



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 17, 2021, 8:00 a.m. DIGITAL MEETING**

<https://akfcs-org.zoom.us/j/93821923108?pwd=aVN5alpyNUxUU1hnRStRc2p4RWpTQT09>

**Meeting ID:** 938 2192 3108 **Passcode:** 219252

**By phone:** +1 929 205 6099 US (New York) **Meeting ID:** 938 2192 3108

**APPROVED**

12.17.21 8:22 am  
City of Worcester, MA

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the November 19, 2021, Meeting Minutes
  - a. To approve the November 19, 2021, Meeting Minutes
- IV. Flood/Insurance Update- Alisha Carpino
- V. Saint Gobain- Heidi Paluk
- VI. IT Report- Mr. Beltran
- VII. Electrical Assessment- Alisha Carpino
- VIII. Salary Scale Committee Update- Alisha Carpino
- IX. Upcoming Facilities & Finance Committee Meetings
  - a. Friday, January 21, 2022
  - b. Friday, February 18, 2022
- X. Adjournment



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**Friday, November 19, 2021, 8:00 a.m. DIGITAL MEETING**

<https://akfcs-org.zoom.us/j/99770396221?pwd=ZndaMFpDRnQ5bjF1T2ZlXmc5U1h5dz09>

**Meeting ID:** 997 7039 6221 **Passcode:** 810330

**By phone:** 1 929 205 6099 (New York) **Meeting ID:** 997-703-962-21

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the October 22, 2021, Meeting Minutes
  - a. **Motion:** To approve the October 22, 2021, Meeting Minutes
- IV. Financial Report- Ms. Alisha Carpino
  - a. October Financials
- V. Facilities Report- Mr. Mike Grennon
  - a. Flood of Elementary and Middle School, Insurance Update
- VI. IT Update- Mr. Gabriel Beltran
- VII. Salary Scale Committee- Ms. Alisha Carpino
- VIII. Safety Committee--Mr. Mike Grennon
- IX. Upcoming Facilities & Finance Committee Meetings
  - a. Friday, December 17, 2021
- X. Adjournment



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## Facilities and Finance Committee Meeting Minutes

**Friday, November 19, 2021, 8:00 a.m. DIGITAL MEETING**

<https://akfcs-org.zoom.us/j/99770396221?pwd=ZndaMFpDRnQ5bjF1T2ZXemc5U1h5dz09>

**Meeting ID:** 997 7039 6221 **Passcode:** 810330

**By phone:** 1 929 205 6099 (New York) **Meeting ID:** 997-703-962-21

The meeting was called to Order by Patrick Boyce, Treasurer at 8:03 a.m. Attendance was recorded as follows:

Board Members; Patrick Royce, *Chair*; Bibiche Zagabe-Ndiku; Celia Blue

AKF Staff: Heidi Paluk, Alisha Carpino, Mike Grennon, Gabriel Beltran, Michelle Vigneaux

Mr. Royce opened the meeting at 8:03 a.m. He asked the Committee to review the Meeting minutes from October 22, 2021. Upon their review, Mr. Royce asked for a motion to approve the minutes from the October 22, 2021 Facilities and Finance meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce with the updated correction: **AAFCPAs auditors, Mr. Buckley and Ms. L'Heureux, and the Board members then went into a breakout room at 9:05 a.m. to discuss the audit process relative to AKF. The board members returned at 9:20 a.m. and continued the meeting.** The minutes were then unanimously approved.

Ms. Carpino stated the budget is \$227K higher and contributes to the Student Opportunity Act (SOA). The number should stay the same throughout the year, 3%. Transportation expense is more accurate and federal funding is above the number. E-rate is approved for \$33K; looking to get 40 computers for the district.

Staffing cost is off - made changes to summer wage which is accrued from July and August.

There is a significant amount of subs and are keeping an eye on this. There is a federal grant for nurses that we are looking into. Benefits are still below budget because we budgeted higher for health insurance.

Financially we are doing well and see no red flags.



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Mr. Royce asked Ms. Carpino to explain the salary expense adjustment. She stated the teachers work 10 months and are paid for 12 months. The salary gets put into the FY21 budget and reverses in the FY22 budget. The salary budget is \$270K and is under 7%. We still need 1 full-time and 1 part-time staff member.

The teacher contract starts September 1 and used to be July 1 but if the teacher did not return at the beginning of the school year, we would have to chase them down to attempt to get the money returned.

Ms. Carpino stated the budgeted numbers for this year have room for extra money for experienced staff. There will be a 2% payout at the end of the year for staff. Ms. Carpino said the Salary Scale Committee is doing really well with lots of input. There are 2 members from each of the 3 schools.

A salary increase was done 2 years ago. There was not a salary increase this year but other things were done to compensate staff. The salary scale increase in 2019 was never documented and staff made mention of this.

Ms. Zagabe-Ndiku stated that this puts the BOT in an awkward position. She stated that you cannot make promises to staff and not follow through.

Ms. Paluk noted that this was overlooked by Administration and staff brought it to our attention. We did not know this document existed until we did some research and found this was done by the previous administration. This Administration left and no one knew the situation until it was brought up by staff.

Ms. Carpino said we are working to put a policy in place that the salary scale gets revisited every 3 years. She also stated that we are working to get closer to the WPS salary scale.

Ms. Blue mentioned there was a desire for the BOT to do an analysis for the salary scale in 2020.

Ms. Zagabe-Ndiku asked if the Finance Committee should set the salary budget for the next Executive Director.

Mr. Royce stated there should be a definitive salary range for the Executive Director. This was sent to the BOT for recommendations for a salary range?

Ms. Paluk asked what the concern was for the salary increase for staff as we are working on it. Ms. Zagabe-Ndiku stated again that we promised to have a salary increase for staff. She asked if this will be incremental and when will the number be comfortable for all staff.



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Ms. Carpino reiterated that we are looking at the salary scale and we are providing incentives for our staff.

Ms. Blue said it is our desire to fiscally move in a methodical way and make progress to get us closer to WPS and have a plan for this increase. Ms. Carpino said there will be a projection in the next couple of months for the salary scale.

Mr. Grennon gave a Facilities update - the Middle School stairs from the basement were rotting and have been replaced. There was a donation from MEMA with wipes, gloves, and masks. There are no sinkholes for now at the High School. The Elementary School basement is gutted and in a holding pattern with the insurance company.

Ms. Carpino said the statement of loss is a lot less than expected and we are only covered by a federal flood plan. Service Master cleaned and gutted the Elementary School. The covered amount is \$235,152 with an uncovered amount of 136K. No work has yet to be done on the rebuild as we will need to offset the difference. The Elementary School rebuild will need money. The Middle School - we are not sure what to do since this is a different situation than the ES.

Mr. Royce asked what the total cost would be for the flood damage at the ES. Service Master cost is \$235,152. A quote to rebuild would be \$280,153.00.

Ms. Zagabe-Ndiku asked about the Middle School basement damage. Ms. Paluk said no cleaning has been done. The space has been dehumidified, there is no standing water but there is residue and the space is not inhabitable. We do not have an approximate cost for both cleaning and rebuilding this space. We also need to figure out what to do with this space usage wide. The priority is to get the ES back to working condition.

Service Master did some work at the MS but nothing major. They quoted \$230,681 for servicing the MS basement.

Ms. Paluk said we did not receive a check from insurance yet because she did not approve the statement of loss and wanted a better understanding of the analysis and examination of the quotes. Patrick Royce asked if there was a timeline as to when this would be approved. Ms. Paluk said sooner than later and hopes to sign the paperwork by next week.

Mr. Gabriel Beltran gave an update for the IT Department. The status of the infrastructure is the main concern. There are power outages for network configuration and Chromebook issues. We need to supply



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computers for students and recommend policies for parents and students. The projectors and bulbs in the classrooms will need to be replaced. The bulbs for the projectors have a life span of 1500 hours. There are approximately 500 Chromebooks that need to be replaced; 300 Chromebooks were purchased on September 1, 2021, but will need to purchase 300 more.

Mr. Royce asked Mr. Beltran if we feel good about our equipment. Mr. Beltran said we are managing devices through Google and the iPads are more expensive and we should stick to the Chromebooks with work to be done with policies for both parents and students.

The network upgrade won't be completed until May due to supply chain issues and we are looking for an earlier solution in the meantime. He would like to use current switches and activate access spots and move forward on future projects. He has hired a Network Administrator and has 2 IT specialists and a data systems lead. We are looking to strategically place additional cameras throughout the schools. The cameras will be for recording purposes only so when an incident occurs we have the tape as backup. A Cloud-based system would be to our advantage as to not overload the system.

Ms. Blue asked if there was a certain number of years to retain the camera recording and Mr. Beltran stated that he will check into this concern.

Ms. Paluk noted we have had a few injuries, concussions and broken arms, some allergy issues, and a few ambulance calls. ALICE Training and Lockdown simulation occurred in October.

Mr. Royce called for a motion to adjourn the meeting. Ms. Zagabe-Ndiku made the motion. Ms. Blue seconded the motion. The meeting was adjourned at 9:32 a.m.

## **Camera System overview**

### **Current status:**

- 37 cameras that are currently not recording (26 HS, 9 AC, 2 ES).
- 1 unidentified camera on the ES exterior.

### **Current needs:**

Item	Cost	Description
Server	\$2500	i7 or i9 server with surveillance drives
License key	\$69.99	YR1-69.99, each additional year is \$99.99
Cloud storage	\$18.45/month	Cloud backup of video
UPS	\$1000	1500W cyberpower battery backup with NIC

### **Future needs:**

Item	Cost	Description
MS interior cameras	\$11,500	11 cameras total
MS exterior cameras	\$9,000	3 cameras total
ES interior	\$10,000	8 cameras total
ES exterior	12,000	4 cameras total
Additional Servers as needed	\$2500 + license keys	Replace as HS systems stop working.
POE Switch	\$1,299	Provides power and data to cameras

Pricing does not include wiring or conduit for wire. We will need to develop a maintenance plan to replace hard drives & cameras as needed. Current camera lead time is 14 business days.



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**Meeting ID:** 938 2192 3108 **Passcode:** 219252

**By phone:** +1 929 205 6099 US (New York) **Meeting ID:** 938 2192 3108

The meeting was called to Order by Patrick Royce, Treasurer at 8:03 a.m. Attendance was recorded as follows:

**Board Members:** Patrick Royce, Bibiche Zagabe-Ndiku

**Board Members Absent:** Celia J. Blue

**AKF Staff:** Mike Grennon, Gabriel Beltran, Michelle Vigneux, Heidi Paluk, Alisha Carpino

**Other Guest:** None

Mr. Royce opened the meeting at 8:03 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from November 19, 2021. Upon their review, Mr. Royce asked for a motion to approve the minutes from the November 19, 2021, Facilities and Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

**Flood/Insurance Update**

Ms. Carpino began by explaining that a statement of loss had been signed and she, along with Ms. Paluk, were taking the necessary steps to make sure that any additional work would be submitted as part of a supplemental claim. She explained that the next step is to obtain a second quote and once that is submitted, the rebuild of the elementary school can begin. Mr. Royce inquired about the timing of the work that was to be done and was informed that this would depend on the contracting company as there are many factors such as supply issues, at hand.





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Ms. Carpino explained that this is a special circumstance because we are working through the insurance claim and the money received will be held by the bank in an escrow account and paid directly from that account or Abby Kelley will be reimbursed from this account. Mr. Grennon stated that the company that has provided a quote to Abby Kelley, Blue Sky, has been used before and can deal with floods and insurance claims. Ms. Zagabe-Ndiku inquired about whether the work could start now and was informed that the work would have to wait until the second quote was received as this would provide the highest chance of getting the supplemental reimbursed.

Mr. Royce inquired about the timeline once again and was informed that this was not a project that would be done by the end of the 2021 calendar year and that the timeline is reflecting the end of March, taking into account the current issues and backlog of equipment. Ms. Paluk explained that there is some prior work in the middle school, outside of the flood, that needs to be done first including the carpets on the first floor in the BRM space. Ms. Paluk also requested a conversation to begin about the state of the building and whether it is a structure that will be renovated or alternate plans. Mr. Royce suggested that in the coming month of January, a tour be given to the committee members for the scope of work and cost for the buildings to which Ms. Paluk stated she would start planning.

### **Saint Gobain Update**

Ms. Paluk stated that a phone call did take place with the attorneys, reminding them that the documents should be shared and also a non-disclosure agreement and that did not get shared until the day before, Ms. Paluk explained that the next step is to contact Ms. Roberta Brien and schedule a meeting directly with her. Ms. Paluk also stated that based on the last information she was given, the time frame of the transaction being done was 60-90 days but does not have any new information on the possible sale.

Mr. Royce inquired about a sub-committee being formed to be able to handle the many moving parts of the sale that is happening to which Ms. Paluk agreed. Ms. Carpino also agreed on the subcommittee being formed as this would allow for planning for future neighborhood development. Ms. Paluk reiterated the need to make sure that we are thinking many years down the line for the future of the school. Mr. Royce also inquired about requesting assistance from Mr. Jim Walsh as he has an extensive knowledge of the school to which Ms.



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Paluk also agreed. Ms. Paluk explained that the contact information for Mr. Walsh was shared with the Board president, Ms. Celia Blue, but she was not aware of whether the phone call had taken place as of this moment.

Ms. Paluk suggested that outside help be brought in so that a thought group can be formed and a strategic committee be formed about the facilities of Abby Kelley and this would consist of both Board members and community members. This would be an administrative committee, allowing for many people to be involved and approval at the Board of Trustees level is not needed. Mr. Royce and Ms. Zagabe-Ndiku both agreed that this is the direction that needs to be taken and that it is not something that should be held off on too long. Ms. Paluk stated that she did have some people in mind and would get started on the work for this committee being formed.

### IT Update

Mr. Beltran began by stating that there are some projects currently being done in the IT department. Mr. Beltran explained that there are now 38 working cameras and a temporary server has been set up but work is being done to make the servers permanent. Mr. Beltran began by stating that 2 servers will be needed, one in the high school and the other one in the middle school, which will also handle the elementary school and the proposed cameras there. Mr. Beltran proposed installing 11 cameras in the middle school to start and move to the other buildings.

If a camera needs to be replaced or a new one added, Mr. Beltran explained that the permanent server can still be used to do this as each server can hold 65 cameras and additional servers can also be added to the existing infrastructure. Mr. Beltran also suggested having a budget set aside every year to replace aging or damaged cameras around the school buildings. Ms. Carpino stated that the camera installations would be a non-budgeted capital item and that when the project was done would determine what year it is attached to when it comes to the budget. Ms. Carpino also stated that this will be the depreciation amount and not the full cost of the project and that a vote will need to be taken with the Board to approve the unbudgeted items.

Mr. Royce stated that he does support bringing the motion to the Board for a vote to be taken. Mr. Royce also inquired about the quote process and Mr. Beltran explained that he requested 3 different quotes ranging in a variety of prices. He explained that he wanted to make sure that this would be work that would benefit Abby Kelley for years to come and not just to replace old equipment. Ms. Zagabe-Ndiku then inquired about whether

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an outside company coming in with their equipment and monitoring the schools would be more cost-efficient to which Mr. Beltran stated he did not know what the impact of that would be financially but it would be best to handle this within Abby Kelley as opposed to outsourcing.

Mr. Beltran stated that there are also working on a few other issues such as projectors not working and being old and wanted the committee to be aware of this potentially being a budget expense. Mr. Beltran also stated that 58 new access wifi points were installed in the elementary and middle school and better connectivity was already being noticed. Mr. Beltran states that there are some wire issues in the elementary school that came up but they were able to come up with solutions to fix them. Mr. Beltran states that more access points will be installed over the winter break and that they are still waiting on supplies and equipment to come in. They are also working on recycling old equipment the correct way and working with a company to shred important information.

The IT department has applied for the 2022 Cyber-Security Awareness Grant and if this is accepted, they will make necessary and important upgrades.

### **Electrical Assessment Update**

Ms. Caprino explained that the electric bill has been high for years at the high school and that an engineer from National Grid along with Mr. Grennon would be out to evaluate the meter and find a possible explanation.

### **Salary Scale Committee Update**

Ms. Carpino states that the committee is working together to present information on this at the next Facilities and Finance committee meeting and the Board of Trustees Committee meeting. Ms. Carpino states that she is working on a 3-year budget projection which will provide needed insight and build the change that is needed within that projection. The in-depth explanation of the Salary Scale and Budget has been tabled to the next meeting.



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Ms. Caprino ended the meeting by informing everyone that gifts for the staff would be going out for the Holiday season that included a thermal tumbler, scarf, and a \$50.00 gift card, which was all budgeted and planned for.

Mr. Royce called for a motion to adjourn the meeting. Ms. Zagabe-Ndiku seconded the motion. The meeting was adjourned at 9:25 a.m.

List of Documents Provided:

Camera Systems Overview-  
IT