investments with a new 401(k) Plan at Nationwide and also adopting a 403(b) Retirement Plan with Nationwide for eligible employees. Mr. Kittredge seconded the motion.***
A discussion occurred.

A vote was taken:

Celia Blue	Yea
Ryan Kittredge	Yea
Alicia O'Connell	Yea
Heidi Paluk	Yea
Patrick Royce	Absent
Randy Schmid	Abstain
Susan Scully-Hill	Yea
James Walsh	Yea
Shelly Yarnie	Yea

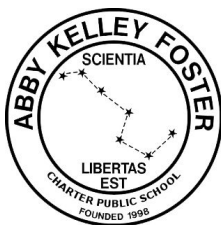
The motion to approve replacing the 401(k) Retirement Plan at Fidelity Investments with a new 401(k) Plan at Nationwide and also adopting a 403(b) Retirement Plan with Nationwide for eligible employees passed.

- iii. Staff will be informed immediately of the changes; payroll changes will be effective April 27, 2018; and Girard Financial will be on site to meet privately with staff starting tomorrow.
- iv. The FY19 Budget will be presented at the Facilities and Finance Committee meeting on April 6, 2018.

VII. The next meeting is scheduled for Wednesday, April 25, 2018 at 6:30 p.m. *(budget vote)*.

VIII. A motion was made and unanimously accepted to adjourn the March 28, 2018 meeting at 7:55 p.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, February 28, 2018**

MINUTES

- I. The meeting was called to order at 6:31 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O’Connell, Patrick Royce, Celia Blue, Ryan Kittredge, Randy Schmid, Susan Scully-Hill, James Walsh, Shelly Yarnie
Members absent: None
Other present: Brian Haas, Dianne Bonaventura, Steven Donaghy
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. ***A motion was made by Mr. Royce, seconded by Ms. O’Connell, and unanimously accepted to approve the minutes from the January 31, 2018 Annual Board Meeting and the January 31, 2018 Regular Board Meeting.***
- IV. The Executive Director’s Report was presented and summarized by Mr. Haas.
 - A. Progress with iReady and Response to Intervention (RtI), English Learners (EL), academic excellence, IB certificates, IB full diploma program; enrollment lottery; electrical study update received from National Grid; disinfectant fogging machine; March 14th student walkout inspired by the Florida school shooting, March 14th early release day; upcoming ALICE training and accompanying communication with parents and staff; March 25th student orchestra performance at Mechanics Hall; OCR resolution agreement and corrective action plan; and clean audit for special education mid-cycle review were discussed.
- V. Academic Program Success
 - A. The AKF Educational Foundation update was presented by Mrs. Blue, president.
 - i. The February 12, 2018 meeting was summarized.
 1. A total of \$2,771.94 was awarded to 3 applicants.
 2. Positive feedback received from past grant award recipients.
 - ii. The 5th Annual Golf Tournament Fundraiser is scheduled for June 8, 2018.
 1. Golf sponsorship packets were distributed to the Board of Trustees.
 2. An appeal for 100% board participation was made by Mrs. Blue.
 3. An appeal to review the prospect list and contact Mrs. Durkin for networking involvement was made by Mr. Kittredge.
 - iii. The 20th Anniversary Gala Fundraiser is scheduled for October 20, 2018.
 - iv. Hybrid approach for FY19 staffing of a grant writer/event planner will be presented to the Facilities and Finance Committee in March 2018 by Mr. Haas.

- v. Legal counsel will be consulted regarding increasing the number of foundation board of directors to include community members.

VI. Organizational Viability

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

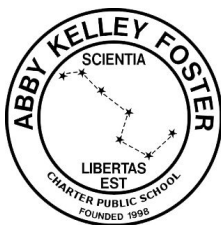
i. The February 16, 2018 meeting was summarized.

- 1. Discussion of the 10 Year Facilities Capital Plan, enormous pot holes in the railroad tracks owned by PanAm Railroad, change of audit firms from Bollus Lynch LLP to Alexander Aronson Finning & P.C., grant writer and event planner or consultant progress, and formation of a subcommittee in spring 2018 to increase enrollment occurred.

VII. The next meeting is scheduled for Wednesday, March 28, 2018 at 6:30 p.m.

VIII. A motion was made and unanimously accepted to adjourn the February 28, 2018 meeting at 7:33 p.m.

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



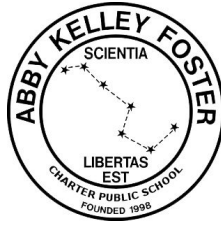
Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, January 31, 2018

MINUTES

- I. The meeting was called to order at 6:35 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O’Connell, Patrick Royce, Ryan Kittredge, Randy Schmid (6:37pm), Susan Scully-Hill, James Walsh, Shelly Yarnie
Members absent: Celia Blue
Other present: Brian Haas, Dianne Bonaventura, Steven Donaghy, Amy Emma, Amy Puliafico, Jennifer Giusto, AnnMarie Little, Chris Kursonis
- III. Faithfulness to Charter
 - A. The mission statement was read by Mrs. Paluk.
 - B. The new meeting agenda format was explained by Mrs. Paluk.
 - C. ***A motion was made by Ms. O’Connell, seconded by Dr. Scully-Hill, and unanimously accepted to approve the minutes from the November 29, 2017 board meeting.***
- IV. The Executive Director’s Report was reviewed and summarized by Mr. Haas.
 - A. Successful charter renewal, new 3D printer utilized in middle school, college acceptances to date, City Manager visit, PTO financial support for field trips, Booster Club, over 700 enrollment lottery applications received, Tri-M Music Honor Society inaugural AKF members, OCR update, railroad tracks, and high school afternoon building hours for safety and security were discussed.
 - B. The six month Strategic Plan status update was distributed by Mr. Haas and discussed.
 - i. AKF will continue to monitor academic progress during transition of DESE commissioner and MCAS.
 - ii. Positive response from staff to reinstatement of 401(k) match.
- V. Academic Program Success
 - A. The Education Committee update was presented by Ms. O’Connell.
 - i. The December 8, 2017 meeting was reported.
 1. Guidance Department presentation of the application process to obtain Recognized **ASCA** Model Program (**RAMP**) designation from the American School Counselor Association was summarized. The Board of Trustees is very supportive of this rigorous process.
 - ii. The January 12, 2018 meeting was reported.
 1. Successful charter renewal, academics interventions process, OCR update, and school calendar were summarized.
 2. ***A motion was made by Mr. Walsh, seconded by Mr. Royce, and unanimously accepted to approve the 2018-2019 Academic Calendar.***

3. The revised Internet Safety and Acceptable Use Policy prepared by the AKF Technology Committee to remain in compliance with the Child Internet Protection Act (CIPA) was presented by Mr. Haas for approval and discussed.
 4. ***A motion was made by Mr. Walsh, seconded by Dr. Scully-Hill, and unanimously accepted to approve the revised Internet Safety and Acceptable Use Policy.***
- B. The AKF Educational Foundation update was presented by Mrs. Paluk.
- i. The 20th Anniversary Gala fundraiser is scheduled for October 20, 2018.
 - ii. The 5th Annual Golf Tournament fundraiser is scheduled for June 8, 2018.
 - iii. Both committees are meeting regularly.
 1. An appeal for Board of Trustees support with connections and networking to obtain corporate sponsorships for the golf tournament was made by Mr. Kittredge.
 2. The full list of prospect names for the board was requested by Mr. Royce.
 - iv. The next grant application deadline is February 1, 2018 and the next foundation board of directors meeting is scheduled for February 12, 2018.
- VI. Organizational Viability
- A. The Facilities and Finance Committee update was presented by Mr. Royce.
- i. The December 15, 2017 and January 19, 2018 meetings were reported.
 1. The electrical upgrade was reported and continued delays with National Grid were discussed.
 2. Soundproofing for the elementary school cafeteria was discussed.
 3. Strong financial position, projected surplus of \$.5M, and anticipated replenishment of cash balance over next 12 months was reported.
 - a. A discussion regarding BoardOnTrack and its governance resources for charter school board of trustees was initiated by Mr. Royce.
 - b. A demo will be organized for the Board of Trustees and administration by Mr. Royce.
- VII. The next meeting is scheduled for Wednesday, February 28, 2018 at 6:30 p.m.
- VIII. ***A motion was made by Ms. O'Connell, seconded by Mr. Royce, and unanimously accepted to adjourn the January 31, 2018 meeting at 7:31 p.m.***

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

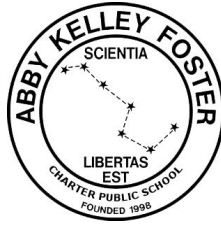


**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, January 31, 2018**

ANNUAL MEETING MINUTES

- I. The meeting was called to order at 6:32 p.m. in the high school lecture hall by Mrs. Paluk.
- II. Members present: Heidi Paluk, Alicia O’Connell, Patrick Royce, Ryan Kittredge, Susan Scully-Hill, James Walsh, Shelly Yarnie
Members absent: Celia Blue, Randy Schmid
Other present: Brian Haas, Dianne Bonaventura, Steven Donaghy, Amy Emma, Amy Puliafico, Jennifer Giusto, AnnMarie Little, Chris Kursonis
- III. Organizational Viability
 - A. Governance
 - i. The By-Laws were reviewed and remain unchanged.
 - ii. The slate of nominations for board officers to serve a one year term was presented and a motion was made and seconded as follows:
Mrs. Heidi Paluk, Chair
Mr. Patrick Royce, Treasurer
Ms. Alicia O’Connell, Clerk
The candidates were unanimously elected by ballot.
A motion was made and unanimously accepted to elect Heidi Paluk Chair, Patrick Royce, Treasurer, and Alicia O’Connell, Clerk, as officers to serve a one year term on the school’s Board of Trustees.
- IV. ***A motion was made and unanimously accepted to adjourn the January 31, 2018 Annual Meeting at 6:35 p.m.***

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



**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.

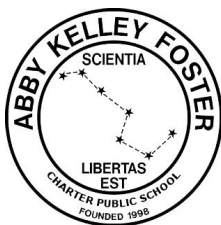
VI. Governance

- 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

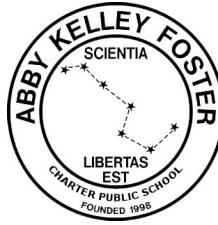
- A. The Facilities and Finance Committee update was presented by Mr. Royce, treasurer.
- i. The September 15, 2017 and October 20, 2017 meetings were reported.
 1. The audit report was positive with good findings, \$404K surplus, bank covenants were met, Title I Grants to Local Educational Agencies 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