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

Thursday, April 20, 2023, 8:00 a.m.

https://akfcs-org.zoom.us/j/91565774017?pwd=OTE3cW0wL1ZtNTdnZU9zbWpYM3hKQT09

Meeting ID: 915 6577 4017 **Passcode**: 459941

By phone: +19292056099 **Meeting ID**: 915 6577 4017

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

II. Introductions/Attendance Recorded

III. Review of the April 14, 2023 Meeting Minutes

   a. **Motion:** To accept the April 14, 2023, Meeting Minutes

IV. FY'23-24 Budget Presentation- Ms. Alisha Carpino

V. March Financial Report- Ms. Alisha Carpino

VI. Facilities Report- Ms. Heidi Paluk / Mr. Andrew Cruickshank

   a. Update on long-term planning and neighborhood developments

   b. Proposed changes to the street address

VII. IT Report- Mr. Gabriel Beltran

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

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

   a. Friday, May 19, 2023

   b. Friday, June 16, 2023

X. 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.

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 Minutes-DRAFT

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

The meeting was called to order by Ms. Bibiche Zagabe-Ndiku, Chair. The attendance was recorded and is attached.

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

Budget Presentation

An overview of the preliminary budget focus was provided, noting the increased contracted services, position increases, and teacher retention amounts due to the increased needs of students. An ESL teacher, middle school dean of students, high school guidance staff member, and special education teacher for the elementary school were also noted as positions being added to the schools. Increasing the staffing in these areas would allow for the student's needs to be met with different programs, such as a reflection and recovery room, serving both special education and the general population students.

Faculty sick day buybacks were proposed for any staff member with over 5 sick days left, allowing for decreased callouts from staff wanting to use the days and not lose them. The salary scale and the efforts to make it more competitive as possible were discussed, with the proposal being a 3% permanent increase. This would be in addition to the typical step increase that is provided and is included in the salary projection presented by Ms. Carpino. Professional development and tuition reimbursement for staff were discussed, with the difference between the two being clarified and a proposed budget of $100,000 being set aside for that. Policies for the

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.

usage of tuition reimbursement programs will be created to better assist faculty that may want to make use of this program.

Instructional assistant wages were compared and discussed, with minor changes being made to the scale, as it was noted that the Instructional assistants were co-teaching in classrooms. It was explained that the old scale capped the salaries at thirty-five thousand dollars a year, and this new scale would provide incentives for instructional assistants and assist with the retention of staff members.

Training across the district is being enhanced, with skills gap training soon being offered to staff members and leadership training as well. Professional development related to SPED, ESL, and behavior interventions are also being offered and are a part of the budget. Legal fees and the different attorney specialties needed at Abby Kelley were discussed, explaining the increase in the budget. Stipends are being evaluated to determine the ones that are still necessary to have and what can be combined.

Ms. Carpino informed committee members that they would be received a more detailed breakdown of the budget as requested in order to provide clarification and transparency to the budget before the Board of Trustees meets to vote. The meeting was adjourned at 9:35 a.m.

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.

ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL
10 New Bond Street Worcester, MA 01606
Phone: (508) 854-8400 Fax: (508) 854-8484
www.akfcs.org

Fiscal Year 2024 Budget Narrative

Revenues

- **Revenues from State Sources**
  - I have budgeted revenue from state sources funding at $25,532,008. This calculation is based on the average of the ten-year trend along with the DESE preliminary projection and internal calculations and is comprised of anticipated funding from:
    - Foundation rate includes funds related to the Student Opportunity Act, English Language Learners, Economically Disadvantaged, and the 3.82% Special Education funding.
    - Facilities Aid- This portion is predicted to stay at $1,088 per pupil ($213,000) for FY24.
    - Transportation (In-District) – The projected transportation rate for FY23 is $855 per student, totaling $1,219,226. This is paid out at 1/12 July through May. In June, DESE finalizes a claim form that we submit in the preceding February, and the final payment is adjusted to capture the actual transportation cost for that fiscal year.
    - Transportation (Regional) - As a regional charter, we report our expenses to the charter school office. This data gets used to calculate an Entitlement (for expenses to transport pupils who reside >1.5 miles from school). They compare the state-wide entitlement to the available appropriation (it's always less) and then prorate and reimburse in the late spring. Reimbursement comes after districts' EOYRs (the report that provides them with baseline transportation data for "regular" regional schools) audits have been received. This is paid in two payments, with the first typically happening in April/May. Based on this, I have estimated FY24 regional transportation for $50,000.

- **Other Sources of Revenue**
  - State Funding
    - This is made up of the Medicaid funding and is calculated based on past numbers totaling $50,000
  - Federal Grant Funding (Entitlements)
    - Totaling $1,209,888, the revenue budgeted for FY24 is projected based on what was awarded in FY23. These are awarded based on formulas outlined in laws or regulations and consist primarily of Special Education, Title I, and Title III programs.
  - Covid Relief Funding
    - Since FY22, we have had ESSER II and III funding. This coming year is the last portion of ESSER III funding in the amount of $928,511 in FY24.
  - Nutrition Revenue
    - AKFCS is now a CEP certified district that remains committed to providing free breakfast and lunch to all students. Due to this and an increased participation in the meal program by students during FY23, Nutrition revenue for FY24 is budgeted at $815,270.
  - E-Rate
    - The budgeted amount of $30,000 offsets the district's broadband costs. In FY22 and FY23, we were granted additional funds for student devices (Chromebooks) and we will continue to pursue these funds, if available in FY24.

- Other
    - Other revenue is made up of school clubs, facility/field rental, and morning program totaling $129,643

Expenses

- **Salaries**
    - To continue the effort to remain competitive and improve our recruitment and retention the total budgeted amount for salaries in FY24 is $16,948,573. This number is inclusive of non-instructional COLA raises, all stipends, Instructional Assistants scale adjustment, a COLA increase to the teacher's salary scale, and the addition of seven (7) new positions being put in place to continue our commitment to providing additional student supports:
        - English as a Second Language Teacher
        - Middle School Dean of Students
        - High School Guidance Staff
        - Elementary Special Education Teacher
        - Middle School Special Education Teacher
        - Middle School Special Education Instructional Assistant
        - Elementary School Psychologist (Master) Level Guidance Staff

- **Fiscal Year 2022 Expenses Overview**
    - Overall, there are no drastic changes in budgeted expenses. This is due to the plan and vision put in place for FY22 continuing into FY23 and into FY24.

    - Information Management and Technology
        - Addition of more cameras in FY24
        - Continuation of upgrading outdated instructional equipment such as projectors
        - Upgrading of the district's phone system
        - Multimedia equipment for the High School
        - High School auditorium microphone and sound system
        - Upgrade of our Student Information System to Power Schools
    - Facilities
        - Updated security system for exterior doors and employee access
        - Establishing a preventative maintenance schedule and contracts for various systems across the district (such as Kitchen appliances, HVAC,)
    - Staff Recruitment and Retention
        - Tuition Reimbursement Program, which will be developed with a sub-committee during summer and early fall.
        - Sick day buyback to leverage employees who are not ill as an incentive to prevent callouts, which put a strain on colleagues and leadership of buildings.
    - Instructional Enhancements
        - I-Ready Math curriculum for grades 4-7, which complements the same program already in place K-3. This would align the K-7 curriculum in Math; similar to the K-5 in ELA.
        - Implementation of MTSS data tracking in Panorama would allow comprehensive tracking of behaviors, interventions, and other social programs that students are receiving.

Abby Kelley Foster Charter Public School
FY2024 Budget Proposal

	FY2022 Budget	FY2023 Budget	FY2024 Budget (Proposed)	FY2023 to FY2024 Comparison	FY2023 to FY2024 Comparison
Revenue					
Covid Funding	1,720,938	1,720,938	928,511	(792,427)	-46%
E-Rate Revenue	30,000	30,000	30,000	0	0%
Federal Grant Funding	874,000	871,000	1,209,888	338,888	39%
Nutrition Revenue	650,000	650,000	815,270	165,270	25%
Other Revenue	85,000	129,643	129,643	0	0%
Private Fundraising	20,000	0	0	0	0%
State Grant Funding	47,000	50,000	50,000	0	0%
Tuition and Transportation Revenue	22,063,322	23,450,355	25,532,008	2,081,653	9%
Total Revenue	**$ 25,490,260**	**$ 26,901,936**	**$ 28,695,320**	**$ 1,793,384**	**7%**
Expenditures					
Administration					
Contracted Services- District	296,760	349,120	434,120	85,000	24%
Depreciation Administration	86,188	2,064	2,064	0	0%
Information Management & Technology	144,000	380,000	200,000	(180,000)	-47%
Other Administrative Expenses	217,019	361,500	371,650	10,150	3%
Recruitment & Advertising	22,500	32,000	25,000	(7,000)	-22%
Salaries- Leadership & Administration	889,332	961,921	1,166,072	204,151	21%
Total Administration	**$ 1,655,798**	**$ 2,086,605**	**$ 2,198,906**	**$ 112,301**	**5%**
Benefits & Other Fixed Charges					
Insurance (non-employee)	154,241	158,849	163,614	4,765	3%
Rental/Lease of Buildings, Grounds & Equipment	84,000	85,000	87,550	2,550	3%
Retirement & Fringe Benefits	2,901,515	2,864,980	3,072,247	207,267	7%
Staff Retention	350,000	75,000	65,000	(10,000)	-13%
Total Benefits & Other Fixed Charges	**$ 3,489,756**	**$ 3,183,829**	**$ 3,388,411**	**$ 204,582**	**6%**
Instructional Services					
Contracted Services- Instructional	230,100	220,000	330,000	110,000	50%
International Baccalaureate Program	49,427	50,913	52,440	1,527	3%
Professional Development	140,700	150,000	75,000	(75,000)	-50%
Salaries- Instructional	11,698,071	13,271,726	14,414,988	1,143,262	9%
Supplies & Materials	276,208	283,750	286,000	2,250	1%
Instructional Initiatives	600,000	0	0	0	0%
Depreciation	165,768	0	0	0	0%
Total Instructional Services	**$ 13,160,273**	**$ 13,976,389**	**$ 15,158,428**	**$ 1,182,039**	**8%**
Operation and Maintenance of Plant					
Contracted Cleaning Services	120,684	244,860	338,766	93,906	38%
Depreciation Facilities Related	1,452,772	1,652,772	1,605,130	(47,642)	-3%
Maintenance of Buildings, Grounds & Equipment	615,100	591,040	755,000	163,960	28%
Salaries	407,695	373,181	495,394	122,213	33%
Utilities	870,034	864,000	881,680	17,680	2%
Total Operation and Maintenance of Plant	**$ 3,466,285**	**$ 3,725,853**	**$ 4,075,970**	**$ 350,117**	**9%**
Pupil Services - Other					
Athletic Programs	202,987	200,000	260,000	60,000	30%
Food Services	463,608	475,000	502,600	27,600	6%
Nursing Supplies	6,000	6,000	6,000	0	0%
Other Student Services	106,250	106,393	117,200	10,807	10%
Salaries- Other Student Services	672,572	714,086	872,119	158,033	22%
Student Transportation	1,356,592	1,444,900	1,466,800	21,900	2%
Translations	30,000	30,000	30,000	0	0%
Total Pupil Services - Other	**$ 2,838,009**	**$ 2,976,379**	**$ 3,254,719**	**$ 278,340**	**9%**
Total Expenditures	**$ 24,610,122**	**$ 25,949,055**	**$ 28,076,434**	**$ 2,127,379**	**8%**
Non-Operating Revenue					
Interest	3,000	3,000	250,000	247,000	8233%
Total Non-Operating Revenue	**$ 3,000**	**$ 3,000**	**$ 250,000**	**$ 247,000**	**8233%**
Non-Operating Expenses					
Interest Expense- Long Term Debt	686,720	645,000	603,000	(42,000)	-7%
Other Non-Operating Expenses	3,000	3,000	3,000	0	0%
Total Non-Operating Expenses	**$ 689,720**	**$ 648,000**	**$ 606,000**	**$ (42,000)**	**-6%**
Change in Net Position	**$ 193,418**	**$ 307,881**	**$ 262,886**	**$ (44,995)**	**-15%**

Proposal for Update Street Addresses for
Abby Kelley Foster Charter School

Presented to Finance and Facilities Committee on April 20, 2023

Due to a number of reasons, one of which is accessibility in the event of a crisis, Abby Kelley will be changing our street address numbers to make it easier for emergency response, as well as package and mail delivery, and directions for guests, among other reasons.

We have a staff member working with the City Clerk and street engineering department, who have given preliminary approval for these changes.

Current numbering: Elementary and Middle School are both referred to as #10 New Bond Street. Our insurance breaks that down to Unit A and B but nothing else has those 'sub' letters. High School is listed as #6 New Bond Street.

Proposed Numbering: Elementary School will be #2 New Bond Street; Middle School will be #6 New Bond and High School will be #10 New Bond. (#4 would technically be the old power plant that does not belong to Abby Kelley and is located between Elementary and Middle School; #8 is DEP.)

Here is a link to the current list of addresses on New Bond Street, as listed by the City Assessor's office: Search Results | City of Worcester, MA (worcesterma.gov).

In speaking with school Atty the following are items we will need to submit notice of the change of addresses:

- City Assessor's office,
- Department of Public Works & Cemetery (for water and sewer)
- Fire Department,
- Police Department,
- Department of Inspectional Services (relative to building permits/records),
- Health Department (relative to food service permits)
- City's Geographic Information System (GIS)
- Worcester Registry of Deeds (Affidavit)
- DESE
- MCPSA
- Insurance Documents
- Financial Documents including Loans
- Internal documents such as letterhead, website, report cards, transcripts, etc.
- Phone system and Google Maps
- other?

Lastly, the consultants we are using (OHI) to assist with the WBDC project are beginning their property conditions report and will make sure the plans that are produced will reflect the new numbers.

Submitted by
Heidi Paluk

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.

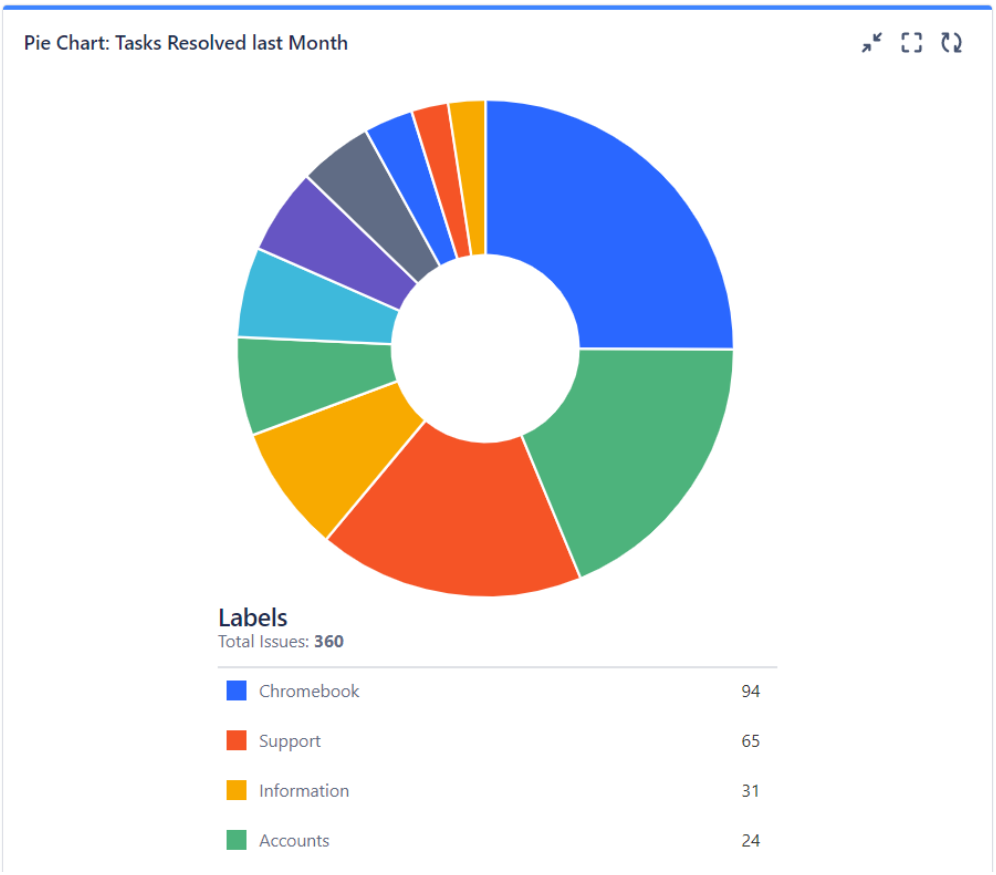
Vendor Challenges:

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…)