



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

<https://akfcs-org.zoom.us/j/98983268038?pwd=R1dyaGJwMEM5Q2M4cHJXUk5YNTc0UT09>

Friday, March 18, 2022, 8:00 a.m. DIGITAL MEETING

Meeting ID: 989 8326 8038 **Passcode:** 840857

By phone: +1 929 205 6099 **Meeting ID:** 989 8326 8038

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the February 18, 2022, Meeting Minutes
 - a. **Motion:** To approve the February 18, 2022, Meeting Minutes
- IV. Salary Scale Presentation- Mr. Benjamin Reilly & Ms. Alisha Carpino
- V. Flood Update
 - a. Insurance- Ms. Carpino
 - b. Renovations- Mr. Michael Grennon
 - c. Service Master- Ms. Heidi Paluk
- VI. Financial Reports- Ms. Alisha Carpino
- VII. Facilities Update- Mr. Michael Grennon (Time Permitting)
- VIII. IT Update- Mr. Gabriel Beltran (Time Permitting)
- IX. Upcoming Facilities & Finance/BOT Committee Meetings
 - a. Wednesday, April 13, 2022
 - b. Thursday, April 21, 2022- Board of Trustees Budget Presentation
 - c. Thursday, April 27, 2022- Board of Trustees Budget Approval
 - d. Friday, May 20, 2022
- X. Adjournment

APPROVED

3.15.22 3:30 pm
City of Worcester, MA



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<https://akfcs-org.zoom.us/j/99598537554?pwd=cWFDUC9hQ2VlejZKc2RpUmhjTWZlZ0Z09>

Meeting ID: 995 9853 7554 **Passcode:** 798010

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 995 9853 7554

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the January 21, 2022, Meeting Minutes
 - a. **Motion:** To approve the January 21, 2022, Meeting Minutes
- IV. Financial Reports- Ms. Alisha Carpino
 - a. Salary Committee
 - b. Financials
- V. Facilities- Mr. Michael Grennon
 - a. Middle School Flood Repairs
- VI. IT- Mr. Gabriel Beltran
- VII. SG/WBC- Ms. Heidi Paluk
- VIII. Topics at the discretion of the Committee Chair
- IX. Upcoming Facilities & Fiance Committee Meetings
 - a. Friday, March 18, 2022
 - b. Friday, April 15, 2022
- X. Adjournment



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Facilities and Finance Committee Meeting Minutes- DRAFT

Friday, February 18, 2022, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/99598537554?pwd=cWFDUC9hQ2VlejZKc2RpUmhjTWZlZ0Zz09>

Meeting ID: 995 9853 7554 **Passcode:** 798010

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 995 9853 7554

The meeting was called to order by Mr. Patrick Royce, Treasurer. The attendance was recorded as follows:

Board/Committee Members: Bibiche Zagabe-Ndiku, Patrick Royce

Board/Committee Members Not Present: Celia J. Blue

Staff in attendance: Heidi Paluk, Michael Grennon, Alisha Carpino, Michelle Vigneux, Gabriel Beltran

Mr. Royce opened the meeting at 8:02 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from January 21, 2022. Upon their review, Mr. Royce asked for a motion to approve the minutes from January 21, 2022, Facilities & Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

Salary Committee

Ms. Carpino began by stating that the salary scale work has been completed and they were now working on creating a policy surrounding the salary scale budget and working to put a document in place. The plan is that 2 representatives from the salary scale will be presenting to Heidi and Alisha and the Finance committee next month and the BOT. The budget will be presented in April with this piece in it. Ms. Carpino stated that it went from 25 years to 15 years and provides everyone with a \$6,000 increase at each step which will allow for us to be competitive with Worcester. Mr. Royce inquired about the total increase to the budget to which Ms. Carpino stated that it was a million-dollar increase. Mr. Royce also inquired about the steps taken to set up the



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salary scale and how the increase was determined and Ms. Carpino explained that a projection was created before deciding on the amount. Ms. Zagabe-Ndiku inquired about whether an increase in revenue would be determined to sustain the million-dollar revenue to which Ms. Carpino stated that there was and stated that she will draft documents to show precisely how this will be done in the presentation next month. Ms. Carpino explained that the salary scale conversation began in 2019 and did not go further than that and the last time the salary was updated was in 2014. Ms. Carpino also explained that everyone would get a 3.5% increase every year allowing for some competition for the staff as we currently have a low salary scale.

Ms. Carpino explained that the interest rate is up for renewal next year and we offered the option to renew now at 3.35%. Ms. Carpino explained that this meant that if the rate next year was lower, we would not be able to use that as we are locked in. She also explained that if it is higher, we would be safe from that increase. There would also be a prepayment penalty of three years and they are currently looking at which direction to go. Ms. Carpino and Mr. Royce decided to continue to look into what this meant before making a decision. Ms. Zagabe-Ndiku inquired about the renewal date to which Mr. Royce stated it would be 2023.

Ms. Carpino provided an update on financials and began by stating that our actual revenue was \$46,000 below the budgeted amount and a large portion of this was due to not yet receiving the regional transportation payment which will not be received until the end of the year, totaling about \$50,000. Ms. Carpino also stated that 1.2% of the tuition was lost but this was budgeted even higher than the current loss. Transportation is below budget and is underspent with sports travel and field trips but we should see transportation pick up in the spring. Ms. Carpino stated that we have also received a significant amount of grants which caused the increase in that category and we have also put in for competitive grants. Ms. Carpino stated that a literacy grant that was applied for was received for \$200,000. Salaries continue to be under budget by 1% and there are not many open positions; 4 full-time positions are currently open and two of those positions are in the process of being filled.

Benefits will continue to stay under budget as it was overbudgeted originally and the debt-to-service coverage ratio continues to be at 1.66% with a required ratio of 1.15%. Ms. Carpino also stated that she has been meeting with ADP and is waiting for a full plan on pricing and she does plan on making a presentation as



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they offer more support than HR knowledge and if the change is made, it will be reflected in the budget for next year.

Facilities

Mr. Grennon began by explaining that both quotes have now come in for the work that is to be done in the ES, one for \$332,896 and \$280,152, with the lower price being Blue Sky. Mr. Grennon states that he is now waiting for a response on the best time to schedule a meeting to discuss the findings with Ms. Carpino and Ms. Paluk. Mr. Royce inquired about whether there would be mitigation work done to which Ms. Paluk stated that this cost did not include that.

Mr. Grennon explained that the main transformer in the ES was also being changed as it failed and it will be replaced next Tuesday. Mr. Grennon also explained that the break room is currently being worked on and they are looking to replace the roof in the MS as this is the cause of the constant leak. Mr. Royce also inquired about the trucking company that we use and about why we were being billed for 90 hours as this seemed excessive. Mr. Grennon explained that this falls along the same amount as last year.

Ms. Carpino also explained that liberty has raised their prices \$35,000-\$40,000/year. Mr. Royce inquired about whether we were informed of the markup we would experience from the donation and whether we can discuss it to which Ms. Carpino stated that she would reach out and ask for any details related to the snow removal.

IT

Mr. Beltran began by explaining that last month's IT request dealt with more common issues with the top request having to deal with Chromebooks and Wifi. 24 cameras were installed at the Middle School and a new server was also installed and 20 High school cameras will be online next week. Mr. Beltran also spoke on the current status of the network upgrade project and stated that the wiring for this will be done over the February break. He explained that there are still cameras that need to be changed as they are old and lose power intermittently.

Mr. Beltran also explained that with the recycling and decommissioning of devices, we received \$1,980.00 back. He also explained that 134 new Chromebooks were given to all 3rd graders and they are



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planning deployment for 2nd Grade next. They are also making sure that the servers can support the needs of the district. Mr. Beltran explained that there is a current need for teacher laptops and spare projectors.

SG/WBC

Mr. Royce stated that he would reach out to the necessary parties to have an additional meeting and there would be no update at the moment.

Topics at the Discretion of the Committee Chair

Ms. Paluk stated that at the BOT meeting next week, she would like to have a sense from the Board of how to proceed as DESE has eliminated masks as of February 28, 2022. The decision is now in the hands of the local school but as of yet, the local Board of Health in Worcester has not removed the mask restriction yet so nothing can be done until they vote to keep or remove the restriction on March 7, 2022. The BOT would then need to decide the best course of action. Ms. Paluk stated that she did ask parents to provide feedback and has received split comments. Ms. Paluk stated that the recommendation she would have is to make the masks optional but address the peer pressure that may arise from whatever decision the student/staff takes and know that we reserve the right to place masks back if cases were to rise.

Ms. Paluk then spoke on comments received about the BOT meeting in person as restrictions are lifted. Ms. Paluk explained that at this moment, there is an expectation that we are to provide the same level of accessibility as we have done over the last two years, meaning that if we were to return in person, the meetings would have to be broadcasted and a production team would need to be hired and we would have to buy equipment. This was not done before the pandemic and this does not appear to be an option at the moment, and the open meeting law that allows for only zoom meetings is set to expire April 1, 2022. Ms. Paluk stated that Mr. Beltran would look into costs for potentially having to take this route and would send the information to the Committee and Mr. Royce would speak to this at the next Board meeting this month.

Mr. Royce asked for a motion to adjourn the meeting. Ms. Zagabe-Ndiku provided the motion and was seconded by Mr. Royce. The meeting was adjourned at 9:47 a.m.



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F&F Meeting 3-18-22

ES

We have a meeting scheduled for Monday 3-21-22 with the contractor Blusky to discuss the rebuild of the Elementary basement. We will have a timeline in place by the next meeting.

MS

We installed the outside cameras on the building last week. We now have 12 different angles of the Middle school property.

HS

We have one camera installed that is in place and ready to plug in to adjust. The other 2 cameras will be complete next week. All the cables are run and they just need the tips install and the units mounted.

