

**Abby Kelley Foster Charter Public School
Special Meeting of the Board of Trustees
Friday, June 19, 2015**

MINUTES

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

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

A motion was made by Mr. Royce and seconded by Mr. Walsh to go into Executive Session for the purpose of discussing the contract of the Executive Director, Brian Haas.

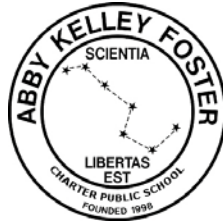
A motion was made at 7:31 a.m. and unanimously accepted to come out of Executive Session.

Discussion of a contract for Mrs. Greenwood to work as a per-diem mentor for Mr. Haas occurred.

A motion was made by Mr. Wolf, seconded by Mr. Royce and unanimously accepted to amend the school calendar and change June 10, 2016 to a half day of school.

A motion was made and unanimously accepted to adjourn the June 19, 2015 meeting at 7:50 a.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, June 10, 2015**

MINUTES

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

Members Absent: Celia Blue

Administrators Present: Kathleen Greenwood, AnnMarie Little, Dianne Bonaventura,
Steven Donaghy, John Calabresi, Amy Emma, Chris Kursonis,

Others Present: Listed on sign-in sheet

The meeting was called to order in the High School Concert Hall at 7:19 p.m. by Mrs. Paluk.

The mission statement was read by Mrs. Paluk.

A motion was made by Mr. Sycks, seconded by Mrs. Christo and unanimously accepted to approve the minutes from the May 13, 2015 board meeting.

A motion was made by Mr. Royce, seconded by Mrs. Christo and unanimously accepted to approve the minutes from the June 3, 2015 board meeting.

The Executive Director's Report and Goals were presented by Mrs. Greenwood and discussed by the board.

- Mrs. Greenwood announced that hundreds of people attended Portfolio Night at the Elementary School earlier this evening.
- AKF graduated the 10th class with 72 Seniors on June 1, 2015 at Mechanics Hall in Worcester and an impressive list of college acceptances was recognized by the board.
- The board recognized that AKF is a silver medal winner as awarded to the top 10% of schools in the US.
- Mrs. Paluk acknowledged Mrs. Greenwood's achievements in instructional leadership, professional development, and with the music department.

Mr. Sycks presented the board with the following suggestion for consideration:

To seat the entire Board of Trustees together and robed at all Abby Kelley Foster Charter Public School high school graduations.

Discussion followed.

Mr. Wolf arrived at 7:27 p.m.

Mr. Sycks presented the board with the following suggestion for future consideration:

To create a high school marching band.

The Education Committee minutes from June were presented by Mrs. Paluk.

- The Charter Site Visit report with no critical findings was summarized.
- The Guidance Counselor Program Review was summarized and Mrs. Christo acknowledged the AKF fully funded Guidance Department is rare in public education.
- Discussion occurred regarding out of state travel for high school field trips.
 - Fundraising for the \$535 per person April 2016 trip will start upon board approval.
 - Community service/character development trip out of the country in April 2017 at a cost of \$2,500 per person will be discussed and voted at a future meeting.

A motion was made by Mr. Sycks, seconded by Mr. Walsh and unanimously accepted to approve overnight, out of state travel for high school orchestra and/or choir students for the purpose of performing in Washington, D.C. (April 2016).

The Facilities and Finance Committee meeting minutes from June were presented by Mrs. Paluk.

- The continued sewer pump failure, National Grid lawn damage, and elevator issue at the Middle School were discussed. All responses were quick and appropriate.
- The Gantt Chart provided by Hill International was discussed and a decision to proceed with the High School project is anticipated during the October 2015 Board of Trustees meeting.
- The financial status was summarized including the bus contract bidding process.
- The 2015-2016 board and committee meeting calendar was discussed.
 - The October meeting dates were adjusted to accommodate the annual audit vote and High School build-out vote.
 - The 3 hour Facilities and Finance Committee meeting in October will be held from 7:00 a.m. – 10:00 a.m. on Friday, October 16, 2015.

A motion was made by Dr. Travis, seconded by Mrs. Christo and unanimously accepted to approve the board and committee meeting calendar for the 2015-2016 school year.

The AKF Educational Foundation did not provide a report.

- The annual golf tournament committee raised over \$13K net profit for the foundation.

The Executive Director Search update was presented by Mrs. Paluk.

- Discussion of two final candidates and failed search occurred.

Mrs. Christo presented the board with the following motion for consideration:

A motion was made to enter contract negotiations with Brian Haas to serve as the next Executive Director of Abby Kelley Foster Charter Public School.

Mr. Walsh seconded the motion.

A lengthy discussion and debate occurred.

A roll call vote was taken:

Christo	Yes
O'Connell	Yes
Paluk	Yes
Royce	No
Schmid	Yes
Sycks	No
Travis	No
Walsh	Yes
Wolf	Yes

The motion to enter contract negotiations with Brian Haas to serve as the next Executive Director of the Abby Kelley Foster Charter Public School passed with six yeas and three nays.

Mrs. Christo presented the board with the following motion for consideration:

A motion was made to authorize the school board chair to work with the Board of Trustees' attorney to enter contract negotiations with Brian Haas.

Mr. Walsh seconded the motion.

A brief discussion occurred.

A roll call vote was taken:

Christo	Yes
O'Connell	Yes
Paluk	Yes
Royce	Yes
Schmid	Yes
Sycks	Abstain
Travis	Yes
Walsh	Yes
Wolf	Yes

The motion to authorize the school board chair to work with the Board of Trustees' attorney to enter contract negotiations with Brian Haas passed with eight yeas and one abstain.

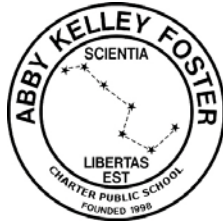
Mrs. Paluk will personally call both candidates and she thanked the Board of Trustees for their service.

Mrs. Paluk thanked Mrs. Greenwood for the level of work she and her staff have accomplished.

Mr. Sycks' term is expiring in June 2015 and he spoke and also thanked the school. The board thanked Mr. Sycks for his service and for challenging the board to think critically.

A special meeting will be scheduled to approve the Executive Director's contract and the next regular meeting is scheduled for Wednesday, September 9, 2015 at 6:30 p.m.

A motion was made by Mr. Wolf, seconded by Mr. Royce and unanimously accepted to adjourn the June 10, 2015 meeting at 9:00 p.m.



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, June 3, 2015**

MINUTES

Members Present: Heidi Paluk, Celia Blue, Lea Christo, Alicia O'Connell, Patrick Royce, Randy Schmid, Stephen Sycks, Alexis Travis, James Walsh, Richard Wolf
Administration Present: Kathleen Greenwood, Amy Puliafico, Amy Emma, Dianne Bonaventura, Steven Donaghy; Others present: listed on sign-in sheet

The meeting was called to order at 4:38 p.m. in the High School Concert Hall by Heidi Paluk.

Mrs. Paluk welcomed the audience and announced that Mary Ann DeMello withdrew her candidacy for the position of Executive Director one day prior to the interview in order to pursue another opportunity.

Mrs. Paluk also announced that, at the end of tonight's interviews, the Board of Trustees would either approve both candidates to move forward with the scheduled site visits on Tuesday, June 9, 2015 (one candidate in the morning and one candidate in the afternoon) or neither candidate and the search process would conclude.

Candidate Brian Haas was introduced at 4:41 p.m.; the board introduced themselves; the eight rubric questions were asked and answered; Mr. Haas asked the board questions and was informed that he would be contacted tomorrow; and the interview concluded at 5:33 p.m.

A short recess occurred.

Candidate Stephanie Davolos was introduced at 5:47 p.m.; the board introduced themselves; the eight rubric questions were asked and answered; Ms. Davolos asked the board questions and was informed that she would be contacted tomorrow; and the interview concluded at 6:45 p.m.

Discussion followed.

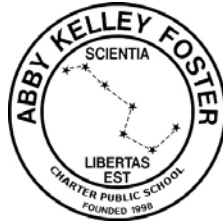
The board took a roll call regarding moving two candidates forward and it was decided unanimously to go forward.

Both candidates will be scheduled to visit the school on Tuesday, June 9th; one candidate in the morning and one candidate in the afternoon to meet with all three principals in addition to parent and staff meet and greet opportunities.

The next meeting is scheduled for Wednesday, June 10, 2015 and will include a vote to select the next Executive Director or a vote to conclude the current search process.

A motion was made and unanimously accepted to adjourn the June 3, 2015 meeting at 6:55 p.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, May 13, 2015**

MINUTES

Members Present: Heidi Paluk, Lea Christo, Celia Blue, Alicia O'Connell,
Patrick Royce, Stephen Sycks, Alexis Travis, James Walsh
Members Absent: Richard Wolf and Randy Schmid
Others in Attendance: Dianne Bonaventura, Steven Donaghy,
Amelie Tambolleo, Kayla Harshaw, Jessica Regan, Jennifer Giusto

The meeting was called to order in the High School Lecture Hall at 6:33 p.m. by Mrs. Paluk.

A motion was made and unanimously accepted to approve the minutes from the April 15, 2015 board meeting.

The Executive Director's Report was presented. Mrs. Greenwood's father passed away this week and she was absent. The board offered condolences to Mrs. Greenwood and her family.

The Education Committee meeting minutes from May were presented by Mrs. Paluk.

- The Charter Site Visit was summarized.
- Board Governance was summarized.
- The Board Retreat will be held during the full board meeting on the second Wednesday in September 2015.
- The board and committee meeting calendar for the 2015-2016 school year was discussed.
 - The full board will meet quarterly on the 2nd Wednesday of the month as follows:
 - September – board retreat/attorney training with the new Executive Director
 - October – audit and MCAS
 - January – mid-year review
 - April – budget
 - June – end of year review
 - Committee meetings will continue to be held monthly.

The Facilities and Finance Committee meeting minutes from May were presented by Mrs. Paluk.

- The board recognized that the financial status reflects a \$13M budget with a variance of less than 7% and congratulated management.
- Both middle school sewage pumps were replaced; the equipment failure will not be covered by insurance.
- Elementary school restrooms have been included in the Project Management scope of work with the intention to complete the \$250K capital improvement project during summer 2016.
- The Project Management status was discussed.
 - The board chair will seek clarification regarding Board committee governance.

Mrs. Paluk made a motion to approve the finance report. The motion was unanimously accepted.

The Executive Director search process was discussed.

- A subcommittee of the Executive Director Search Subcommittee was formed to review all 21 applications. (Heidi Paluk, Alicia O’Connell, Amy Emma and Bibiche Zagabe-Ndiku)
- Executive Session interviews with four candidates have been scheduled for Monday, May 18th and Wednesday, May 20th.
- A discussion occurred to amend the April 15th motion authorizing the Search Committee to conduct the vetting process, conduct the initial interview of candidates, and recommend no less than three candidates for interviews with the Board of Trustees.

Mrs. Paluk presented the board with the following motion for consideration:

A motion was made to amend the previously taken vote that required a minimum of three candidates for interviews with the Board of Trustees to allow for less than three candidates if the subcommittee so chose after conducting initial interviews.

Mr. Walsh seconded the motion.

A roll call vote was taken:

Blue	Yes
Christo	No
O’Connell	No
Paluk	Yes
Royce	No
Sycks	No
Travis	No
Walsh	Yes

The motion failed with three yeas and five nays.

- The subcommittee will make every effort to bring forth a minimum of three candidates or declare a failed search and the search will reopen in the fall.
- Site visits will be scheduled May 20th – June 3rd for the top three or four candidates.
- The interviews will be structured and follow the rubric to ensure all candidates will be asked the same questions.
- A new interview question rubric will be created for the full board interviews.

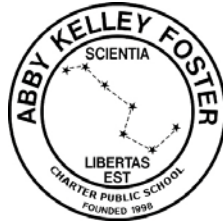
The Attorney General’s Open Meeting Law training videos were discussed and board members were reminded to watch the videos before the next meeting.

A special meeting will be scheduled for Wednesday, June 3, 2015. Agenda and time to be determined.

Next regular meeting scheduled for Wednesday, June 10, 2015 at 6:30 p.m.

A motion was made and unanimously accepted to adjourn the May 13, 2015 meeting at 7:32 p.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, April 15, 2015**

MINUTES

Members Present: Heidi Paluk, Celia Blue, Lea Christo, Alicia O’Connell, Patrick Royce, Randy Schmid, Stephen Sycks, Alexis Travis, James Walsh

Members Absent: Jianyu Liang, Richard Wolf

Others in Attendance: Kathleen Greenwood, AnnMarie Little, Dianne Bonaventura, John Calabresi, Amy Emma, Chris Kursonis, Amy Puliafico, Brian Morse, Rob Kerr, Darcy Schwartz, Allison Hale, Karen Duby, Jennifer Giusto, Kayla Harshaw, Amelie Tambolloe, Nancy Freud, Joanne Wiggins, Jessica Regan, Kathy Stinton, Natacha Geneus, Christine Lee

The meeting was called to order by Heidi Paluk in the high school concert hall at 6:40 p.m.

The Board of Trustees was recognized in appreciation of National Volunteer Week.

The following parent volunteers addressed the Board of Trustees during public comment: Allison Hale, Karen Duby and Darcy Schwartz.

A motion was made and unanimously accepted to approve the minutes from the January 14, 2015 board meeting.

A motion was made and unanimously accepted to approve the minutes from the March 23, 2015 board meeting.

The Executive Director’s Report was presented by Kathleen Greenwood.

- ELA MCAS testing was completed in March and the Math MCAS testing will occur in May. AKF was recognized in the Coordinated Program Review (CPR) Report as an exemplar school for Special Education. The English Language Learner Program Report is expected this week and will be sent to the Board of Trustees.

The Education Committee update was presented by Heidi Paluk.

- Jianyu Liang’s work with WPI in China prevents her from attending all board and committee meetings; therefore, Jianyu’s Letter of Resignation was accepted by the Board of Trustees.
- Meeting minutes included staffing changes, Coordinated Program Review (CPR), Recruitment and Retention Plan and an amendment to the April 9, 2015 minutes.

The Student Recruitment and Retention Plan was presented by Heidi Paluk.

- Charter Schools were created to serve underserved populations and the plan lists targeted groups and strategies to attract, enroll and retain students within those groups to eliminate the achievement gap.

A motion was made and unanimously accepted to amend the nondiscrimination policy to include gender identity and homelessness as protected classes.

Mr. Walsh presented the following motion for consideration:

Motion: To accept the FY16 Budget.

Mrs. Blue seconded the motion.

The motion was discussed, including creating a Director of Advancement position; continuing teacher professional development funding; and renewing administrator contracts for two years as part of the board's commitment to the stability of the school.

The motion was accepted with eight yeas and one nay to accept the FY16 Budget.

The Facilities and Finance Committee Update was presented by Randy Schmid.

- The financial reports were presented, bank covenants are in compliance and the FY15 Budget is balanced to date.
- The facilities status included the expansion of facilities project, snow removal and summer projects.

A motion was made and unanimously accepted to approve the Hill International contract for project management services to complete Phase 1/Concept Phase of the potential high school construction project.

The Executive Director Search Committee update was presented by Randy Schmid.

Mr. Walsh made the following motion:

Motion: To approve the Executive Director Job Description.

Mrs. Blue seconded the motion.

The options for terms of employment and the May 1, 2015 application deadline were discussed by the Board of Trustees:

Option A: Salary starting at \$130,000 and benefits will be determined by agreement between the Board of Trustees and candidate.

Option B: Salary and benefits will be determined by agreement between the Board of Trustees and candidate.

Option C: Salary range \$130,000-\$145,000 and benefits will be determined by agreement between the Board of Trustees and candidate.

A roll call vote was taken:

Blue	A
Christo	C
O'Connell	C
Paluk	B
Royce	B
Schmid	abstain
Sycks	B
Travis	B
Walsh	A

Mr. Sycks presented the board with the following amendment to Mr. Walsh's motion:

Motion: To approve the Executive Director Job Description for posting with the May 1, 2015 deadline and the terms of employment listed as "salary and benefits will be determined by agreement between the Board of Trustees and candidate".

A roll call vote was taken:

Blue	Yes
Christo	Yes
O'Connell	Yes
Paluk	Yes
Royce	Yes
Schmid	Yes
Sycks	Yes
Travis	No
Walsh	Yes

The motion was accepted with eight yeas and one nay to approve the Executive Director Job Description for posting with the May 1, 2015 deadline and the terms of employment listed as "salary and benefits will be determined by agreement between the Board of Trustees and candidate".

Mr. Walsh presented the following motion for consideration:

Motion: To authorize the Search Committee to conduct the vetting process, interview candidates, and recommend up to five candidates for interviews with the Board of Trustees.

Mrs. Blue seconded the motion.

A roll call vote was taken:

Blue	No
Christo	No
O'Connell	No
Paluk	No
Royce	No
Schmid	No
Sycks	No
Travis	No
Walsh	No

The motion failed with nine nays.

Mrs. Christo presented the board with the following amendment to Mr. Walsh's motion:

Motion: To authorize the Search Committee to conduct the vetting process, conduct the initial interview of candidates, and recommend no less than three candidates for interviews with the Board of Trustees.

A roll call vote was taken:

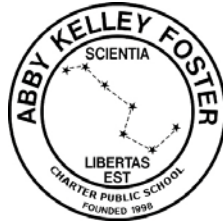
Blue	Yes
Christo	Yes
O'Connell	Yes
Paluk	Yes
Royce	Yes
Schmid	Yes
Sycks	Yes
Travis	Yes
Walsh	Yes

The motion was unanimously accepted to authorize the Search Committee to conduct the vetting process, conduct the initial interview of candidates, and recommend no less than three candidates for interviews with the Board of Trustees.

The next meeting is scheduled for Wednesday, May 13, 2015 at 6:30 p.m.

A motion was made and unanimously accepted to adjourn the April 15, 2015 meeting at 8:26 p.m.

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



**Abby Kelley Foster Charter Public School
Special Meeting of the Board of Trustees
Wednesday, March 23, 2015**

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

Members Absent: Lea Christo, Jianyu Liang

Mrs. Paluk called the meeting to order at 7:30 a.m. in the High School Concert Hall.

James Cox of Rubin and Rudman, LLC presented members with an overview of the open meeting law. All members were provided with a copy of the open meeting law. Attorney Cox provided the Board with guidance regarding the search for an executive director. The review included the establishment of a board subcommittee to conduct the search for an executive director, and the Board's requirements under the open meeting law as it pertains to the full board and the subcommittee.

Mr. Sycks excused himself from the meeting at 8:15 a.m.

A discussion was held regarding the open meeting law requirements and the roles and responsibilities of the subcommittee.

Mr. Walsh presented the following motion for consideration:

MOTION: That the Board of Trustees form a subcommittee to conduct a search for the new Executive Director of the School.

That this Search Committee be comprised of 4 members of the Board of Trustees plus the current Executive Director Kathleen Greenwood.

That this subcommittee use the current job description for the position of Executive Director.

That this subcommittee only accept applications and resumes for this position from the Principals of the three schools and from members of the Administrative staff who believe that they are properly credentialed for this position.

That this subcommittee review the applications and resumes from these candidates and upon consensus interview these candidates.

That the subcommittee upon consensus recommend no more than three candidates to be interviewed by the full Board of Trustees for the position of Executive Director.

Mrs. Blue seconded the motion.

A roll call vote was taken:

Mrs.	Blue	no
Ms.	O'Connell	no
Mrs.	Paluk	no
Mr.	Royce	no
Mr.	Schmid	no
Mrs.	Travis	no
Mr.	Walsh	yes
Mr.	Wolf	yes

The motion failed with two yeses and six nos.

Mrs. Blue presented the board with the following amendment to Mr. Walsh's motion:

Motion: That the Search Committee be comprised of no more than eight people: four members of the Board of Trustees, Kathleen Greenwood, and three additional members.

Mrs.	Blue	Yes
Ms.	O'Connell	No
Mrs.	Paluk	NO
Mr.	Royce	No
Mr.	Schmid	NO
Mrs.	Travis	NO
Mr.	Walsh	No
Mr.	Wolf	NO

The motion failed with one yes and seven nos.

Mr. Wolf presented the board with the following amendment to Mrs. Blue's motion:

That the Search Committee be comprised no more than nine people: four members of the Board of Trustees and five additional members from other constituencies and in addition so it be moved that paragraph 4 from the original motion be removed.

Mrs.	Blue	Yes
Ms.	O'Connell	Yes
Mrs.	Paluk	Yes
Mr.	Royce	Yes
Mr.	Schmid	Yes
Mrs.	Travis	Yes
Mr.	Walsh	No
Mr.	Wolf	Yes

The motion passed with seven yeses and one no.

Mrs. Travis excused herself from the meeting at 8:40 a.m.

A discussion was held regarding the members of the subcommittee, roles and responsibilities, and timelines. It was determined that the subcommittee would be comprised of the following members:

- 4 board members (chosen by board members)
- 3 administrators and/or faculty (chosen by administration)
- 1 parent from either the Parent Teacher Organization or Community Council (chosen by Executive Director)
- 1 member of the Worcester community with knowledge of Abby Kelley (chosen by board members)

The chair asked for four volunteers from the Board.

Mrs. Blue, Ms. O'Connell, Mr. Schmid and Mr. Sycks were selected as the Board's representatives on the subcommittee. Mr. Schmid was selected as the chair of the subcommittee.

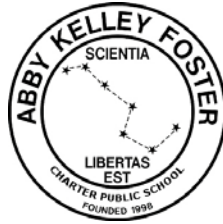
A discussion was held regarding the selection of faculty, staff, parents, students and community members, current job description and soliciting comment/feedback from various constituencies.

Mrs. Paluk made a motion to adjourn the meeting. The motion was seconded by Mrs. Blue.

The meeting adjourned at 9:15 a.m.

The next meeting of the Board of Trustees is scheduled for Wednesday, April 15, 2015 at 6:30 p.m. at the high school.

Prepared by AnnMarie Little, Director of Government Relations



**Abby Kelley Foster Charter Public School
Board of Trustees
Wednesday, March 11, 2015**

Special Note: A quorum of the Board of Trustees was not present at the meeting held on March 11, 2015, therefore no action was taken on any items. The notes reflect only a conversation that was had on that date, and not minutes of a meeting of the Board.

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

Members Absent: Lea Christo, Celia Blue, Jianyu Liang, Alicia O'Connell, Alexis Travis, Richard Wolf (No Quorum)

The meeting was called to order in the High School Lecture Hall at 6:30 p.m. by Heidi Paluk.

The Executive Director's Report was presented by Kathleen Greenwood and discussed.

- Today, MaryBeth Burke and Kathy Greenwood led a guided tour of AKF and the IB Programme for Patty Eppinger, from the Worcester Education Collaborative.
- In addition, AKF students received two awards at the recent regional Destination Imagination competition.
- Also, the AKF Boys' Varsity Basketball team recently received a Sportsmanship Award from the Central Mass Referees Committee.

The Education Committee meeting minutes from February and March were presented by Heidi Paluk and discussed.

- The mid-cycle charter site visit has been rescheduled from April 7th to May 5th.

The Abby Kelley Foster Educational Foundation, Inc. meeting minutes were presented by Heidi Paluk and discussed.

- The annual golf tournament fundraiser is scheduled for Saturday, May 30, 2015 at Pine Ridge Country Club in Oxford.

The Facilities and Finance Committee meeting minutes were presented by Randy Schmid.

- The financial reports were presented, bank covenants are in compliance and the school is currently \$32K under budget.
- The FY16 budget process is underway and the budget will be voted on at the April board meeting.

- The high school build-out process is moving forward with a meeting scheduled for Friday, March 13, 2015 to select a project manager from the three finalists.
- The facilities status and gas leaks on New Bond Street were discussed.

Miscellaneous

Kathleen Greenwood informed the board chair on Tuesday morning, March 10, 2015 that she is retiring at the end of June 2015 after serving the school as Executive Director for the past 7 years.

Mrs. Paluk recommended to the Board members present that a search committee be established to hire the next executive director.

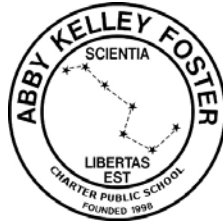
A discussion was held with the following recommendations:

- Forming a subcommittee of up to 5 board members to meet as soon as possible to make recommendations for a timeline at the April board meeting.
- Subcommittee will seek input from constituents during a multi-week listening tour.
- Subcommittee will schedule weekly meetings, including listening sessions, posted 48 hours in advance to provide a transparent process and comply with the law.
- The approved job description will be posted.
- A time limit will be set for accepting job applications.
- The subcommittee will review all applications.
- The subcommittee will screen candidates.
- The subcommittee will interview candidates.
- The subcommittee will recommend 3 candidates for the Board of Trustees to interview.
- A quorum vote will be required to hire a new Executive Director.
- Board members were asked to consider volunteering to serve on the subcommittee. A meeting will be scheduled and posted 48 hours in advance.

The next meeting is scheduled for Wednesday, April 15, 2015 at 6:30 p.m.

The meeting was adjourned at 7:50 p.m.

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



Abby Kelley Foster Charter Public School
Board of Trustees Minutes *(revised 4/14/15)*
Wednesday, January 14, 2015

Members Present: Heidi Paluk, Celia Blue, Jianyu Liang, Alicia O’Connell,
Patrick Royce, Randy Schmid, Stephen Sycks, Alexis Travis,
James Walsh, Richard Wolf

Members Absent: Lea Christo

Others in Attendance: Kathleen Greenwood, Dianne Bonaventura, John Calabresi,
Steven Donaghy

The meeting was called to order in the High School Lecture Hall at 6:36 p.m. by Heidi Paluk.

The Mission Statement was read by Heidi Paluk.

A motion was made and unanimously accepted to approve the minutes from the November 19, 2014 board meeting.

The Executive Director’s Report was presented by Kathleen Greenwood and discussed.

- The Board of Trustees congratulated the administration, K-12 staff, and students for an increased level of prestigious college acceptances including the first AKF student to be accepted to Harvard University and another AKF student who received a full Posse Scholarship to Hamilton College.

The 2013-2016 Technology Plan was presented by John Calabresi and discussed.

- The K-12 Technology Committee constantly updates the plan at their monthly meetings.
- Identified needs include: increased bandwidth, additional space for computer labs, laptop carts, devices, additional professional development.
- The Board of Trustees thanked John Calabresi, Director of IT, for his efforts.

The 2015-2016 academic year calendar was presented by Kathleen Greenwood and discussed.

- AKF students are scheduled to attend 187 days which are 7 more days than the 180 state mandated school days.
- Teachers are scheduled to work 190 days.
- Graduation is scheduled for June 6, 2016. *(revised 4/14/15)*

A motion was made and unanimously accepted to approve the 2015-2016 academic year calendar.

The Facilities and Finance Committee meeting minutes from January were presented by Richard Wolf and discussed.

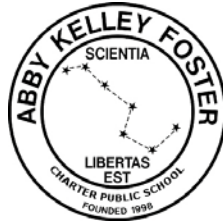
- The financial reports were presented and bank covenants are in compliance.
- Richard Wolf completed his tenure as Interim Treasurer and was thanked for his dedication and service by the Board of Trustees and Administration.
- Randy Schmid was nominated to serve as Treasurer.

A motion was made and unanimously accepted to appoint Randy Schmid to serve as Treasurer.

The next meeting is scheduled for Wednesday, March 11, 2015 at 6:30 p.m.

A motion was made and unanimously accepted to adjourn the January 14, 2015 meeting at 7:47 p.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees Minutes
Wednesday, November 19, 2014**

Members Present: Heidi Paluk, Richard Wolf, Celia Blue, Randy Schmid,
Stephen Sycks, James Walsh, (Patrick Royce)
Members Absent: Lea Christo, Jianyu Liang, (Alexis Travis, Alicia O'Connell)
Others in Attendance: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy

The meeting was called to order in the High School Lecture Hall at 6:35 p.m. by Heidi Paluk.

A motion was made and unanimously accepted to approve the minutes from the October 8, 2014 board meeting.

The Executive Director's Report was presented by Kathleen Greenwood and discussed.

- The CPR exit interview was conducted Friday, November 14th. A final report will be forthcoming.
- The High School Robotics Team placed 3rd out of 48 schools at the WPI competition.

The Education Committee meeting minutes from November were presented by Heidi Paluk.

- The updated Literacy Plan was distributed and discussed.

A motion was made and unanimously accepted to amend the enrollment policy to require all applicants to reapply for admission to grades K-6 on an annual basis.

The Abby Kelley Foster Educational Foundation, Inc. update was presented by Celia Blue.

- The next grant cycle deadline is December 1st and the grant review meeting will be held in January 2015.
- The 80's themed fundraiser was changed from Saturday, November 15th to Wednesday, November 12th and the coordination team was thanked.
- A fundraising letter campaign will be discussed at the January Board of Directors meeting to achieve the goal of raising \$20K profit for the foundation during 2014-2015.
- Hiring a grant writer to generate income for the foundation was discussed.

The Facilities and Finance Committee meeting minutes from October and November were presented by Richard Wolf.

- The financial reports were presented and bank covenants are in compliance.
- The FY14 audit as submitted by Bollus Lynch, LLP was unanimously accepted by a quorum vote at the October 17, 2014 meeting.

- The facilities status was presented and discussed.
 - The water heater at the elementary school burst today at 3:00 p.m. Cleanup and a contingency plan are in progress.

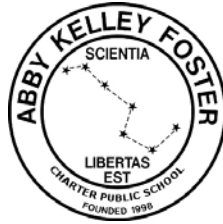
The space requirements at all three buildings were discussed.

- Project manager bids will be solicited by the school to comply with the Designer Selection Board application process.
- The project manager interview committee will consist of school Administration and the Board of Trustees.
- The AKF Educational Foundation was asked to assist with funding a project manager and a grant writer.

The next meeting is scheduled for Wednesday, January 14, 2015 at 6:30 p.m.

A motion was made and unanimously accepted to adjourn the November 19, 2014 meeting at 8:05 p.m.

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



**Abby Kelley Foster Charter Public School
Board of Trustees Minutes
Wednesday, October 8, 2014**

Members Present: Heidi Paluk, Richard Wolf, Randy Schmid, Stephen Sycks,
James Walsh, Celia Blue
Members Absent: Lea Christo, Jianyu Liang
Others in Attendance: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy,
AnnMarie Little, John Calabresi, Chris Kursonis, Amy Puliatico,
Amy Emma, Rob Kerr, Alexis Travis, Alicia O'Connell,
Patrick Royce, Jennifer Giusto, Jessica Regan

The meeting was called to order in the High School Lecture Hall at 6:32 p.m. by Heidi Paluk.

The mission statement was read by Heidi Paluk.

A motion was made and unanimously accepted to approve the minutes from the September 10, 2014 board meeting.

A motion was made to elect Alicia O'Connell, Patrick Royce and Alexis Travis to serve 3 year terms on the school's Board of Trustees. Alicia O'Connell received 6 yeas and 0 nays, Patrick Royce received 5 yeas and 1 nay, Alexis Travis received 6 yeas and 0 nays. All were approved.

The Executive Director's Report was presented by Kathleen Greenwood.

A motion was made and unanimously accepted to approve the revised student handbooks for the 2014-2015 academic year (discipline code).

The MCAS results were presented by Rob Kerr, High School Assistant Principal, Amy Emma, Elementary School Principal, Amy Puliatico, Middle School Principal, and Chris Kursonis, High School Principal.

The Board of Trustees congratulated the administration on achieving Level 1 status for the second consecutive year.

The Education Committee meeting minutes from October were presented by Heidi Paluk.

- The Education Committee will work on the Enrollment Policy and present recommendations to the Board of Trustees.

The Abby Kelley Foster Educational Foundation, Inc. update was presented by Celia Blue.

- The first grant was awarded and will impact approximately 500 students in grades 1-4.
- The Fall Revue 80's themed fundraiser will be held on Saturday, November 15, 2014.

The Facilities and Finance Committee update was presented by Richard Wolf.

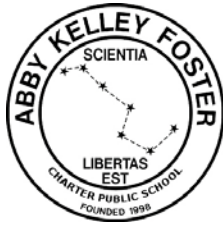
- The facilities status was presented and discussed.
- The financial reports were presented and bank covenants are in compliance.

A robust discussion of the Education Committee, Facilities and Finance Committee, and Educational Foundation working together to continue the discussion on the expansion of the Abby Kelley Foster Charter Public School campus occurred.

The next board meeting is scheduled for Wednesday, November 19, 2014 at 6:30 p.m.

A motion was made and unanimously accepted to adjourn the October 8, 2014 meeting at 8:07 p.m.

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



Abby Kelley Foster Charter Public School
Board of Trustees Minutes
Wednesday, September 10, 2014

Members Present: Heidi Paluk, Richard Wolf, Lea Christo, Jianyu Liang,
Randy Schmid, Stephen Sycks, James Walsh
Members Absent: Celia Blue
Others in Attendance: Kathleen Greenwood, Dianne Bonaventura, Steven Donaghy,
Alicia O'Connell, Alexis Travis, Patrick Royce

The meeting was called to order in the high school auditorium at 7:19 p.m. by Heidi Paluk.

The mission statement was read by Heidi Paluk.

A motion was made and unanimously accepted to approve the minutes from the June 10, 2014 board meeting.

The Executive Director's report was presented and summarized by Kathleen Greenwood.

- In addition, Mrs. Greenwood informed the board of an automobile incident outside the high school athletic field and she will keep the board abreast of the situation.

The Executive Director's goals were presented by Kathleen Greenwood and discussed by the Board of Trustees.

The Education Committee meeting minutes from September were presented by Heidi Paluk.

- A commendation letter from Congressman Jim McGovern was presented recognizing our achievement in the top 100 schools in Massachusetts.
- Topics covered included: preliminary MCAS results; charter school site visit scheduled for April 7, 2015; IB results; DESE audit of special education, ELL, civil rights, and Title I scheduled for the week of November 10, 2014; hiring for 14-15; and enrollment.
- A discussion of classroom pullout space at the elementary school ensued and a feasibility study/space audit and assessment will be discussed in detail at the October 3rd facilities and finance committee meeting.

The Abby Kelley Foster Educational Foundation, Inc. grant review committee update was summarized by Heidi Paluk.

- The foundation received two funding applications; one was approved.
- The fall fundraiser is scheduled for Saturday evening, November 15, 2014 and is a themed "Awesome 80's Night".
- The annual golf tournament fundraiser will be scheduled for the spring of 2015.
- Discussion of the important need for a grant writing director occurred to raise funds for additional classroom space and to fund a feasibility study.

The Facility and Finance Committee meeting minutes and financial statements were presented by Richard Wolf.

- The facility status report was summarized and the water and electric utilities power outage risks and contingency plans were discussed.
- The financial statements were summarized, discussed, and comply with bank covenants.
- The space feasibility study will be discussed at the October 3, 2014 committee meeting.
- Auditors will be on site the week of September 15, 2014 and will present to the committee on Friday, October 17th.

The November board meeting has been changed from November 12th to November 19th to accommodate the student music concert.

The next board meeting is scheduled for Wednesday, October 8, 2014 at 6:30 p.m.

The three potential board members were thanked for touring the schools and attending the meeting.

A motion was made and unanimously accepted to adjourn the September 10, 2014 meeting at 8:44 p.m.

Submitted by Amanda Durkin, Administrative Assistant to the Executive Director