



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

Phone: (508) 854-8400 Fax: (508) 854-8484

www.akfcs.org

Facilities and Finance Committee Meeting Agenda

Friday, December 18, 2020 / 8:00 a.m.

<https://akfcs-org.zoom.us/j/96062121266?pwd=cVRacVFTeUhwN21KT0czOTc4MHVoUT09>

Meeting ID: 960 6212 1266

Password: 723237

By Phone: 1-929-205-6099

Meeting ID: 960 6212 1266

- I. Call to Order- Patrick Royce, Treasurer
- II. Attendance Recorded
- III. Review of Meeting Minutes
 - a. Motion: To approve the minutes from the June 12, 2020 Facilities and Finance Meeting
 - b. Motion: To approve the minutes from the September 18, 2020 Facilities and Finance Meeting
- IV. Financial Overview- Alisha Carpino
- V. Facilities Update - Mike Grennon
- VI. Transportation- Alisha Carpino
- VII. Next Meeting Friday, January 22, 2021
- VII. Adjournment



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Facilities and Finance Committee Meeting Minutes

Friday, June 12, 2020 / 8:00 a.m.

<https://us02web.zoom.us/j/84195819034?pwd=cU1TQ0VDb2k2b2t6QVpCZ3EyY0lFUT09>

Meeting ID: 841 9581 9034

Password: 8UJ4Ex

- I. The meeting was called to order by Patrick Royce, Board Co-Chair and Treasurer at 8:00 a.m.
- II. Attendance Recorded

Committee Members: Patrick Royce, Randy Schmid, Ryan Kittredge (joined at 8:21 a.m.)

Staff: Brian Haas, Dianne Firment, Mike Grennon, Michelle Vignoux

Guests: Heidi Paluk

III. Mr. Royce asked for a Motion to approve the minutes from the May 15, 2020 Facilities and Finance Meeting. Mr Schmid asked for an amendment to the minutes from May 15, 2020 to note that he was in support of paying the bus company an portion of the remaining bus contact for services not being provided. With that amendment, Mr. Schmid made a Motion to approve the minutes from May 15th. Mr. Kittredge provided a second on the Motion and the minutes were approved. Mr. Schmid lost his internet access at 8:05 a.m. and the meeting was temporarily paused to allow him time to rejoin the meeting. The Committee resumed at 8:07 a.m.

IV. Mrs. Firment gave the Committee a Financial Overview through May 31, 2020. It is estimated that tuition for the next school year will be approximately \$18 million, but that is subject to change. Legal fees remain high, but it is expected that those will come to an end relative to the Saint-Gobain matter.

Harvard Pilgrim will continue as the District's insurance provider. There may be a higher renewal rate for next year but there have been no changes to the plan coverage or design. There is likely an increase in the plan, likely around the 12% mark. Mrs. Firment will work with our representative to review the plan design and/or increase the deductibles.



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The District acquired the BRM space in early June. There are costs associated with the legal fees and inspections of the property that will be recorded in June 2020. Mr. Royce expressed his appreciation to all involved for closing out this process and getting this property “on the books” for AKF.

Abby Kelley will receive funding from the Education Stabilization Fund in 2021. This is money that was not previously in the 2020/2021 budget. Abby Kelley was given the option to take these funds in 2020 or 2021. Mr. Schmid voiced his choice of taking that money now, but Mrs. Firment said there was not a need for these funds as this time. She went on to say the State budget may not be finalized until October, and noted the increase in the Faculty Salary Scale was still in the budget, but new positions might be put on hold where possible in the next school year.

The Committee discussed The CARES Act, the Student Opportunity Act and the projected costs for PPE in the next school year.

Mrs. Firment shared that the Business Office is using www.bill.com which streamlines the Business Office process. There will be a need to update the Financial Policy and Procedures for the department as well. The FY 20 Audit has been scheduled, most of the work will be done remotely in coming months.

While reviewing the Disbursement Register, Mr. Schmid asked for a rough estimate on legal fees paid to Jim Cox, the Board’s attorney in recent months. Mrs. Firment estimated that was in the \$20k range.

The previous 401k plan has been closed and all staff are enrolled in the 403b plan.

The District had a CD that rolled over as a notice sent in April was never received. There is another CD maturing in November, Mrs. Firment noted that notice should be coming in the mail.

The Committee discussed the payment of the transportation contract, at 75% of the balance due for the remainder of the year. Mrs. Firment noted that DESE is encouraging Districts to make these payments, which Mr. Schmid did not feel the District should be obligated to pay in any amount as there were no services provided.

The Committee touched briefly on the topic of debt refinancing; the topic is on the table, but not a priority at this time.



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Mr. Grennon and Mr. Haas discussed the Facilities Department update. PPE was the topic of immediate discussion. The costs and amounts needed are significant. DESE is recommending Districts purchase only a three month supply at a time to avoid a shortage. There has been a buying group created by DESE to make bigger purchases and save on some costs. Mr. Schmid wanted to assure that Abby Kelley was aware of teachers with health issues and offering them what they would need for PPE.

The Electrical Project is nearly complete. There is some panel work to be done and ML Scmitt will come back to complete that work when the panels arrive at Abby Kelley. Mr. Royce commended all involved in this project for getting this done.

Summer projects are one schedule, more ahead of schedule as the staff is back to a full schedule and the buildings were empty and closed early this year. Staff are following social distance guidelines and are wearing masks.

VII. A brief Development Update was provided by Mrs. Vigneux. The cancellation of the Educational Foundation's Golf Tournament has left a gap in the fundraising for this year, but small donations are coming in.

VIII. Presently there is no meeting scheduled for the Facilities and Finance Committee, but that could change. Mr. Royce made a Motion to adjourn the meeting, Mr. Schmid provided a second on the Motion and the meeting was adjourned at 9:28 a.m.



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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, September 18, 2020 / 8:00 a.m.

<https://us02web.zoom.us/j/87557901839?pwd=aU0vcFpWa0lYcnhOVlhEWFVqamlmUT09>

Meeting ID: 875 5790 1839

Password: 0pVRFa

By Phone:

1-929-205-6099

Meeting ID: 875 5790 1839

The meeting was Call to Order by Patrick Royce, Treasurer at 8:06 a.m.

Attendance Recorded; **Committee:** Patrick Royce, Randy Schmid, Celia Blue **Staff:** Mike Grennon, Heidi Paluk, Alisha Carpino, Dianne Firment, Michelle Vigneux

The review of the June 12, 2020 Meeting Minutes was tabled until the next meeting.

Ms. Firment discussed the Financial Overview with the Committee. She noted that the budget is not “in stone”. Transportation is one of those budget items that is not set, will go up if we bring in additional students. The formula for reimbursement is not likely going to cover the costs this year as the number of students per bus is limited. Moving forward this will be a monthly estimate of costs to update/review/anticipate with.

Looking at 2021/2022 the reimbursement in that school year will be based on the costs in FY21, which are likely to be low, meaning a lower reimbursement in FY22.

Ms. Paluk acknowledged that Ms. Carpino will be working with Ms. Firment for the next few weeks, and is ready to take the lead when Ms. Firment’s contact expires at the end of the month. Financials reviewed and discussed included.

Mr. Grennon updated the Committee on the Facilities work. The Electrical Project is complete and the final bill is yet to come. AKF will receive schematics and the detailed plans used and created throughout the duration of this project.

The District needs to send the Snow Removal Contact out to bid.

The Elementary School bathrooms need to be on the master outlook plan.

AKF has acquired the BRM space, where desks and other classroom items are being stored.



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This Committee will meet with the rest of the Board on Friday, October 23, 2020 for the FY20 Audit Presentation.

Mr. Royce asked for a motion to Adjourn. Ms Blue made the motion, Mr. Schmid seconded the motion and the meeting adjourned at 9:15 a.m.