



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-DIGITAL MEETING**

**Friday, June 17, 2022, 8:00 a.m.**

<https://akfcs-org.zoom.us/j/93215520807?pwd=Tk1IUVR0RUUpGQkoyVEZCZFVPWFJIZz09>

**Meeting ID:** 932 1552 0807 **Passcode:** 675482

**By phone:** +1 929 205 6099 **Meeting ID:** 932 1552 0807

**APPROVED**

6.14.22 3:38 pm  
City of Worcester, MA

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the May 20, 2022, Meeting Minutes
  - a. **Motion:** To approve the May 20, 2022, Meeting Minutes
- IV. Financial Reports- Ms. Alisha Carpino
- V. Cleaning Bid Update- Ms. Alisha Carpino
- VI. Planning for Next Year- Ms. Heidi Paluk
- VII. Timely Topics as Identified by the Chair and/or ED
- VIII. Adjournment



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**Facilities and Finance Committee Meeting Minutes- DRAFT**

<https://akfcs-org.zoom.us/j/98230378526?pwd=RWRtaUkwM2pSb2lxM01jTitvQ2NWZz09>

**Friday, May 20, 2022, 8:00 a.m.**

**Meeting ID:** 982 3037 8526 **Passcode:** 258649

**By phone:** +1 929 205 6099 US **Meeting ID:** 982 3037 8526

The meeting was called to order by Mr. Patrick Royce, Chair. The attendance was recorded and is attached.

Mr. Royce opened the meeting at 8:02 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from April 13, 2022. Upon their review, Mr. Royce asked for a motion to approve the minutes from April 13, 2022, Facilities & Finance Meetings. Ms. Zagabe-Ndiku made the motion; Ms. Blue seconded it. A roll call vote was taken, and the meeting notes were approved.

**Financial Reports**

Ms. Carpino explained that the revenue from state sources has returned to the level needed as we have been receiving extra funds due to a missed payment. We are about ninety thousand dollars over the budgeted amount, which is expected to increase by year-end. It was also explained that we are below budget in transportation due to a lack of usage for field trips and sports, but we are getting charged for gas prices, and any overage will be a small amount. Federal grant funding is significantly high due to Title One funding being more elevated than predicted and competitive grants received over the year.

Staffing costs showed an overbudget amount of seventy thousand dollars, but that was due to bonuses paid out to staff, which will show up in April due to the payroll date. Benefits are the same and are currently under budget as a five to nine percent increase was budgeted for, but it ended up being three percent, which has stayed consistent throughout the year. No information on the renewal of benefits has been received as of date, but it has been budgeted in the higher numbers because of unpredictability with health insurance. It was noted that the debt-to-service coverage ratio was 2.07% compared to the required percentage of 1.15%. Ms. Carpino also stated that she would speak to the auditors about any changes they felt necessary.

Ms. Paluk explained that the seventy thousand dollars overage would add salaries for leadership and administration, instructional professionals, other students' wages, and operation and maintenance. Totaling all of them would put us over budget. The bonus number was two hundred and sixty-three thousand. Ms. Zagabe-Ndiku inquired about the yearly comparison not matching because the same items were not being compared. Ms. Carpino stated that while that was true, it was not a situation that could be controlled due to the



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many changes in how the financials work and are tracked. It was explained that comparison would have always been challenging as the data had not been cleaned, which had to be done. It was noted that there would be a section on the presentation given that will provide explanations on anything significantly different. It was also pointed out that recruitment would begin for a CPA Board member who could also assist with the financials.

Ms. Carpino explained that the current financials put us 1.8 million dollars in the surplus, and with no significant expenses planned for the next few months, this is money that would be able to go into the bank and not have to pay any back. Mr. Royce inquired about the breakdown of the other current assets and liabilities, to which Ms. Carpino stated that she would send over a document showing that information. It was also noted that an updated appraisal is in the works also.

### **Elementary School Flood Project**

Ms. Paluk explained that a structural engineer had been hired to assist with choosing the correct products but also look at ways to lessen future damage. It was explained that rather than tile floors that could lift, we would be putting epoxy instead, so the humidification of the concrete had to be examined. Ms. Paluk also explained that traditional sheetrock would not be used, and instead, a non-permeable barrier wall would be set up to allow for quick removal if needed. It was also noted that flood doors would be installed as a few of them face the brook, and brickwork would also be done, where a mason would come in and seal the interior and exterior of the bricks. Ms. Paluk explained that once the results of the humidity test are evaluated and approved, the environmental consultant would need to support the work with the building inspector.

It was also noted that ServiceMaster had not been paid due to the unauthorized work done and that no correspondence has been received from them since March of 2022. Mr. Royce requested an update on the amounts spent versus the amounts budgeted.

### **WBDC/St. Gobain**

Ms. Paluk explained that after meeting with Bill, the chief construction manager, it was determined that Weasel Brook was completely overgrown. It was noted that he would be meeting with the City of Worcester on Wednesday to make the case to them about their share of the responsibility when it comes to the brook and the water coming in. Ms. Paluk explained that an RFP was going to be put together to solicit bids and that once it is completed, we may be able to receive some form of financial relief from WBDC for this project. Ms. Paluk explained that that posed an issue as no public information was available on this project. Because of this lack of information, it was decided that hiring a firm would be necessary.

Ms. Paluk also spoke on the work that needed to be done in the music room of the middle school. It was explained that tents are currently set up outside that allow the students to have music lessons, but this is not feasible for the students and staff. It was also noted that homeless residents have started to sleep in the tent at night, and the police have requested that it be taken down. Mr. Grennon also provided an update on the work in



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the middle school break room and informed the committee members that the roofing work would be completed during the summer for the new school year. Ms. Zagabe-Ndiku inquired about the parking lot sinkholes, to which it was explained that this was due to the material used to fill it that is now deteriorating.

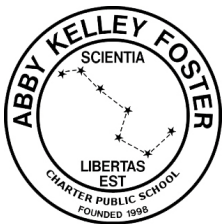
### **Cleaning Bid Update**

Ms. Carpino explained that the cleaning bid went out last week and has been posted in the paper as required by legal, and on May 26, 2022, companies wanting to bid will come for a walkthrough, and an open bid meeting will take place on June 14, 2022. Ms. Carpino also explained that in this current bid, it was noted that a non-working supervisor would need to be on-site at night to oversee the cleaners. There were no further questions for Ms. Carpino.

Mr. Royce called for a motion to adjourn the meeting. Ms. Zagabe-Ndiku made the motion, and Ms. Blue seconded the motion.

The meeting was adjourned at 9:30 p.m.

	Year One	Year Two	Year Three	All Items Included	Total
SJ Services	\$ 244,860	\$ 252,204	\$ 259,752	X	\$ 756,816
NFS	\$ 250,000	\$ 257,800	\$ 266,650	X	\$ 774,450
Interstate Maintenance	\$ 425,876	\$ 432,691	\$ 443,396	X	\$ 1,301,963
Moura Cleaning Service	\$ 541,905	\$ 569,000	\$ 597,450	X	\$ 1,708,355
AMB	\$ 324,532	\$ 334,268	\$ 344,296	X	\$ 1,003,096



## ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

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June 17, 2022

Notes to Draft Financial Statements dated May 2022:

Attached are unaudited financial statements for the 11-month period ending May 31, 2022.

Following are explanations of various budget items and variances:

**Revenue from State Sources-** The actual for our tuition and transportation payments is \$244,856 above the budgeted amount. We are seeing an upward trend again as DESE has increased our monthly payments to make up for what was missed during the winter months. This will put us above the budgeted amount as tuition revenue is expected to be higher than budgeted.

**In District Transportation-** Costs related to this are below the budgeted number by \$7,094. This is due to days we have had no school and spending on transportation-related to special education, sports, and field trips being lower than budgeted to date. I do want to note that with the increase in gas prices, AA Transportation bills for fuel adjustment on a monthly basis depending on the price of diesel fuel and in correlation to the standards outlined within the contract.

**Federal Grant Funding-** The actual here continues to be above the budgeted number. This is due to receiving extra grant funding that wasn't anticipated in the Title I grant and competitive federal grants that were received totaling over \$300,000.

**Staffing Costs-** Salaries continue to remain under budget. At the end of February total salaries are under budget by \$364,641. We currently have about ten open positions, this includes retirements and staff not returning for the next school year.

**Benefits and Other Fixed Charges -** For FY22 we decided to stay with BCBS. This was budgeted at a 5%-9% increase based on information received from HRK. We ended up being able to renew at a 3% increase and this will give us significant savings from what we projected the cost to be. Due to this, the expense continues to be under the budgeted amount. Abby Kelly has also received a \$60,000 refund for unused HRA funds from last year. The health insurance renewal is looking promising for next year currently coming in with now increase.

**Financing-** The FY22 Debt Service Coverage Ratio is 2.12:1, compared to a required ratio of 1.15:1.

**Abby Kelley Foster Charter Public School  
Statement of Activities - Unaudited  
July 2021 - May 2022**

	Actual	Budgeted		Budgeted	
	July 1, 2021- May 31, 2022	July 1, 2021- May 31, 2022	YTD Budget Variance as of May 31, 2023	Total Fiscal Year 2022	YTD Budget Variance Percentage
<b>Operating Revenues:</b>					
Revenue from State Sources	20,469,568.00	20,224,711.54	244,856.46	22,063,321.68	1%
State Grants	12,500.01	-	12,500.01	-	
Revenue from Federal Sources	2,637,825.85	2,375,943.13	261,882.72	2,591,937.96	11%
Meal Program Revenues	903,754.53	595,833.37	307,921.16	650,000.04	52%
AKFCS Educational Foundation Funding	1,400.00	18,333.37	(16,933.37)	20,000.04	-92%
E-Rate Reimbursement	2,611.20	27,500.00	(24,888.80)	30,000.00	-91%
Other Revenues	108,358.16	123,750.11	(15,391.95)	135,000.12	-12%
<b>Total Revenue</b>	<b>24,136,017.75</b>	<b>23,366,071.52</b>	<b>769,946.23</b>	<b>25,490,259.84</b>	<b>3%</b>
<b>Operating Expenses:</b>					
<b>Administration:</b>					
Salaries- Leadership & Administration	814,574.58	815,220.67	(646.09)	889,331.64	0%
Contracted Services- District	156,517.28	203,280.00	(46,762.72)	221,760.00	-23%
Contracted Services- Legal	71,486.56	68,750.00	2,736.56	75,000.00	4%
Information Management & Technology	246,740.31	132,000.04	114,740.27	144,000.04	87%
Recruitment & Advertising	24,748.25	20,625.04	4,123.21	22,500.04	20%
Other Administrative Expenses	107,805.72	519,767.20	(411,961.48)	567,018.76	-79%
Depreciation	11,137.50	79,005.85	(67,868.35)	86,188.20	-86%
<b>Total Administration</b>	<b>1,433,010.20</b>	<b>1,838,648.79</b>	<b>(405,638.59)</b>	<b>2,005,798.68</b>	<b>-20%</b>
<b>Instructional Services:</b>					
Salaries- Instructional	11,045,705.84	11,279,190.01	(233,484.17)	12,304,570.92	-2%
Contracted Services- Instructional	258,434.17	183,425.00	75,009.17	200,100.00	41%
Professional Development	60,005.15	156,475.00	(96,469.85)	170,700.00	-62%
Supplies & Materials	249,548.38	168,282.58	81,265.80	183,581.00	48%
International Baccalaureate Program	47,320.00	45,711.27	1,608.73	49,866.84	4%
Depreciation	113,718.44	96,107.00	17,611.44	104,844.00	18%
<b>Total Instructional Services</b>	<b>11,774,731.98</b>	<b>11,929,190.86</b>	<b>(154,458.88)</b>	<b>13,013,662.76</b>	<b>-1%</b>
<b>Pupil Services-Other</b>					
Salaries- Other Student Services	526,262.86	617,074.48	(90,811.62)	673,172.16	-15%
Student Transportation	1,250,637.78	1,243,542.85	7,094.93	1,356,592.20	1%
Food Services	557,694.27	424,974.22	132,720.05	463,608.24	31%
Nursing Supplies	1,562.53	5,500.11	(3,937.58)	6,000.12	-72%
Athletic Programs	155,749.75	186,071.05	(30,321.30)	202,986.60	-16%
Translations	13,670.62	106,449.64	(92,779.02)	116,126.88	-87%
Other Student Services	66,291.88	152,289.50	(85,997.62)	166,134.00	-56%
<b>Total Pupil Services</b>	<b>2,571,869.69</b>	<b>2,735,901.85</b>	<b>(164,032.16)</b>	<b>2,984,620.20</b>	<b>-5%</b>
<b>Operation and Maintenance of Plant:</b>					
Salaries	334,021.32	373,720.38	(39,699.06)	407,694.96	-11%
Contracted Cleaning Costs	232,507.00	-	232,507.00	-	
Maintenance of Buildings, Grounds & Equipment	615,659.71	665,302.00	(49,642.29)	725,784.00	-7%
Environmental Costs	-	-	-	-	
Utilities	948,767.64	797,531.13	151,236.51	870,033.96	19%
Depreciation	1,061,292.06	1,340,874.70	(279,582.64)	1,462,772.40	-21%
<b>Total Operation &amp; Maintenance of Plant</b>	<b>3,192,247.73</b>	<b>3,177,428.21</b>	<b>14,819.52</b>	<b>3,466,285.32</b>	<b>0%</b>
<b>Benefits and Other Fixed Charges</b>					
Retirement & Fringe Benefits	2,244,313.32	2,659,722.34	(415,409.02)	2,901,515.28	-16%
Rental/Lease of Buildings, Grounds & Equipment	107,551.87	77,000.00	30,551.87	84,000.00	40%
Insurance (non-employee)	133,834.21	141,387.43	(7,553.22)	154,240.83	-5%
<b>Total Benefits and Other Fixed Charges</b>	<b>2,485,699.40</b>	<b>2,878,109.77</b>	<b>(392,410.37)</b>	<b>3,139,756.11</b>	<b>-12%</b>
<b>Total Operating Expenses</b>	<b>21,457,559.00</b>	<b>22,559,279.48</b>	<b>(1,101,720.48)</b>	<b>24,610,123.07</b>	<b>-4%</b>
<b>Non-Operating Expenses:</b>					
Interest Expense- Long Term Debt	571,865.31	629,492.93	(57,627.62)	686,719.56	-9%
MFA Guaranty Fee/Letter of Credit Fee	-	2,750.00	(2,750.00)	3,000.00	-100%
<b>Total Non-Operating Expenses</b>	<b>571,865.31</b>	<b>632,242.93</b>	<b>(60,377.62)</b>	<b>689,719.56</b>	<b>-9%</b>
<b>Non-Operating Revenue:</b>					
Interest Income	4,451.96	2,750.00	1,701.96	3,000.00	62%
<b>Total Non-Operating Revenue</b>	<b>4,451.96</b>	<b>2,750.00</b>	<b>1,701.96</b>	<b>3,000.00</b>	<b>57%</b>
<b>Total Expenses</b>	<b>22,029,424.31</b>	<b>23,191,522.41</b>	<b>(1,162,098.10)</b>	<b>25,299,842.63</b>	<b>-5%</b>
<b>Change in Net Position</b>	<b>2,111,045.40</b>	<b>177,299.11</b>	<b>1,933,746.29</b>	<b>193,417.21</b>	<b>1000%</b>

**Abby Kelley Foster Charter Public School**  
**Statement of Cash Flows (unaudited)**  
**July 1, 2021 thru May 31, 2021**

**OPERATING ACTIVITIES**

Change in Net Position	2,111,045.40
Adjustments to reconcile Net Income to net cash provided by Operations:	
Accounts Receivable	(1,559,604.21)
Prepaid Expenses	(10,234.67)
Accounts Payable	229,956.80
Fundraising Liabilities	49,154.11
Accrued Payroll Related Liabilities	260,153.90
Accrued Interest and Bond Costs	(58,150.18)
Accrued Environmental Expenses	(21,085.61)
Other Accrued Expenses	(5,075.42)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(1,114,885.28)
Net cash provided by operating activities	996,160.12

**INVESTING ACTIVITIES**

Building Improvements	1,081,637.37
Buildings	0.00
Computers & Peripherals	61,635.42
Construction in Progress	(535,286.68)
FF&E	251,254.74
Land Improvements	9,049.04
Textbooks & Other Instructional	9,045.63
Net cash provided by investing activities	877,335.52

**FINANCING ACTIVITIES**

Principal Payments for Bond Payable	(1,219,086.93)
Amortization of Bond Costs	0.00
Net cash provided by financing activities	(1,219,086.93)

Net cash increase (decrease) for period (7/1/2021-5/31/2022)	654,408.71
Cash Balance @ Beginning of Period (7/1/2021)- unrestricted	8,941,531.15
Cash Balance @ End of Period (5/31/2022)- unrestricted	9,595,939.86



**Abby Kelley Foster Charter Public School**  
**Statement of Net Position**  
As of May 31, 2022

	As of May 31, 2022	As of May 31, 2021 (PY)	Total Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Bank Accounts	9,595,939.86	9,213,135.05	382,804.81	4.15%
Accounts Receivable	24,276.09	6,866.66	17,409.43	253.54%
Other Current Assets	1,814,148.66	392,615.15	1,421,533.51	362.07%
<b>Total Current Assets</b>	<b>\$ 11,434,364.61</b>	<b>\$ 9,612,616.86</b>	<b>\$ 1,821,747.75</b>	<b>18.95%</b>
<b>Fixed Assets</b>	<b>36,269,809.20</b>	<b>37,402,108.50</b>	<b>-1,132,299.30</b>	<b>-3.03%</b>
Other Assets	0.00	0.00	0.00	
<b>TOTAL ASSETS</b>	<b>\$ 47,704,173.81</b>	<b>\$ 47,014,725.36</b>	<b>\$ 689,448.45</b>	<b>1.47%</b>
<b>LIABILITIES AND EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	370,523.81	516,341.22	-145,817.41	-28.24%
Credit Cards	0.00	12,884.55	-12,884.55	-100.00%
Other Current Liabilities	3,588,799.41	3,684,782.89	-95,983.48	-2.60%
<b>Total Current Liabilities</b>	<b>\$ 3,959,323.22</b>	<b>\$ 4,214,008.66</b>	<b>-\$ 254,685.44</b>	<b>-6.04%</b>
<b>Long-Term Liabilities</b>	<b>18,062,159.19</b>	<b>19,227,291.83</b>	<b>-1,165,132.64</b>	<b>-6.06%</b>
<b>Total Liabilities</b>	<b>\$ 22,021,482.41</b>	<b>\$ 23,441,300.49</b>	<b>-\$ 1,419,818.08</b>	<b>-6.06%</b>
<b>Equity</b>	<b>25,682,691.40</b>	<b>23,573,424.87</b>	<b>2,109,266.53</b>	<b>8.95%</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 47,704,173.81</b>	<b>\$ 47,014,725.36</b>	<b>\$ 689,448.45</b>	<b>1.47%</b>

**Abby Kelley Foster Charter Public School  
Middlesex Savings Bank  
Covenant Compliance Certificate  
For the Period Ending May 31, 2022 (unaudited)**

**Debt Service Coverage Ratio: Tested Semi-Annually**

**CASH FLOW AVAILABLE FOR DEBT SERVICE:**

Change in Net Position	\$ 2,111,045
<i>Plus:</i>	
Depreciation	\$ 1,186,148
Amortization	\$ -
Interest Expense	\$ 571,865
<i>Minus/Plus:</i>	
Unrealized Gains/(Losses) on Investments	
Extraordinary Gains/(Losses)	
Net Operating Cash Flow	<u>\$ 3,869,059</u>

**DEBT SERVICE:**

Interest Expense	\$ 571,865
Current Maturities of Long Term Debt (ytd)	<u>\$ 1,256,435</u>
Total Debt Service	<u>\$ 1,828,301</u>
Required Ratio	<b>1.15</b>
Actual Ratio (unaudited YTD)	<b>2.12</b>
Compliance	<b>yes</b>

**Abby Kelley Foster Charter Public School**  
**Check Detail**  
**May-22**

Date	Transaction Type	Name	Memo/Description	Amount
05/01/2022	Bill Payment (Check)	Middlesex Savings Bank	# 164157466April22	-71,390.82
05/01/2022	Bill Payment (Check)	Middlesex Savings Bank	# 164157127April22	-96,709.40
05/02/2022	Bill Payment (Check)	Follett School Solutions	Inv #2622586A	-45.60
05/02/2022	Expenditure	Blue Cross Blue Shield of MA	External Withdrawal BCBS MASS BC External Withdrawal BCBS MASS BCBSMA - PREMIUM REF*BFP	-13,823.45
05/02/2022	Expenditure	Blue Cross Blue Shield of MA	External Withdrawal BCBS MASS BC External Withdrawal BCBS MASS BCBSMA - PREMIUM REF*BFP	-9,670.32
05/02/2022	Expenditure	Blue Cross Blue Shield of MA	External Withdrawal BCBS MASS BC External Withdrawal BCBS MASS BCBSMA - PREMIUM REF*BFP	-146,589.05
05/02/2022	Expenditure	Blue Cross Blue Shield of MA	External Withdrawal BCBS MASS BC External Withdrawal BCBS MASS BCBSMA - PREMIUM REF*BFP	-13,863.10
05/02/2022	Expenditure		External Withdrawal ADP Tax KB - External Withdrawal ADP Tax KB - ADP Tax 46T58 4539120	-7,270.68
05/03/2022	Bill Payment (Check)	Music & Arts	Multiple invoices	-427.67
05/03/2022	Bill Payment (Check)	BrainPOP.com LLP	Acct #AKFCS - Inv #US318775	-555.00
05/03/2022	Bill Payment (Check)	Cabral, Amelie Beth	Inv #Seal of Biliteracy	-49.50
05/03/2022	Bill Payment (Check)	Clayborne, Anne	Inv #FY22 PD	-354.00
05/03/2022	Bill Payment (Check)	Creedon and Co. Inc.	Inv #39052-4	-10,210.12
05/03/2022	Bill Payment (Check)	Deroche, Robert	Inv #FY22 PD	-400.00
05/03/2022	Bill Payment (Check)	International Baccalaureate Americas	Acct #S004965 - Inv #CLNTDBVFNGK- 004965	-290.00
05/03/2022	Bill Payment (Check)	King, Paul	Inv #4/14 Volleyball	-153.00
05/03/2022	Bill Payment (Check)	MacGill, W. Nurse Supply Co.	Inv #IN0792994	-144.07
05/03/2022	Bill Payment (Check)	Martinez, Jose	Inv #4/14 Volleyball	-153.00
05/03/2022	Bill Payment (Check)	Melissa Couepel	Inv #4/4-4/22/2022	-82.71
05/03/2022	Bill Payment (Check)	Rubin and Rudman, LLP	Inv #606804	-296.25
05/03/2022	Bill Payment (Check)	T. Lee Associates	Inv #04262022	-1,620.00
05/03/2022	Bill Payment (Check)	YMCA of Central Massachusetts	Inv #CM10018	-556.50
05/03/2022	Expenditure	TASC- FlexSystem	External Withdrawal TASC TASC - External Withdrawal TASC TASC - FUNDING 5ce8a4b6f8531c	-5,038.00
05/04/2022	Bill Payment (Check)	Andrew Boysen Jr		-200.00
05/05/2022	Expenditure	USABLE Life	External Withdrawal USABLE LIFE External Withdrawal USABLE LIFE - PREM PAYMT	-5,865.56
05/06/2022	Bill Payment (Check)	Mirick O'Connell Attorneys at Law	Inv #534376	-3,811.00
05/06/2022	Expenditure	Nationwide Trust Company, FSB	External Withdrawal NW TRUST TRU External Withdrawal NW TRUST TRUST COLLECTIONS - CONTR	-25,729.39
05/06/2022	Expenditure	M.T.R.S.	External Withdrawal MTRS - P External Withdrawal MTRS - Payment REF*AA*04202205109	-87,624.11
05/06/2022	Expenditure	HR Knowledge Inc.	External Withdrawal HR KNOWLEDGE External Withdrawal HR KNOWLEDGE DEB - PAYROLL	-3,342.83
05/06/2022	Expenditure	TASC- FlexSystem	External Withdrawal TASC TASC - External Withdrawal TASC TASC - FUNDING a69934124ea473	-4,631.91
05/09/2022	Bill Payment (Check)	DIY Mobile Box	Multiple invoices (details on stub)	-507.63
05/09/2022	Bill Payment (Check)	Duva Distributors	Multiple invoices	-735.00
05/09/2022	Bill Payment (Check)	Learn Well	Multiple invoices (details on stub)	-330.68
05/09/2022	Bill Payment (Check)	New England Ice Cream	Multiple invoices (details on stub)	-830.15
05/09/2022	Bill Payment (Check)	Preferred Meal Systems, Inc.	Multiple invoices	-32,631.20
05/09/2022	Bill Payment (Check)	Ahern, John	Inv #4/28/2022 Volleyball	-88.00
05/09/2022	Bill Payment (Check)	Ascentria Community Services, Inc	Acct #AKFCS - Inv #0322-T14	-146.40
05/09/2022	Bill Payment (Check)	Bienvenido Nieves	Inv #5/2 Softball	-99.00
05/09/2022	Bill Payment (Check)	Cabral, Amelie Beth	Inv #April Vacation 2022	-611.26
05/09/2022	Bill Payment (Check)	Cherry Road Technologies	Inv #ACC-SINV-2022-00544	-3,341.25
05/09/2022	Bill Payment (Check)	Citizens Bank	Inv #5630950000014104Apr	-13,667.62
05/09/2022	Bill Payment (Check)	David Morin	Inv #4/26/2022 Volleyball	-88.00
05/09/2022	Bill Payment (Check)	Donahue, Mark	Inv #4/28/2022 Volleyball	-88.00
05/09/2022	Bill Payment (Check)	Facilities Management & Maintenance, Inc.	Inv #39579	-21,137.33
05/09/2022	Bill Payment (Check)	Frontline Technologies Group LLC	Inv #INVESP14348	-858.12
05/09/2022	Bill Payment (Check)	Gibney Sporting Goods	Inv #17524	-339.75
05/09/2022	Bill Payment (Check)	Gordon Foodservice	Inv #722359137	-880.35
05/09/2022	Bill Payment (Check)	Gould, Kelly	Inv #Staff retention/food	-109.86
05/09/2022	Bill Payment (Check)	Guild of IB World Schools of the Northeas	Inv #01428	-350.00
05/09/2022	Bill Payment (Check)	Jeff Galicki	Inv #5/2/2022 Volleyball	-153.00
05/09/2022	Bill Payment (Check)	Kerr, Robert	Inv #Prom Supplies	-50.98
05/09/2022	Bill Payment (Check)	Libby, Brian	Inv #4/26/2022 Volleyball	-88.00
05/09/2022	Bill Payment (Check)	Mansfield Paper Company, Inc.	Acct #2355 - Inv #462996	-1,470.70
05/09/2022	Bill Payment (Check)	Martinez, Jose	Inv #5/2/2022 Volleyball	-153.00
05/09/2022	Bill Payment (Check)	Megara Bell DBA Partners in Sex Education	Inv #2022-3	-2,000.00
05/09/2022	Bill Payment (Check)	Melissa Couepel	Inv #4/25-4/29/2022	-45.95
05/09/2022	Bill Payment (Check)	Mulcahy, Daniel	Inv #4/28/2022 Softball	-99.00
05/09/2022	Bill Payment (Check)	PrintResource	Inv #227860	-250.00
05/09/2022	Bill Payment (Check)	Regan, Jessica	Inv #Balloons/Flowers	-78.72
05/09/2022	Bill Payment (Check)	Rogers Athletic Company	Inv #289324	-4,930.00
05/09/2022	Bill Payment (Check)	Sal's Pizza	Inv #0123292	-343.20
05/09/2022	Bill Payment (Check)	Thurston Foods, Inc.	Acct #19950 - Inv #1110492	-2,726.81
05/09/2022	Bill Payment (Check)	Wells Fargo Financial Leasing	Inv #5019960071	-2,023.10
05/09/2022	Bill Payment (Check)	Nardella Thomas	Inv #Fabric for MS	-118.56
05/09/2022	Bill Payment (Check)	Beechwood Hotel		-12,027.70
05/09/2022	Bill Payment (Check)	Richmond Boateng	Voided	0.00
05/09/2022	Bill Payment (Check)	Richmond Boateng		-800.00
05/13/2022	Bill Payment (Check)	Follett School Solutions	Inv #2619367A	-1,908.20
05/13/2022	Bill Payment (Check)	JP Pest Services, LLC	Multiple invoices	-1,318.00
05/13/2022	Bill Payment (Check)	Crystal Rock	Acct #11174381270102 - Inv #1270102 050422	-190.34

05/13/2022	Bill Payment (Check)	REPUBLIC SERVICES	Acct #309540019731 - Inv #0954-002090232	-3,620.38
05/13/2022	Bill Payment (Check)	Varitronics, LLC	Inv #PSI-142443	-1,484.96
05/13/2022	Expenditure	Gathumbi, John	DEP RETURN CHARGEBACK - Bounced Check	-70.00
05/13/2022	Expenditure	Gathumbi, John	DEP RETURN FEE - Bounced check fee	-20.00
05/13/2022	Expenditure	Blue Cross Blue Shield of MA	External Withdrawal EBPA LLC - External Withdrawal EBPA LLC - INS PREM	-1,488.18
05/16/2022	Bill Payment (Check)	AA Transportation	Multiple invoices	-141,341.25
05/16/2022	Bill Payment (Check)	Didonna, Amy	Multiple invoices (details on stub)	-6,060.00
05/16/2022	Bill Payment (Check)	Elite Fitness Professionals DBA SLS Fitness	Multiple invoices	-6,000.00
05/16/2022	Bill Payment (Check)	OHI Engineering, Inc	Multiple invoices	-6,907.73
05/16/2022	Bill Payment (Check)	Preferred Meal Systems, Inc.	Multiple invoices	-11,872.42
05/16/2022	Bill Payment (Check)	Central MA Collaborative	Inv #10333	-937.50
05/16/2022	Bill Payment (Check)	Cogent	Inv #ABBY KELLO0001May2022	-3,264.00
05/16/2022	Bill Payment (Check)	French River Ed. System	Inv #11631	-17,403.00
05/16/2022	Bill Payment (Check)	Gould, Kelly	Inv #Staff Appreciation	-270.88
05/16/2022	Bill Payment (Check)	Herff Jones	Inv #454204	-45.90
05/16/2022	Bill Payment (Check)	Irwin Blumer	Inv #FY22 PD	-500.00
05/16/2022	Bill Payment (Check)	J.W.Pepper	Inv #364286091	-71.99
05/16/2022	Bill Payment (Check)	Joseph R. Mewhiney Chaper/Shrewsbury HS	Inv #All-Star Football	-150.00
05/16/2022	Bill Payment (Check)	LaFlash, Jamie	Inv #Teachers Pay	-50.00
05/16/2022	Bill Payment (Check)	Melissa Couepel	Inv #5/2/22-5/6/22	-45.95
05/16/2022	Bill Payment (Check)	Music & Arts	Inv #INVO30942184	-79.43
05/16/2022	Bill Payment (Check)	Nading, Adrianna	Inv #Lab Equip / Chemicals	-132.00
05/16/2022	Bill Payment (Check)	New England Ice Cream	Inv #5512212508	-315.17
05/16/2022	Bill Payment (Check)	Peter Saucier	Inv #2/14 MS Basketball	-99.00
05/16/2022	Bill Payment (Check)	PrintResource	Inv #227922	-104.00
05/16/2022	Bill Payment (Check)	Sal's Pizza	Inv #0123754	-343.20
05/16/2022	Bill Payment (Check)	Shapiro Educational & Behavioral Consulta	Inv #AK04225	-11,617.50
05/16/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3506405210	-117.60
05/16/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3506405212	-164.82
05/16/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507344325	-101.66
05/16/2022	Bill Payment (Check)	Thurston Foods, Inc.	Acct #19950 - Inv #1112746	-615.60
05/16/2022	Bill Payment (Check)	Trane U.S., Inc.	Inv #312597903	-963.00
05/16/2022	Bill Payment (Check)	Wells Fargo Financial Leasing	Inv #5019960070	-4,315.00
05/16/2022	Bill Payment (Check)	City Of Worcester Water/Sewer	Acct #15-0088-F00 - Multiple invoices (details on stub)	-2,450.98
05/16/2022	Bill Payment (Check)	Duva Distributors	Multiple invoices	-215.34
05/16/2022	Bill Payment (Check)	Gurney Water Treatment NE	Multiple invoices (details on stub)	-562.75
05/16/2022	Bill Payment (Check)	Ecotarium	Inv #11296958	-1,064.00
05/16/2022	Bill Payment (Check)	Gregoire Electrical Company	Inv #36034	-19,700.00
05/16/2022	Bill Payment (Check)	John Stalker Institute	Inv #3910-JSI	-150.00
05/16/2022	Bill Payment (Check)	MRM Construction Enterprises LLC	Inv #007	-620.00
05/16/2022	Bill Payment (Check)	National Grid 38928-53023	Inv #38928-53023Apr6-May6	-5,655.20
05/16/2022	Bill Payment (Check)	National Grid 69923-82006	Inv #69923-82006Apr6-May6	-6,868.88
05/16/2022	Bill Payment (Check)	Next Gen Supply Group	Inv #PC117	-824.00
05/16/2022	Bill Payment (Check)	Quadiant Leasing USA Inc	Inv #N9391725	-1,325.07
05/16/2022	Bill Payment (Check)	Worcester Bravehearts	Inv #888	-4,240.00
05/19/2022	Expenditure		Descriptive Withdrawal Rate Modi Descriptive Withdrawal Rate Modification Fees	-10,000.00
05/20/2022	Bill Payment (Check)	American School Counselor Assoc.	Multiple invoices	-258.00
05/20/2022	Bill Payment (Check)	Nana Osei Brempong		-500.00
05/20/2022	Bill Payment (Check)	Nana Osei Brempong		-500.00
05/20/2022	Bill Payment (Check)	Amanda Bartulis		-500.00
05/20/2022	Bill Payment (Check)	Caleb Ogunjobi		-500.00
05/20/2022	Bill Payment (Check)	Crystal Ngo		-500.00
05/20/2022	Bill Payment (Check)	Jailimar Montanez		-500.00
05/20/2022	Bill Payment (Check)	Juan Davila		-500.00
05/20/2022	Bill Payment (Check)	Kamdyn Phelan		-250.00
05/20/2022	Bill Payment (Check)	Kadidia Fall		-400.00
05/20/2022	Expenditure	USABLE Life	External Withdrawal USABLE LIFE External Withdrawal USABLE LIFE - PREM PAYMT	-6,896.95
05/20/2022	Expenditure	TASC- FlexSystem	External Withdrawal TASC TASC - External Withdrawal TASC TASC - FUNDING 931715c937ef3f	-4,307.44
05/23/2022	Bill Payment (Check)	Caroline Cole	Multiple invoices	-539.96
05/23/2022	Bill Payment (Check)	City of Worcester Police Dept	Acct #WPDS0000C47 - Multiple invoices	-3,094.20
05/23/2022	Bill Payment (Check)	Kuczinski, Wayne	Multiple invoices (details on stub)	-176.00
05/23/2022	Bill Payment (Check)	MASCA-Massachusetts School Counselors Ass	Multiple invoices (details on stub)	-90.00
05/23/2022	Bill Payment (Check)	Regan, Jessica	Multiple invoices (details on stub)	-679.22
05/23/2022	Bill Payment (Check)	T Mobile	Multiple invoices (details on stub)	-754.74
05/23/2022	Bill Payment (Check)	AA Transportation	Inv #88236	-1,626.76
05/23/2022	Bill Payment (Check)	Cady, David	Inv #5/16 Volleyball	-88.00
05/23/2022	Bill Payment (Check)	Dillon, Korey	Inv #Materials	-43.27
05/23/2022	Bill Payment (Check)	Earthlink Business/Windstream	Inv #74789378	-460.81
05/23/2022	Bill Payment (Check)	Erin Power	Inv #FY22 PD	-400.00
05/23/2022	Bill Payment (Check)	Eversource (formally NSTAR-1639-Elem)	Acct #16399370010 - Inv #16399370010Apr8-May9	-721.02
05/23/2022	Bill Payment (Check)	Eversource (formally Nstar-2845- HS)	Inv #28458270023Apr5-May	-6,891.98
05/23/2022	Bill Payment (Check)	Eversource (formerly NStar-1638- MS)	Acct #16382880025 - Inv #16382880025Apr8-May	-3,218.04
05/23/2022	Bill Payment (Check)	Fire Equipment Inc.	Inv #SIN164238	-645.00
05/23/2022	Bill Payment (Check)	Gero, Brian	Inv #Teacher Appreciation	-118.07
05/23/2022	Bill Payment (Check)	Gould, Kelly	Inv #Staff food	-109.86

05/23/2022	Bill Payment (Check)	Greenberg Traurig, LLP	Inv #084773-010200	-3,500.00
05/23/2022	Bill Payment (Check)	Heil, Lynn	Inv #Summer Reading	-75.35
05/23/2022	Bill Payment (Check)	Kara LaFond	Inv #Learning Center	-179.24
05/23/2022	Bill Payment (Check)	Kerr, Robert	Inv #Prom 22 Supplies	-173.04
05/23/2022	Bill Payment (Check)	MacGill, W. Nurse Supply Co.	Inv #INO789471	-135.81
05/23/2022	Bill Payment (Check)	Martinez, Jose	Inv #5/11Volleyball	-88.00
05/23/2022	Bill Payment (Check)	Mass Development Finance Agency	Inv #Amendments	-2,500.00
05/23/2022	Bill Payment (Check)	Nardella Thomas	Inv #Student Photos	-41.33
05/23/2022	Bill Payment (Check)	National Grid-6 New Bond	Acct #3922905023 - Inv #39229-05023Apr8-May10	-18,257.11
05/23/2022	Bill Payment (Check)	Parsons Kellogg, LLC	Inv #PSIN275440	-1,102.00
05/23/2022	Bill Payment (Check)	Roy, Sarah	Inv #ES Art Room	-69.44
05/23/2022	Bill Payment (Check)	SHRHS Cheerleaders	Inv #Winter 2022	-120.00
05/23/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801867	-135.27
05/23/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801868	-3.90
05/23/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801866	-469.49
05/23/2022	Bill Payment (Check)	The Bank of New York Mellon	Acct #2036002 - Inv #252-2468533	-500.00
05/23/2022	Bill Payment (Check)	YMCA of Central Massachusetts	Inv #CM10019	-606.75
05/23/2022	Bill Payment (Check)	Melina Cary	Multiple invoices (details on stub)	-369.45
05/23/2022	Bill Payment (Check)	Barton, Emily	Inv #FY22 PD	-400.00
05/23/2022	Expenditure	HR Knowledge Inc.	External Withdrawal HR KNOWLEDGE External Withdrawal HR KNOWLEDGE DEB - PAYROLL	-3,264.29
05/24/2022	Bill Payment (Check)	Alisha Carpino	Inv #Staff appreciation	-254.75
05/24/2022	Expenditure	Nationwide Trust Company, FSB	External Withdrawal NW TRUST TRU External Withdrawal NW TRUST TRUST COLLECTIONS - CONTR	-29,360.51
05/26/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507344322	-35.21
05/26/2022	Bill Payment (Check)	Fire Equipment Inc.	Multiple invoices	-4,166.78
05/26/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3508303270	-27.54
05/26/2022	Bill Payment (Check)	Adam Jacher		-250.00
05/26/2022	Bill Payment (Check)	Ryan Acheampong		-250.00
05/27/2022	Bill Payment (Check)	Cambridge U. Press	Multiple invoices (details on stub)	-1,753.59
05/27/2022	Bill Payment (Check)	Duva Distributors	Multiple invoices	-281.12
05/27/2022	Bill Payment (Check)	New England Ice Cream	Multiple invoices (details on stub)	-1,085.88
05/27/2022	Bill Payment (Check)	AA Transportation	Inv #88722	-4,545.70
05/27/2022	Bill Payment (Check)	Ascentria Community Services, Inc	Acct #AKFCS - Inv #27042	-260.00
05/27/2022	Bill Payment (Check)	Blick Art Materials	Acct #181886 - Inv #8568715	-124.40
05/27/2022	Bill Payment (Check)	Charlton Oil Company	Inv #1340092	-60.00
05/27/2022	Bill Payment (Check)	Gordon Foodservice	Inv #218837106	-618.55
05/27/2022	Bill Payment (Check)	Joshua Geneus	Inv #2/14 MS Basketball	-66.00
05/27/2022	Bill Payment (Check)	Marissa Davis	Inv #PY22 PD	-279.00
05/27/2022	Bill Payment (Check)	Melissa Couepel	Inv #5/9/22-5/20/22	-73.52
05/27/2022	Bill Payment (Check)	Next Gen Supply Group	Inv #316875	-895.65
05/27/2022	Bill Payment (Check)	Reggie Glover	Inv #2/14 MS Basketball	-66.00
05/27/2022	Bill Payment (Check)	Rubin and Rudman, LLP	Inv #608264	-656.25
05/27/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801871	-133.55
05/27/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801864	-17.38
05/27/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801862	-344.21
05/27/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801865	-9.70
05/27/2022	Bill Payment (Check)	Staples	Acct #1625462BOS - Inv #3507801872	-9.63
05/27/2022	Bill Payment (Check)	UW-Madison	Inv #WIDA22052120221924179	-295.00
05/27/2022	Bill Payment (Check)	Verizon	Inv #051722	-113.88



# Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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

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## Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, June 17, 2022, 8:00 a.m.

<https://akfcs-org.zoom.us/j/93215520807?pwd=Tk1IUVR0RUUpGQkoyVEZCZFVPWFJlZz09>

**Meeting ID:** 932 1552 0807 **Passcode:** 675482

**By phone:** +1 929 205 6099 **Meeting ID:** 932 1552 0807

The Facilities and Finance Meeting was called to order at 8:01 a.m. by Patrick Royce, Committee Chair.

Attendance was recorded;

**Committee Members:** Patrick Royce, Bibiche Zagabe-Ndiku, Celia Blue (Ms. Blue would leave the meeting at 9:30 a.m.)

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

Mr. Royce asked for a motion to approve the Facilities and Finance Committee meeting minutes from May 20, 2022. Ms. Blue made the motion. Ms. Zagabe-Ndiku seconded the motion, and the Committee unanimously approved the minutes.

Mr. Royce asked Ms. Carpino to give the Committee a financial report. Ms. Carpino began by noting that the School's debt ratio is in good shape, the federal grants Abby Kelley has received has contributed to the year end surplus being shown on the financial statements, there had been an increase in meal revenue, at the same time there had been a cost in expense in that area too. Continuing on with the topic of meals, Ms. Carpino shared that she and the Director of Nutrition Services are looking at changes to the Middle School meal offerings.

Mr. Royce asked Ms. Carpino asked that the financials have a YTD budget variance for the Committee's review, and Ms. Carpino noted that all numbers will change as we approach the end of the month.

The topic of the new cleaning bids was discussed, five bids came in ranging from \$756,000 to \$1.7 million for the 3-year contract. The RFP included new clauses between the company and Abby Kelley; bi-weekly meetings, an on-site supervisor who is not a scheduled cleaner and if a job that is to be performed by the

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cleaning company is not done, and AKF staff have to do it, the company pays for the AKF staff overtime. Ms. Carpino noted that the schedule of work changes over the summer months, and payments are divided by monthly. A decision will be made by June 30, 2022 with a July 1, 2022 start date. The next bid Abby Kelley will be sending out is for snow removal.

Reviewing the financials the Committee touched on Foundation revenue, grants, athletics and utilities. The significant difference on the Statement of Activities was discussed, as the budgeted amount was \$797,531.13 versus the actual of \$948,767.64. This variance was attributed to a significantly high electric bill from the High School as well as a water bill. The water issue is being investigated by the City, as they found a valve leak, however in order to fix that AKF needs to arrange for the excavation and repairs of the street, for which the costs are estimated to be \$4,000-\$23,000. Ms. Blue expressed concern over these anticipated costs, as well as AKF's liability for the water bill. Ms. Blue asked Mr. Grennon (and Ms. Paluk) that he keeps her/the Board informed of the steps toward resolution and what conversations are being had with the Water Department/City regarding the significance of this bill.

Moving to the agenda item of Planning for Next Year, Ms. Paluk spoke about the "summer work" in the IT and Facilities Department. Beginning with Facilities, Mr. Grennon shared with the Committee his department's projects for the summer. (Document included with the minutes.)

Moving to IT Ms. Paluk and Mr. Beltran updated the Committee on the IT projects being worked on. The plans previously laid out with a third party vendor did not fall into place for a number of reasons; supply chain issues, the company's capacity, timing given the breaks we had when the vendor could come in and do the work. The plan to move forward is to have AKF IT staff install switches and do the wiring to support moving forward to improve IT security. Ms. Blue requested in the Fall there be a presentation to the Committee on the progress made with the Summer work, to understand what's been done and what still needs to happen to which Mr. Beltran agreed. Mr. Beltran acknowledged the delays were frustrating, while noting he was moving forward to set IT policies, assuring students and staff that their needs are met.

The Committee touched briefly on security overall in the District given the recent school shooting in Texas. Ms. Paluk confirmed that the Safety Committee at AKF continues to meet, taking note of things which we can address to improve our safety. Ms. Paluk noted that the Safety Committee will reconvene in the fall and have some issues to immediately discuss, given some developments with Saint Gobain and the demolition of the Showcase Cinema which were locations in our safety plans should there need to be an evacuation of the entire District.

Mr. Royce made a motion to adjourn the meeting, which Ms. Zagabe-Ndiku seconded and the meeting was adjourned at 9:41 a.m.

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Minutes prepared by Michelle Vigneux

List of Documents Provided:

Financial Statement

Cleaning Bid Proposals

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