



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, August 20, 2021, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/94438310710?pwd=OW1ob2pjNG9NbklZVE1Jak9qenlUdz09>

Meeting ID: 944 3831 0710 **Passcode:** 849763

By phone: +1 929 205 6099 US **Meeting ID:** 944 3831 0710

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the June 11, 2021 Meeting Minutes
 - a. To approve the June 11, 2021 Meeting Minutes
- IV. Environmental Update- Mr. Brian Snow, OHI Engineering
- V. Facilities Report- Mr. Mike Grennon
- VI. Financial Report- Ms. Alisha Carpino
- VII. Update on Audit- Ms. Alisha Carpino
- VIII. Department Efficiencies- Ms. Alisha Carpino
 - a. Staff/Employee Relation Efforts
 - b. Procurement
 - c. HR Onboarding & Recruiting
- IX. Upcoming Facilities & Finance Committee Meetings
 - a. **Friday, September 17, 2021**
 - b. **Friday, October 22, 2021- Audit Presentation**
- X. Adjournment

APPROVED

8.16.21 3:45 pm.
City of Worcester, MA



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<https://akfcs-org.zoom.us/j/92634925050?pwd=K2lzR0hKRjZlYzVnT0drYnMzeUxudz09>

Meeting ID: 926 3492 5050 **Passcode:** 359745

By Phone: 1-929-205-6099

Meeting ID: 970 5467 0859

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

Mr. Royce asked the Committee to review the Meeting Minutes from the April 16, 2021 meeting, and the May 21, 2021 meeting. Upon their review, Mr. Royce asked for a motion to approve the minutes from April 16, 2021, and May 21, 2021 Facilities and Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Ms. Blue. The committee unanimously approved the minutes.

Mr. Royce introduced Mr. Grennon to give the capital planning report. Mr. Grennon explained that the 10 year Capital plan is broken down by the building, by priority, and by year. This year a few repairs need to be done at each of the schools with a focus on getting estimates for larger district projects. Mr. Grennon noted we are responsible for the Buffer Zone area of BRM; work must be done to bring items into compliance as a result of the previous owners. Mr. Grennon explained that the BRM roof needs to be replaced or repaired as it is leaking into the teacher break room and new IT office rooms. Mr. Grennon also stated that they were looking for a firm to do design work for the school for HVAC and the athletic fields.

Mr. Royce inquired about how much of the improvements could be covered under the ESSR. Ms. Carpino explained that if any work was to be done under a capital expense, an application would need to be submitted with detailed plans, which we don't currently have. Ms. Blue asked how revenue comes into play with the ESSR II & III. Ms. Carpino explained that all the money that is received in federal grants is posted every month for the length of the grant. In the case of ESSR II, it will be ½ for 2 years; ESSR III will be ⅓ annually for 3 years.

Mr. Royce wanted to know if the only thing included in the HVAC portion of the plan was the engineering and design specs. Mr. Grennon explained that an engineer would need to determine where a unit could be placed as it was a large unit and there is not much space at the middle school. Then a plan would need to be built around that. Mr. Royce then wanted to know if this would be a million-dollar project to which Mr. Grennon said that without actually knowing, he would think that it would be close to that amount. Mr. Royce then inquired about this being worthwhile for ESSR II and ESSR III, but we don't have the plans yet to submit for the application.

Ms. Carpino explained that whenever a request for money is being made, its specific reason needs to be placed on the application. Ms. Carpino stated that a special application would need to be filled out to use the money for a capital project. Mr. Royce wanted to know if the ESSR monies were going to be evenly distributed throughout the years to which Ms. Carpino said that that was the plan. Mr. Royce wanted to



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know if we had applied yet for the full ESSR II money to which Ms. Carpino stated that she has to apply for the ESSR II and ESSR III by July 1, 2021.

Ms. Carpino explained that we would not see any financial impact until the work is completed as these are capital projects. Ms. Blue wanted to know if the HVAC expense would be put in this year to which Ms. Carpino explained that she placed a capitalized expense for this year in case it was done but it wouldn't have an impact until it's completed.

Mr. Royce wanted to know if any of the items identified in the BRM space were previously noted. Mr. Grennon explained that this was not noted. Mr. Grennon stated that he was waiting on quotes from two companies and was hoping to get them the following day for some of the work that needs to be completed. Mr. Grennon then explained the work needed to be done at the high school including parking lot repairs and sinkholes in the parking lot.

Ms. Blue wanted to know about costs on previous work done in the parking lot from last year and the year before. Mr. Grennon stated that last year it cost about \$17,000 and the previous year was about \$12,000 to \$13,000. Mr. Grennon explained that there are currently three cracks in the parking lot that need to be repaired. Mr. Royce inquired about any pattern where these are developing. Mr. Grennon explained that when the parking lot was built, a lot of fill including chunks of concrete and bricks were used to fill it in; now that same material is deteriorating and creating depressions. Mr. Royce stated that there should be some middle ground and re-do the parking lot so that it avoids patching up consistently while not incurring the full costs of a complete renovation. Mr. Grennon explained that there were some ideas in place to extend the life of the parking lot.

Mr. Grennon stated that the activity center also has some work that has to be done this year as it was delayed in FY'20.

Mr. Royce then asked about the HVAC system again and wanted to know if any secondary options would be viable vs doing a full renovation. Mr. Grennon explained that there were a couple of options available that would be part of the engineering aspect. Ms. Zagabe-Ndiku stated that she was under the impression was the activity center was built more recently; Mr. Grennon explained that he did not know how old the building was but he did know that there was work to be done such as getting air to flow. Mr. Royce inquired about the turf being updated and Mr. Grennon explained that it is something that needs to be looked at as the turf is at its age and has not been kept up with and should have been replaced at ten years. Ms. Paluk then explained that this has been spoken about before and they were trying to locate



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plans that a contracting service had done on the field. Ms. Paluk said that the field is thirteen years old and a consultant would need to come out to see how much it would cost and that the plan was to do that this year. Ms. Blue inquired about the potential cost of a consultant to which Mr. Grennon stated that it might cost \$7,000.00 to \$8,000.00 for them to come out and do the study.

Mr. Royce inquired about the boilers and wanted to know if a replacement was needed. Mr. Grennon stated that the boilers do not need to be replaced at the moment. Mr. Royce inquired about any concerns Mr. Grennon may have when it comes to timing if any and Mr. Grennon stated that he had no concerns.

Mr. Royce then introduced Ms. Carpino for the IT update. Ms. Carpino stated that the FCC has granted the appeal so the IT work can now start. Ms. Carpino stated that Abby Kelley is expected to get \$190,000 from E-rate and that is unbudgeted revenue. Ms. Carpino also explained that Abby Kelley would also be receiving \$73,000.00 from unclaimed E-rate monies from 2019. This could be used for any project. Ms. Paluk stated that both projects (Network and Data Center Refresh) would be starting soon.

Ms. Paluk also detailed all the appreciation that has gone to staff this year:

- \$99,000 for personal days
- \$214,000 for up to \$1000 bonus (sliding scale)
- \$10,000 for holiday gift cards (\$50.00 each)
- \$15,000 for Appreciation Week (\$50.00 gift card each, cookies, Door Dash lunch)
- \$4,500 for YMCA Community Partner allowing 25% off membership for all employees
- \$408 for premier membership providing a waived Door Dash delivery fee for those who signed up

Mr. Royce inquired about the \$25,000.00 bill from Liberty. Ms. Carpino explained that this was for the snow removal of the MS parking lot. Ms. Carpino explained that the bill was supposed to come quarterly for \$5,000.00 and it never did; instead it all came in at once. Mr. Royce inquired about whether this was inclusive of the real estate taxes and Ms. Carpino stated that it was not.

Ms. Blue requested Ms. Paluk ensures the IT Network and Data Center Refresh have a project plan and a system development life cycle. Ms. Blue also stated that the IT Director posting is also up on the site.

Mr. Royce called for a motion to adjourn the meeting at 9:16 a.m. Ms. Blue moved to adjourn and Ms. Zagabe-Ndiku seconded the motion. Mr. Royce took a roll call in which all members were present.



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The meeting was adjourned.

Last report submitted on April 2021--Immediate Response Action Status Report (IRAS)

Next one due is IRAS October 2021

Phase II is Due July 2022, will likely do Phase II and III over the winter.

The OWS and train wash were closed out and IRA (Pilot test) of remedial additives done in each in June/July 2020. Waiting on 4 Quarters of data prior to making conclusions going forward. Should have that data reviewed in the next month or so.

Indoor air sampling is being done in August and either December or February during break. 2 times per year

February 2021 air sampling was done in these locations:

- IA-5 – Indoor Air Loading Dock
- IA-6 – Indoor Air Classroom 1139
- IA-8 – Indoor Air Classroom 1147 (Art Room)
- IA-20 – Indoor Air Classroom 1152 (Science Room)
- SS-4 – SubSlab Loading Dock by Train Wash
- SS-6 – SubSlab Classroom 1153 (Science Room)
- SGP-A – Subslab Tunnel at OWS

August sampling included a few more

Sampled indoor air and soil gas last week. Results likely won't be available to discuss Friday am. (Lab turn times have been longer than normal this summer). I planned to have for Friday, but not working out.

Attached is the September 2019 Reserve Estimate. I believe we adjusted these #s slightly in October 2019 during your auditing with accountants.

Task Total	Completed prior to September 2019	2019	2020	2021
\$ 1,115,152.61	\$ 278,338.61	\$ 185,021.00	\$ 169,568.00	\$ 38,744.00
Not Part of Reserve				
	\$ 50,705.97			
Spent (Over)/Surpluss		\$ 44,594.68	\$ 217,875.20	\$ 15,670.00
		\$ 140,426.32	\$ (48,307.20)	\$ 23,074.00

These numbers are based on a partial update to the reserve estimate I did in May 2021. Looks like we are around \$115,000 under so far. (Don't get excited yet). Some of the costs slid to other outyears . I had expected to eliminate some items and some other items may be added, which is what usually happens. We currently still predict we are under the reserve estimate total. Once we get through phase II/III/IV, the numbers should be more predictable annually and we should plan for potential contingencies.

Per Brian Snow on August 19, 2021



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

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

AKF Staff: Alisha Carpino, Michael Grennon, Heidi Paluk

Guests: Brian Snow, OHI

Unable to attend: Celia Blue

Mr. Royce asked the Committee to review the Meeting Minutes from the June 11, 2021 meeting. Upon its review, Mr. Royce asked for a motion to approve the minutes from the June 11, 2021 Facilities and Finance Meeting. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

Mr. Royce opened the floor for Mr. Snow's presentation. Mr. Snow, from OHI Engineering, is the consultant that has been helping with the issues of air/soil contamination which began in 2018. Mr. Snow began by explaining that the last report was done in April 2021, which was an immediate response action status report. Mr. Snow explained that we have to do these every six months and the next one is due in October 2021. Mr. Snow stated that the larger report, which is part of Phase II, is due in July of 2022 and he stated that they would begin writing this over the winter. Mr. Snow stated that they have closed out both the oil-water separator and the train wash and have done remedial injections at both of those and they are watching the data for a year /four quarters. Mr. Snow stated that they would be analyzing the results to see whether they would do any more applications or leave it the way it is. Mr. Snow also stated that indoor air sampling was done over a week ago and that the results came back late yesterday. Mr. Snow explained that he has not had time to look at them thoroughly but based on an initial glance everything looks good.

Mr. Snow explained that according to data, the indoor air and soil gas has either been steady or going down since they took over and he expected that it will continue in a downward fashion. Mr. Snow stated that they were going to resample on December '21 or February '22 during one of the breaks. Mr. Snow stated that the state is requiring the test to be done twice a year but it was budgeted for once a year. As



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far as the budget goes, according to Mr. Snow, the reserve estimate from 2019 was shared. Mr. Snow explained that a budget of \$1,000,000 was set aside and \$280,000 was not part of the reserve estimates that came out before the transfer took place. Mr. Snow stated that \$185,000 was budgeted for 2019 and because of the delay in the takeover, only \$44,000 was spent so a lot of the cost was able to be pushed out into out years. Last year \$217,000 was spent on a budget of \$169,000. Mr. Snow believes we will spend about \$20,000 to \$35,000 this year.

Mr. Royce requested an explanation of what Phase II and Phase III entail. Mr. Snow explained that Phase II is the comprehensive site assessment report where we are supposed to determine everything there is to know about the site. Mr. Snow explained that this does not always happen because they cannot tear the building down and check every spot of soil. Phase II, according to Mr. Snow means that they had a really good understanding of what is happening and what is in the space underneath the building of the school, which is still a mystery. Mr. Snow stated that there will always be some uncertainty about what might be there but according to the data at the moment everything looks good. Mr. Snow stated that they have been debating whether they want to take a camera and try to run underneath some parts of the building where there is a crawl space but that is something that they are still exploring. Mr. Royce asked for clarification as to whether this was being done in all three buildings or just the high school to which Mr. Snow stated that this was just for the high school as this was a result of the settlement from Saint Gobain. Mr. Snow that anything done at the other schools is not included in this reserve.

Mr. Royce questioned whether there was an air quality issue that came up at another one of the buildings to which Ms. Paluk explained that there was a report of mold previously but the air was sampled, and no indication was found.

Mr. Royce asked if there were any concerns about a future build-out in the high school space; Mr. Snow said not that he was aware of any concerns. Mr. Snow explained that as far as build-outs are concerned they want to make sure that they do not disturb the equipment that is currently running at the moment and he stated that they will probably want to re-evaluate the new space because the airflow design would be different than it is currently, but he does not expect any issues at the moment. Mr. Snow also explained that because AKFCS was shut down in Spring 2020 for Covid, that allowed for the team to be almost a year ahead in their plans and under budget. Mr. Snow explained that the reserve estimate would probably need to be looked at again after Phase II is done. Ms. Zagabe-Ndiku inquired about a time



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frame for Phase II and whether things would be done by July 2022. Mr. Snow stated that it should be done before that and that Phase II is the big report undertaking where they put all of the data together to see if there are any gaps missing and what needs to be done to address those issues. . Mr. Snow stated that he expects Phase II to begin in the winter and if anything needs to be resolved it can be completed in the spring.

Ms. Zagabe-Ndiku inquired about whether we should be worried about what is underneath the high school building as we do not know exactly. Mr. Snow stated that although we do not have any issues, there is some uncertainty as to whether there are any additional features such as tanks, drainage lines, or old remnants of the factory still underground. Mr. Snow explained that there are blueprints of the property, but they do not give much information. Mr. Snow explained that the sinkholes in the High School parking lot, for example, are a direct result of using poor choices of material to fill in that area, which was done by Norton Abrasives. . The material is never compacted so if at any time any water source gets into the subsurface of the asphalt, it washes all the material away. Because of the buses that are driving around the building, the soil starts to compact underneath and a sinkhole is formed. Mr. Royce then asked if the sinkholes should just continue to be filled one by one or whether the whole parking lot/property should be redone. Mr. Snow explained that because of all the heavy vehicles that travel on that same path that is where most of the wear-and-tear will be and there will be repeated sinkholes. Mr. Snow stated that eventually, you may have to dig up the whole area to backfill it and compact it but that is a pretty significant number and he thinks it could cost about \$1M because asphalt is very expensive at the moment.

Mr. Grennon, Director of Facilities, began his report by stating that with the rain the day before there were about two feet of water in the Elementary School basement. Mr. Grennon also stated that sewage came into the building as well. They are starting to assess the extent of the damage. Mr. Grennon explained that because of the heavy rainfall that came so quickly there wasn't much that could be done in terms of preventative measures besides the ones that were already in place. Mr. Grennon explained that about 95% of the water has been removed already. Mr. Grennon explained that 5 feet of water were all the way to the top of the retaining wall near the back of the elementary school; the football turf was also flooded which raised the turf field.

Mr. Royce inquired about putting in a claim and what was the deductible amount? He also recommended some future reconfiguration as this would likely happen again. Mr. Royce also wanted to

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know if there was any help that could be given from the city and Mr. Grennon explained that there was not.

Mr. Grennon explained that all of the buildings were cleaned this summer as the cleaning company did all of the stripping and waxing and moving the furniture. He stated that they are in the process of moving furniture back into their classrooms. Mr. Grennon stated that sinkhole and crack filling repairs were done at the high school parking lot and that the middle school parking lot was painted/lined.

Mr. Grennon reported that there were a couple of rooms being built in the elementary school; new light fixtures and large fans are also being installed in the activity center. Mr. Grennon stated that the turf field was also repainted.

Mr. Grennon stated that they were looking for an engineer to come in to look at the middle school and elementary school and an RFP has to be done for the engineering part of it. Mr. Royce inquired about the previous engineer and Ms. Plauk informed him that it was Polk Kallis. Ms. Zagabe- Ndiku inquired about installing a platform to keep the heavier machines on instead of the ground in case another flood comes and Mr. Grennon states that they are looking into that. Ms. Paluk stated that Mr. Grennon and his team have been working very hard and coming in early. Ms. Paluk stated that They are now trying to secure the Middle School entryway and some glass doors were put in but because of that it meant that they had to do some reconfiguration when it comes to the offices that are downstairs. Ms. Paluk also states that Mr. Grennon had to also build a calming room in the elementary school.

Ms. Paluk also stated that the high school now needs 280 desks as they do not want to use the current ones due to social distancing and Mr. Grennon did put in an order but they have to be built once in. Ms. Zagabe- Ndiku asked whether the desk would be here in time and Mr. Grennon stated that they would. Ms. Plauk then stated that Allan was away on medical leave but is now back and has been helping the school get in shape by taking care of the grounds and assisting Mr. Grennon.

Ms. Carpino began her report on the finances. She stated that the final numbers were \$1,000,024 which put us below the budget. Ms. Carpino also stated that a new bus contract was signed. Ms. Paluk explained that it was a 3% increase each year putting it at 5,000,000 total. Mr. Royce wanted to know if



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Durham placed a bid and Ms. Carpino stated that they did not. Ms. Carpino stated that under the meal revenue we would be under the SSL program for the entirety of the school year. Ms. Carpino also stated that there was a total revenue of \$189,000 which was significantly lower than budgeted but that is because students were not in school and it was more than was forecasted because, in the end, the students ended up returning. Ms. Carpino stated that we have been approved for the ESSR2 and that she is currently working on the ESSR3 as there are a little bit more requirements needed for that one.

Ms. Carpino explained that staffing costs are still below the budgeted amount because of the positions that were open last year. Ms. Carpino stated that we were above the forecasted amount because of the bonuses that were given to the employees this year. Ms. Carpino also explained that a resource Personnel was hired who is going to help in the business office and right now there are two non-instructional and five instructional that are not substitute-related positions that are open. Miss Carpino explained that the new HR Personnel Mariana would assist with getting the HR within the school on track. Ms. Carpino explained that we did stay above the forecasted amount for the benefits. Miss Carpino stated that open enrollment ends on August 31st and a 3% increase on the health and dental insurance was negotiated. Mr. Royce inquired about whether HR knowledge was a broker that helped with negotiations. Ms. Carpino explained that the ADP payroll is through them but payroll is done in a tandem manner. Ms. Zagabe- Ndiku suggested that at some point, it would be nice to have a finance team in-house so that we do not have to outsource.

Mr. Royce then inquired about the amount that HR Knowledge was being paid and Ms. Carpino stated that it was over \$100,000 a year. Mr. Royce then inquired about the balance sheet and wanted to know if, at some point in the fall, they could get a very detailed breakout of the various big-ticket expenditures that were coming our way as he wanted to see the true net cash amount. Ms. Zagabe- Ndiku wanted to know what insurance for non-employees was for and Ms. Carpino explained that it was for the umbrella insurance but she would have to dig into what that line is for specifically. Ms. Carpino explained that the audit has been going well and that she has been cleaning up certain things but they are moving on the right track. Ms. Carpino states that the last portion of the audit will come in 15 days.

Ms. Paluk then stated that Ms. Carpino has been working very hard and has made everything electronic to which Mr. Royce agreed as so much change for the better has happened.



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Mr. Royce asked for a motion to adjourn the meeting. Ms. Zagabe- Ndiku made the motion to adjourn the meeting, and Mr. Royce seconded the motion. The meeting was adjourned at 9:05 a.m.

List of Documents Provided:

Environmental Update
Report