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, April 14, 2023, 8:00 a.m.

https://akfcs-org.zoom.us/j/97008404488?pwd=K24rQ2VxY0dLQUZBNEQ4M0Z5SXd6UT09

Meeting ID: 970 0840 4488 **Passcode**: 797011

By phone: +1 309 205 3325 US **Meeting ID**: 970 0840 4488

I. Call to Order- Ms. Bibiche Zagabe-Ndiku, Chair

II. Introductions/Attendance Recorded

III. Review of the March 17, 2023, Meeting Minutes

   a. **Motion:** To accept the March 17, 2023, Meeting Minutes

IV. Budget Presentation - Ms. Alisha Carpino

V. Facilities Report - Mr. Andrew Cruickshank (Time Permitting)

VI. IT Report - Mr. Gabriel Beltran (Time Permitting)

VII. Timely Topics as Identified by the Chair and/or ED

VIII. Upcoming Facilities & Finance Committee Meeting(s):

   a. Thursday, April 20, 2023- Budget Meeting

   b. Friday, May 19, 2023

   c. Friday, June 16, 2023

IX. Adjournment

Abby Kelley Foster Charter Public School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness and all students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

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Facilities and Finance Committee Meeting Minutes-DRAFT

Friday, March 17, 2023, 8:00 a.m.

https://akfcs-org.zoom.us/j/97552394016?pwd=NlY0bnJtazBKTEwxekxtTEgwTFVvUT09

Webinar ID: 975 5239 4016 **Passcode**: 689607

By phone: +1 301 715 8592 **Webinar ID**: 975 5239 4016

The meeting was called to order by Ms. Zagabe-Ndiku at 8:03 a.m. The attendance was recorded and is attached.

Ms. Zagabe-Ndiku asked the Committee to review the Meeting Minutes from the February 17, 2023, meeting. Upon its review, Ms. Zagabe-Ndiku requested a motion to approve the February 17, 2023, Facilities & Finance meeting minutes. Mr. Royce made the motion, and Mr. Beaudry seconded it.

Financial Report

Ms. Carpino provided the financial report, noting that the actual for tuition and transportation payments is $429,708 above the budgeted amount. A reduction in the projected tuition from DESE totaling $86,792 resulted from a decrease in low-income and a decrease in seat count of four. In-District transportation expenses are below the budgeted amount. It was noted that this might be over budget at the end of the year due to transportation accommodations made based on student needs.

Nutrition expenses are over budget due to increased student participation by $121,014. The actual federal grant funding of $258,855 is also reporting over budget due to extra grant funding not anticipated in the Title I and IDEA grants. Salaries are reporting under budget due to open positions throughout the district, lane changes, and steps within the salary scale. Student teachers were discussed as an option to close the staffing gaps. The FY23 Debt Service Coverage Ratio is 2.56:1, compared to a required ratio of 1.15:1.

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WBDC/Abby Kelley Proposal Update

Grants are still waiting to be approved by the EPA for the demolition projects to begin with WBDC. Late spring to early summer will be the time frame for receiving the approval or denial. The demolition will begin on Arrarat Street if the grants are not approved. More information will be provided as the project continues. It was noted that OHI would be assisting with the WBDC project as they were selected as the consulting firm for that project.

Facilities Report

Lighting at the high school, LED systems, and the updating of the current control panel system were discussed with representatives from Rise. The contract for the Elevators in the District will expire on 12/31/2023, and vendors have been invited to submit bids for consideration before the end of August. Interested parties in the HVAC project at the elementary school have been invited to examine it to submit a proposal. ADT is also reviewing the monitoring system.

The camera installation project on the exterior of the elementary school was completed at the beginning of March, outlets on the field lamposts were repaired, and forty additional outlets were added to the front admin office. The elementary school basement storm door installation is still in progress, and they are working on syncing the keypads to the new doors. Hiring for staff is also taking place, with interviews being conducted for Tech 1 and 3 positions and janitorial staff positions.

IT Report

The top three categories for last month's IT service requests were Chromebooks, printing, and general support. It was noted that there are carts with spare Chromebooks in every school, and IT is handling the repairs while school admins assist with discipline and billing. The implementation of PowerSchool is still taking place, and the lottery was done, with it being noted that while there were some minor issues, the process itself was a success. IT staff are currently attending necessary training and workshops.

Teachers and IT staff met to discuss STEM and technology classes, and ideas are currently being reviewed, such as musical production, video, art, 3D printing, and coding. The current inventory is under review

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in preparation for the upcoming budget. An additional 100-150 Chromebooks will be needed. New devices would be supplied for faculty and staff, and computer labs in the schools would be updated.

Ms. Zagabe-Ndiku asked for a motion to adjourn the meeting. Mr. Beaudry made the motion, and Ms. Blue seconded it. The meeting was adjourned.

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Abby Kelley Foster Charter School
Facilities & Finance Committee / Board of Trustees

Facilities Department – Monthly Report April 2023

AKFCS Facilities Department:

Grants, bids, and notices:
Have not heard back regarding the grant for the safety upgrades, key pads replacements and new doors.
The HVAC bidding saw only Trane submit a proposal. Their bid is currently being assessed by the state office that will ultimately approve the Grant.

Monitoring Systems:
Have been trying to get ADT to visit the site to look at the security system that they used to manage. Sadly despite now 5 calls being put through and requests for a site visit, we are going to have to look elsewhere. Also working with a current vendor (Fire Equipment INC) on having them monitor the district fire systems. Currently because of previous equipment issues, we have to divide that between them and WFD.

ES Basement storm door installation:
This project is still ongoing. The doors are now installed, but the glazing that was promised to be done by mid March still has not been completed. Issues with the Keypad not synching with the new door turned out to be of the vendor's own making. They have purchased a new unit and promised an install this week. The basement flooring that continues to be a challenge to keep clean, they have promised to bring back the installer during Vacation week.

Staff/New Hires
Our processes for hiring were discussed and adjustments made which then led to many more candidates applying that met the criteria that we were looking for. Have interviewed several candidates and have a Tech III candidate meeting with Heidi, Alisha and Allan after his first interview this past Friday.
We did welcome our newest team member Isias on April 3rd. Isias will be our Dayporter at ES and is already proving to be a great hire.

Warehouse Realignment:
The team, led by Sue has continued to make improvements in the warehouse space. They have begun to bring items in from the 8th grade side of the warehouse, which eventually will need to be realigned over the summer vacation.

Safety and cleanliness focus:
Heidi and I began district walks, beginning at ES. Initial findings were disappointing, but gave the Facilities and Janitorial team a chance to improve several areas of concern. An example being the mechanical room at ES. We now have a wall of shelving so products

are not laying around on the floor. Part of the focus is to ensure items such as the emergency lights are functional or in some cases even present in a room. We have requested a proposal from our electrical contractor as several rooms in MS do not have these units.

Summer Vacation and Projects:

The process of bringing in vendors for the summer projects is well underway. Have walked the ES and MS who have given their extensive wish lists. Two projects of note are the Gymnasium floor being refinished with a decal in line with our identity (a bear, not a confused looking wolverine), the Activity center floor being refinished and also the sidewalks being resurfaced where needed. A couple of staff (teachers) have expressed a willingness to be a part of the team over the summer and will speak to both Heidi and Alisha to see if it makes financial sense to afford that opportunity to more staff.

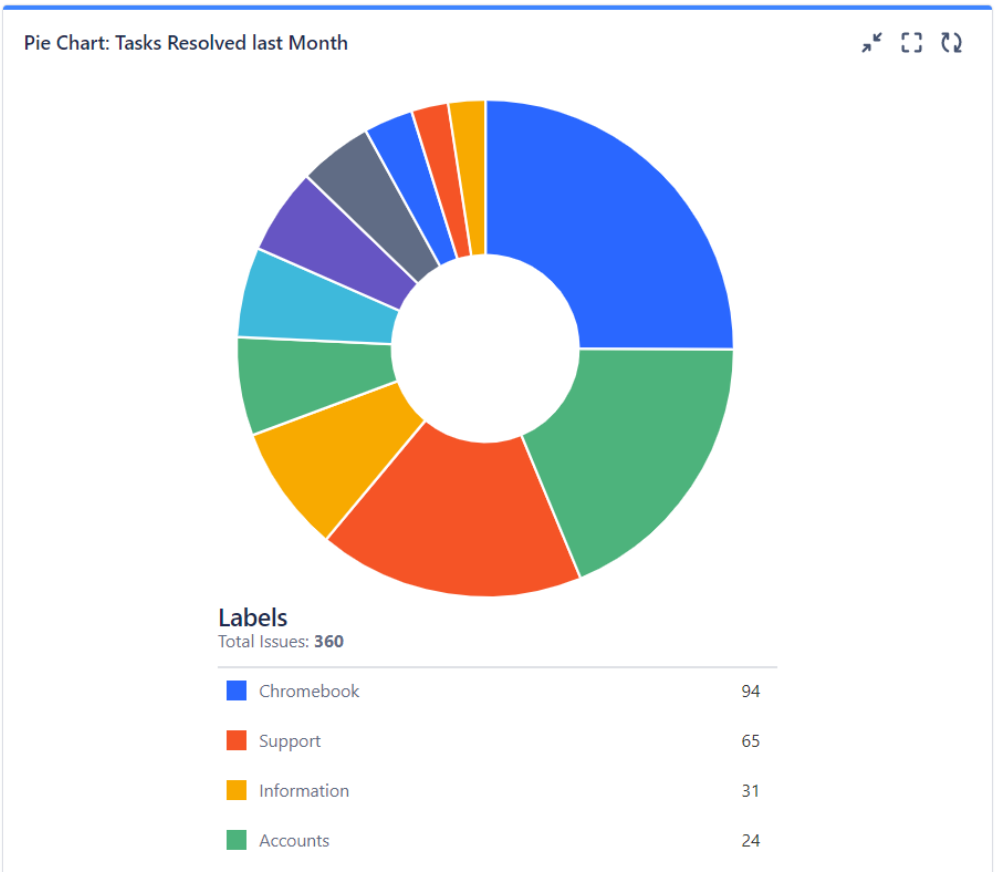
Vendor Challenges:

Our Janitorial contractor continues to be an issue, to the point a meeting was requested to have the project manager see first hand how badly they were doing. Despite assurances being made no improvements happened and consequently last Wednesday (April 5th) they were issued a 30 day Cure Notice. We do have another contractor on standby ready to take over the project if needed.

An opportunity was given to an old vendor (in HVAC) to show how they could be an asset to AKFCS once again and they did not let us down.

IT Updates 4/2023

- Last Month more common Issues
    - 360 Resolved tasks (Feb-Break)
    - Top 3 categories
        - Chromebooks (Break-fix)
        - Support
        - Information



- IT Projects
    - Powerschool Implementation
        - Training for Summer being Scheduled
        - So far
            1. Enrollement
            2. E-Collect
            3. Data Validations
            4. Roasters, Attendance, continue moving historical records
    - Infrastructure

        1. 2 ISP E-rate (AireSpring and CrownCastle)
- Technology, STEM, DL and CS.
    - I met with Principals back in Feb
    - Goal: Identify the state of our Tech integration
    - Some innovation and ideas coming up soon
        1. Musical Production
        2. Video, Art,3D Printers, Coding
        3. ES Tablets (Special Teachers, Music, Gym, Art…)