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 16, 2023, 8:00 a.m.

https://akfcs-org.zoom.us/j/95900835031?pwd=dXFhVkYvemZZVk9FMy9FZVVOOElxQT09

Meeting ID: 959 0083 5031 **Passcode**: 315447

By phone: 19292056099 **Meeting ID**: 959 0083 5031

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

II. Introductions/Attendance Recorded

III. Review of the May 19, 2023, Meeting Minutes

   a. **Motion:** To accept the May 19, 2023, Meeting Minutes

IV. Investment Update- Mr. Ryan Kittredge- Clearpath Financial Partners

V. Long-Term Facilities Planning Update- Mr. Bob Baldwin & Ms. Lindsay Richard- QPD LLC

VI. DRAFT 2023-2024 Committee/BoT Calendar

VII. Financial Report- Ms. Alisha Carpino

VIII. Facilities Report- Mr. Andrew Cruickshank *(Time Permitting)*

IX. IT Report- Mr. Gabriel Beltran *(Time Permitting)*

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

XI. 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, May 19, 2023, 9:00 a.m.

https://akfcs-org.zoom.us/j/93495341223?pwd=TnFramQySlJETW1nKzlUN254TVM1UT09

Meeting ID: 934 9534 1223 **Passcode**: 218754

By phone: +1 929 205 6099 **Meeting ID**: 934 9534 1223

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 April 20, 2023, meeting. Upon its review, Ms. Zagabe-Ndiku requested a motion to approve the April 20, 2023, Facilities & Finance meeting minutes. Mr. Royce made the motion, and Mr. Beaudry seconded it.

Long-Term Facilities Plan Update

Mr. Robert Baldwin and Ms. Lindsay Richard from QPD provided an overview of the work that would be conducted when it comes to the facilities of Abby Kelley. Feasibility of work and construction costs were some of the topics that were discussed. A property move was also discussed, as it was explained that upgrades to the middle school could prove to be costly. Spaces such as the middle school and the BRM space were reviewed, with the real estate of the buildings being among the many factors being reviewed by QPD.

Draft floor plans of buildings were provided to committee members, showing building addition ideas and potential construction costs based on the current building conditions. Feasibility based on the current budget numbers was discussed, with it being noted that the renovation numbers in the presentation are not set in stone and that line items will be better assessed in the next month. Several factors, including the potential sale price of the building, will be evaluated and presented once finalized.

Financial Report

The actual for tuition and transportation payments is $488,738 above the budgeted amount because of a reduction in the projected tuition of $86,792. This is due to a 10% decrease in low-income and a temporarily decreased seat count of four. Costs related to in-district transportation are below the budgeted number by $84,018, and this does include fuel adjustment charges to date. This amount may be over budget due to

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transportation accommodations that have been made based on student needs. The Nutrition department is currently $72,883 over budget, with revenue being $186,331 over budget due to increased participation. The actual for Federal Grant funding is $323,568 above the budgeted number for the year. This is due to receiving extra grant funding that wasn't anticipated in the Title I and IDEA grants, and this trend will continue throughout the fiscal year. The expense for benefits and other fixed charges is currently under the budgeted amount of $297,743, and the FY23 Debt Service Coverage Ratio is 3.55:1, compared to a required ratio of 1.15:1.

Bonus Proposal

A bonus proposal of $1500.00 per employee was presented to the committee members. This bonus would be paid out on the June 2, 2023 payroll. Ms. Carpino explained the work that went into the calculation and noted that this would be the best financial and retention option, totaling $333,000.00. The committee members agreed unanimously to the bonus proposal and would bring it forward at the Board of Trustees meeting for a formal vote.

Financial Policy Review

All required documents were put together in a file, noting the audited records and those that were not and sent to committee members for review. It was pointed out that all policies would be reviewed to ensure they are necessary and current and that the governance committee would also be looking into the current policies of the school and committee.

Ms. Zagabe-Ndiku called for a motion to adjourn the meeting. Mr. Royce made the motion, and Mr. Beaudry seconded it. The meeting was adjourned at 10:30 a.m.

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Abby Kelley Foster Charter Public School

Facilities Feasibility Planning
June 2023

QPD

AGENDA

1. FACILITIES OVERVIEW
   - Challenges & Opportunities
2. PROPOSED SOLUTIONS
   - Renovate & Expand the Middle School Building
   - Two Additions & Sell the Middle School Building
4. AFFORDABILITY – *to be discussed*
   - Debt capacity & fundraising
   - Financing Plan
3. PRELIMINARY SOURCES & USES
5. PROJECT SEQUENCING & COORDINATION
6. RISKS

CAMPUS OVERVIEW

FACILITIES & SITE CHALLENGES

Systems Upgrades

- MS HVAC
- Flooding issues (e.g. HS sink holes, MS kitchen)
- Roof & façade repairs
  - HS roof & repointing, ES facade, ES & MS windows, MS buffer zone roof
- MS electrical re-wiring
- Energy efficient lighting
- ES plumbing

Building Enhancements

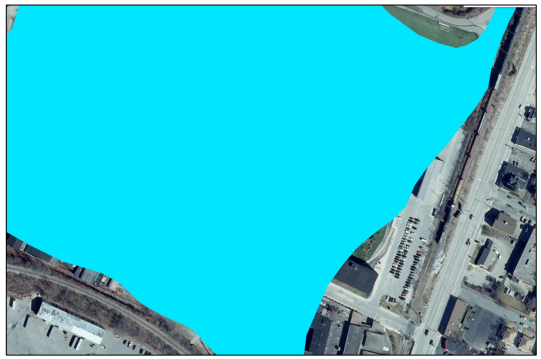
- MS kitchen/cafe
- Field/fencing replacement/expansion
- HS bathroom configuration
- Security

Program Need

- Middle School:
  - PE/recreation space
  - Additional MS music space
  - MS bathrooms
- Elementary School:
  - Outdoor seating/nature classroom
- High School:
  - Additional cafeteria space
  - Additional music/multi-purpose space
- Campus-wide: Programmatic space to meet changing needs of student population

Site Constraints

- Floodplain
- Wetlands
- Environmental (Activity & Use Limitations)
- Occupied site



List above is not all inclusive. QPD notes there may be additional items that will be evaluated for inclusion in any major facility project and/or long-term budget planning.

OPPORTUNITIES

- Indoor Real Estate:
  - Approximately 29,000 sf of unfinished space within the high school building
  - Approximately 15,000 square feet adjacent to Middle School ("Buffer Zone" space)
  - 10,970 square feet of lower level "BRM" space within the Middle School

- Outdoor Real Estate:
  - High School parking lot
  - Elementary school parking lot
  - Adjacent parcels (Liberty, WBCD, United Rental)

- Adjacent planned development projects (WBDC/St. Gobain)

PROPOSED SOLUTIONS

1. SCENARIO 1 – Renovate & Expand Middle School Building

- Complete mechanical system upgrade
- Electrical system upgrades
- Fit-out "buffer zone" space for multi-purpose & indoor recess space
- Fit-out lower level "BRM" space for new cafeteria/warming kitchen
- Renovate existing cafeteria/kitchen for additional classroom/program space
- Minor code required upgrades & misc. reconfiguration throughout
- Window replacement

2. SCENARIO 2 – Sell Middle School Building & Expand High & Elementary Schools

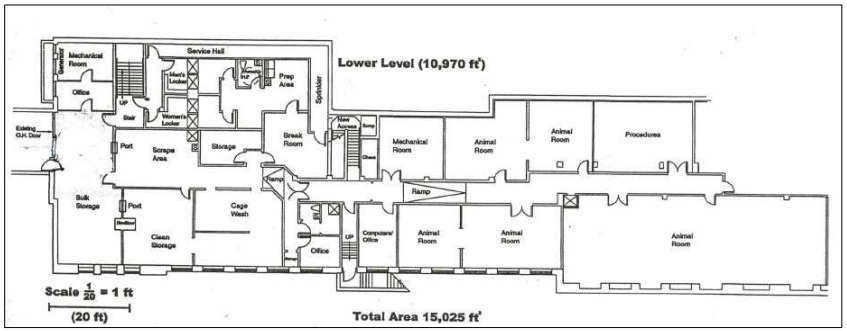
- Sell Middle School building
- Relocate 6th & 7th grade to High School building
  - Build out ~29,000 sf of unfinished space
  - Relocate facilities space to new facilities shed on campus
- Relocate 4th & 5th grade to Elementary School building
  - Build an approximately 18,000 sf addition over the parking lot

3. EITHER SCENARIO

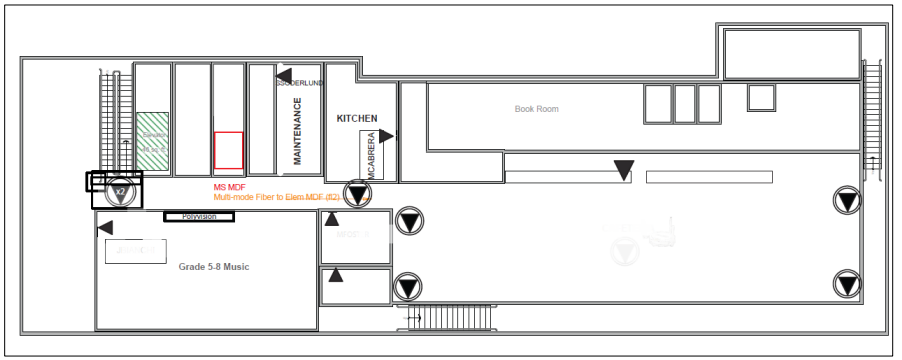
- Field expansion
- High School parking lot improvements
- Misc. High School and Elementary School improvements

SCENARIO 1 – Middle School Primary Areas for Renovation

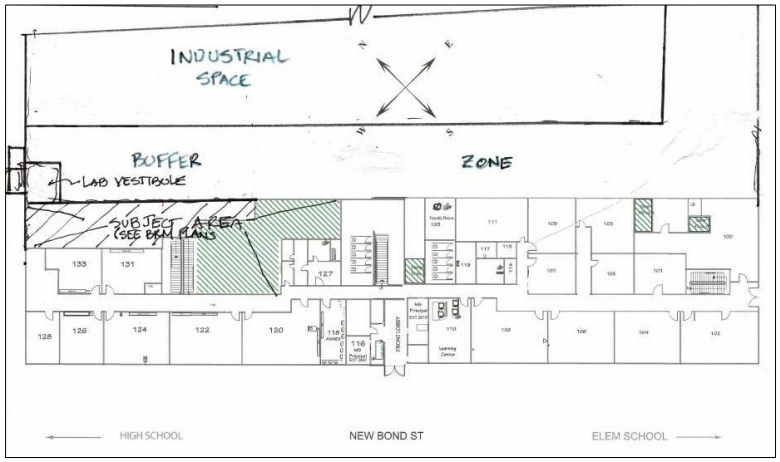
Lower Level "BRM" Space



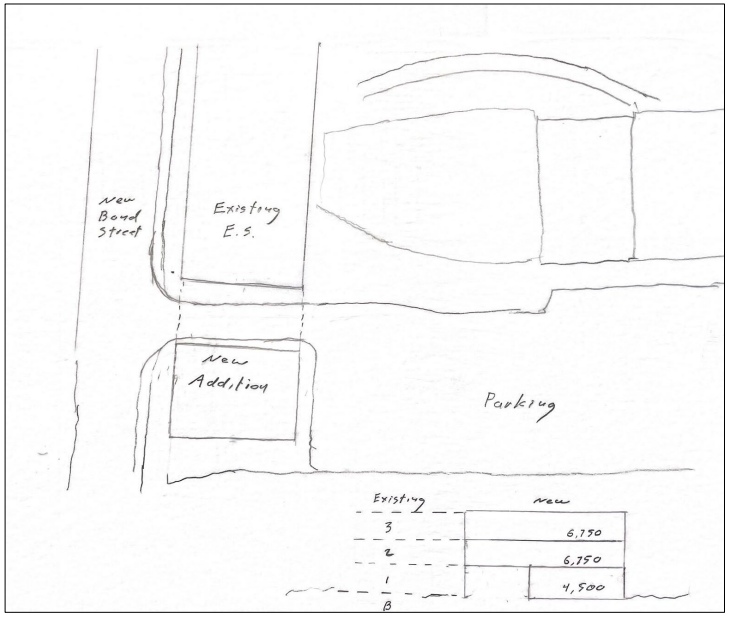
Existing Café/Kitchen LL Space

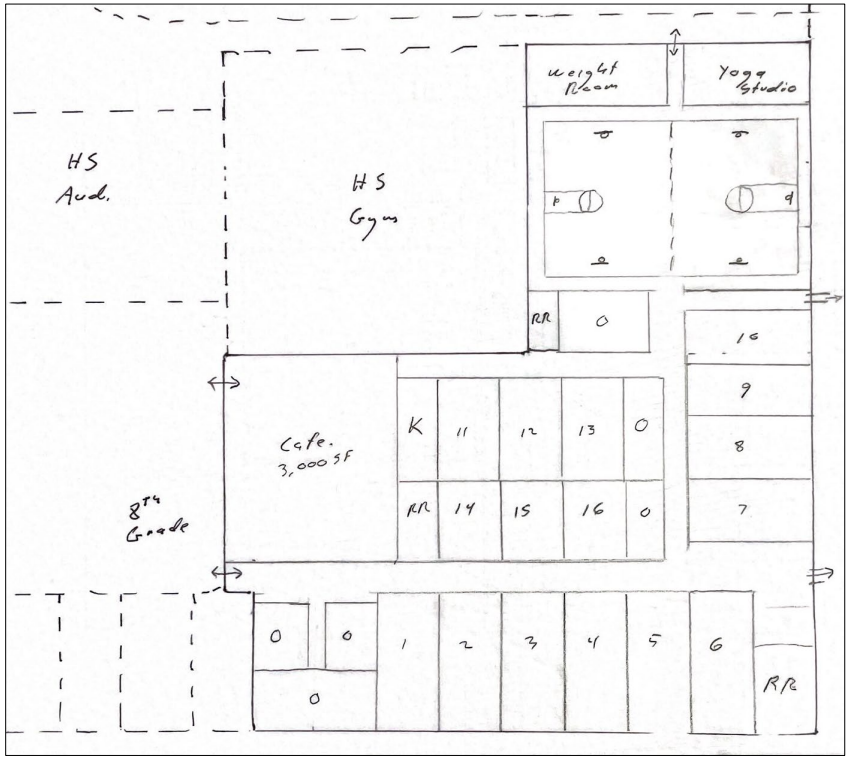


"Buffer Zone" Space



SCENARIO 2 – Expand High School & Elementary School





- Build-out the approximately 29,000 square feet of unused space within the high school building for 16 classrooms, Middle School gymnasium and cafeteria
- Construct an approximately 18,000 square foot ES addition with a new cafeteria & warming kitchen; 12 classrooms; break-out & admin space; and support/circulation

SOURCES AND USES OF FUNDS			Scenario 1 Renovate Middle School	Scenario 2 Add to HS and ES, Sell MS
Uses of Funds				
New Construction				
Elementary School addition	$580/SF	18,000 SF	$ -	$ 10,440,000
Renovation of vacant space in HS	$325/SF	29,000 SF	-	9,425,000
Facilities maintenance shed			-	200,000
Sub-total	$427/SF	47,000 SF	-	20,065,000
Middle School Renovation				
HVAC replacement, incl. electric	$70/SF	58,277 SF	$ 4,080,000	-
Buffer zone fit-out	$200/SF	10,000 SF	2,000,000	-
LL BRM space fit-out	$325/SF	10,970 SF	3,565,000	-
Café/kitchen renovation	$175/SF	10,000 SF	1,750,000	-
Window replacement			600,000	-
Misc. code required improvements			250,000	-
Misc. reconfiguration	Approx 10% of the space		690,000	-
Sub-total			12,935,000	-
Field expansion & re-surface			1,500,000	1,500,000
High School parking lot improvements			500,000	500,000
Misc. improvements to existing ES			500,000	500,000
Misc. improvements to existing HS			500,000	500,000
Construction Cost Contingency	15% of reno	10% of new	2,390,000	2,310,000
Hard Costs Sub-total			18,325,000	25,375,000
Project Soft Costs, Financing Costs and FFE	15%		2,750,000	3,810,000
Total Uses			**$ 21,075,000**	**$ 29,185,000**
Sources of Funds				
Existing Funds	62 days WC reserved		$ 5,200,000	$ 5,200,000
Capital Campaign			1,500,000	1,500,000
Sale of MS Building	$65 / SF	79,200 SF	-	5,150,000
Total Equity Available			6,700,000	11,850,000
New Debt Required			14,375,000	17,335,000
Total Sources			**$ 21,075,000**	**$ 29,185,000**

PROJECT SEQUENCING & COORDINATION

EITHER SCENARIO

1. Project team assembly
    - Owner's Project Manager
    - Environmental, civil engineers
    - Design Selection Board process – hire Architect
    - General Contractor/Construction Manager RFP & selection
2. Diligence
    1. Preliminary discussions with AHJs (i.e. building dept, DEP)
    2. Preliminary discussions with building department & code officials
3. Programming & Early Design (Schematic)
    1. Code review
4. Cost estimation & Early Lender Conversations
5. *Project direction, scope & sizing decision-making*
6. Design Development & Construction Drawings
7. Lender RFP & Term Sheet Negotiations
8. Permitting
9. Lender(s) selection & Commitment Letter(s) negotiation
10. Financing Closing & Construction Start
11. Construction
12. Occupancy

CONSTRUCTION SEQUENCING

SCENARIO 1 CONSTRUCTION

Over summer break (likely two summers):

1. HVAC & electrical upgrades
2. Majority of code upgrades

Phased during school year:

1. Build out “BRM” space into new cafeteria and warming kitchen & “Buffer Zone” Space
2. Renovate existing cafeteria/kitchen space

Anytime:

1. Field Expansion
2. Misc. improvements across all three buildings

SCENARIO 2 CONSTRUCTION

1. Build out space at High School & addition at Elementary School & complete field expansion
2. Relocate 6-7th to High School & 4-5th to Elementary School
3. Vacate and sell Middle School building

RISKS

- Site challenges (floodplain, wetlands, environmental)
- Ongoing operations
- Construction & real estate market volatility
- Neighboring development
- Building code
- Fire dept access at Elementary School

Abby Kelley Foster Charter Public School

2023-2024 School Calendar

21-Aug	Planning/Development Days (All Staff)
22-Aug	Planning/Development Days (All Staff)
23-Aug	First Day Of School- Grades 1-12
28-Aug	First Day Of School for KINDERGARTEN
1-Sep	Early Release- DISTRICT
4-Sep	No School- **CLOSED**
20-Sep	Early Release- Professional Development- DISTRICT
6-Oct	Early Release- DISTRICT
9-Oct	No School- **CLOSED**
18-Oct	Early Release- Professional Development- DISTRICT
10-Nov	No School- **CLOSED**
20-Nov	Early Release- Teacher Conferences- DISTRICT
21-Nov	Early Release- Teacher Conferences- DISTRICT
22-24 Nov	November Break- No School- **CLOSED**
22-Dec	Early Release-DISTRICT
25-Dec	Holiday Break Begins- No School- **CLOSED**
2-Jan	Holiday Break Ends- Return to School
15-Jan	No School- **CLOSED**
16-20 Jan	Early Release (High School Only)- Midterms Tues-Friday
17-Jan	Early Release- Professional Development- DISTRICT
19-Feb	School Vacation Begins- No School
23-Feb	School Vacation Ends
20-21 Mar	Early Release - Tentative Teacher Conferences
29-Mar	No School- **CLOSED**
15-Apr	Spring Break Begins- No School
15-May	Kindergarten Screeening
24-May	Early Release- DISTRICT
27-May	No School- **CLOSED**
11-Jun	Early Release- Last Day of School- DISTRICT (Tentative)
19-Jun	No School- **CLOSED**

All dates subject to change.

VERSION : Updated 5/30/23

Five (5) days have automatically been added to the school year, which may impact the last day.

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June 14, 2023

Notes to Draft Financial Statements dated May 2023:

Attached are unaudited financial statements for the 10-month period ending May 31, 2023.

Following are explanations of various budget items and variances:

Tuition and Transportation Revenue- The actual for our tuition and transportation payments is $877,150 above the budgeted amount. There has been a reduction in our projected tuition from DESE in the amount of $86,792, due to a 10% decrease in low income and a temporary decreased seat count of four. The seat count is back to and with this the tuition amount is still coming in higher than expected and this trend will continue through the end of the fiscal year.

In District Transportation Expense- Costs related to this are below the budgeted number by $67,911. At this point, I expect the year end number to be slightly under budget at the end of the fiscal year. This number includes fuel adjustment charges to date.

Nutrition- Expense for the Nutrition department are currently $113,947 over budget with revenue being $239,310 over budget. This is due to participation being higher than expected and we this trend will continue through the fiscal year end.

Federal Grant Funding- The actual here is $355,925 above the budgeted number for the year. This is due to receiving extra grant funding that wasn't anticipated in the Title I and IDEA grants and this trend will continue throughout the fiscal year.

Staffing Costs- Salaries are still currently under budget. This is due to positions that were and are open throughout the district from the facilities department to other positions within the district, along with timing and amounts accrual that are posted, and the change of where instructional staff are positioned within the lanes and steps of the salary scale.

Benefits and Other Fixed Charges - For FY23 we decided to stay with BCBS. This was budgeted at a small increase based on information received from HRK. We ended up being able to renew at a 0% increase and this gave us savings from what we projected the cost to be. Due to this, the expense for benefits and other fixed charges is currently under the budgeted amount of $328,085.

Financing- The FY23 Debt Service Coverage Ratio is 2.32:1, compared to a required ratio of 1.15:1

Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of May 31, 2023
July 2022 - April 2023

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget	Total FY2023 Budget	Total % of Budget	Prior Year Actual
Revenue							
Covid Funding	1,401,773	1,577,527	(175,753)	89%	1,720,938	81%	1,434,719
E-Rate Revenue	31,334	27,500	3,834	114%	30,000	104%	2,611
Federal Grant Funding	1,154,342	798,417	355,925	145%	871,000	133%	963,305
Nutrition Revenue	856,810	617,500	239,310	139%	650,000	132%	770,303
Other Revenue	45,424	118,844	(73,420)	38%	129,643	35%	75,924
Private Fundraising	28,326	0	28,326		0	0%	1,400
State Grant Funding	26,513	45,837	(19,324)	58%	50,000	53%	45,104
Tuition and Transportation Revenue	25,558,933	24,681,783	877,150	104%	23,450,355	109%	18,478,810
Total Revenue	**$ 23,222,987**	**$ 22,429,121**	**$ 793,866**	**104%**	**$ 26,901,936**	**86%**	**$ 21,772,176**
Expenditures							
Administration							
Contracted Services- District	454,319	320,023	134,296	142%	349,120	130%	194,499
Depreciation Administration	1,892	1,892	0	100%	2,064	92%	
Information Management & Technology	327,615	348,333	(20,719)	94%	380,000	86%	241,877
Other Administrative Expenses	276,529	331,379	(54,850)	83%	361,500	76%	124,507
Recruitment & Advertising	6,396	29,337	(22,941)	22%	32,000	20%	21,385
Salaries- Leadership & Administration	924,413	881,765	42,648	105%	961,921	96%	734,731
Total Administration	**$ 1,991,165**	**$ 1,912,729**	**$ 78,435**	**104%**	**$ 2,086,605**	**95%**	**$ 1,317,000**
Benefits & Other Fixed Charges							
Insurance (non-employee)	127,383	145,607	(18,224)	87%	158,849	80%	119,211
Rental/Lease of Buildings, Grounds & Equipment	75,389	77,913	(2,524)	97%	85,000	89%	99,343
Retirement & Fringe Benefits	2,328,472	2,626,228	(297,756)	89%	2,864,980	81%	2,031,151
Staff Retention	59,168	68,750	(9,582)	86%	75,000	79%	44,414
Total Benefits & Other Fixed Charges	**$ 2,590,413**	**$ 2,918,498**	**$ (328,085)**	**89%**	**$ 3,183,829**	**81%**	**$ 2,294,119**
Instructional Services							
Contracted Services- Instructional	316,410	201,667	114,743	157%	220,000	144%	214,597
International Baccalaureate Program	35,079	46,670	(11,592)	75%	50,913	69%	55,411
Professional Development	55,902	137,500	(81,598)	41%	150,000	37%	50,536
Salaries- Instructional	11,103,350	12,165,743	(1,062,394)	91%	13,271,726	84%	10,082,162
Supplies & Materials	252,871	260,106	(7,235)	97%	283,750	89%	227,872
Total Instructional Services	**$ 11,763,611**	**$ 12,811,686**	**$ (1,048,076)**	**92%**	**$ 13,976,389**	**84%**	**$ 10,630,578**
Operation and Maintenance of Plant							
Contracted Cleaning Services	350,489	224,455	126,034	156%	244,860	143%	0
Depreciation Facilities Related	1,311,237	1,515,041	(203,804)	87%	1,652,772	79%	788,164
Maintenance of Buildings, Grounds & Equipment	673,593	541,794	131,799	124%	591,040	114%	791,768
Salaries	230,703	342,078	(111,375)	67%	373,181	62%	303,839
Utilities	678,401	792,022	(113,621)	86%	864,000	79%	668,924
Total Operation and Maintenance of Plant	**$ 3,244,423**	**$ 3,415,390**	**$ (170,967)**	**95%**	**$ 3,725,853**	**87%**	**$ 2,552,695**
Pupil Services - Other							
Athletic Programs	174,767	183,326	(8,559)	95%	200,000	87%	137,409
Food Services	549,360	435,413	113,947	126%	475,000	116%	509,438
Nursing Supplies	2,048	5,500	(3,452)	37%	6,000	34%	1,245
Other Student Services	63,574	97,526	(33,952)	65%	106,393	60%	62,396
Salaries- Other Student Services	581,840	654,577	(72,737)	89%	714,086	81%	429,715
Student Transportation	1,304,744	1,372,655	(67,911)	95%	1,444,900	90%	1,096,337
Translations	13,490	27,500	(14,010)	49%	30,000	45%	12,690
Total Pupil Services - Other	**$ 2,689,823**	**$ 2,776,497**	**$ (86,674)**	**97%**	**$ 2,976,379**	**90%**	**$ 2,249,230**
Total Expenditures	**$ 22,279,434**	**$ 23,834,800**	**$ (1,555,366)**	**93%**	**$ 25,949,055**	**86%**	**$ 19,043,622**
Non-Operating Revenue							
Interest	68,200	2,750	65,450	2480%	3,000	2273%	3,407
Total Non-Operating Revenue	**$ 68,200**	**$ 2,750**	**$ 65,450**	**2480%**	**$ 3,000**	**2273%**	**$ 3,407**
Non-Operating Expenses							
Interest Expense- Long Term Debt	520,201	591,250	(71,049)	88%	645,000	81%	516,876
Other Non-Operating Expenses		2,750	(2,750)	0%	3,000	0%	0
Total Non-Operating Expenses	**$ 520,201**	**$ 594,000**	**$ (73,799)**	**88%**	**$ 648,000**	**80%**	**$ 516,876**
Change in Net Position	**$ 2,827,498**	**$ 255,732**	**$ 2,571,765**	**1106%**	**$ 307,881**	**918%**	**$ 2,215,085**

Abby Kelley Foster Charter Public School
Statement of Net Position
As of May 31, 2023

	Total			
	As of May 31, 2023	As of May 31, 2022 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts	12,810,678.45	9,599,289.19	3,211,389.26	33.45%
Accounts Receivable	-23.81	21,761.87	-21,785.68	-100.11%
Other Current Assets	885,747.01	1,691,612.36	-805,865.35	-47.64%
Total Current Assets	**$ 13,696,401.65**	**$ 11,312,663.42**	**$ 2,383,738.23**	**21.07%**
Fixed Assets	35,585,949.64	37,385,805.86	-1,799,856.22	-4.81%
Other Assets	0.00	0.00	0.00	
TOTAL ASSETS	**$ 49,282,351.29**	**$ 48,698,469.28**	**$ 583,882.01**	**1.20%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	458,911.47	374,049.95	84,861.52	22.69%
Credit Cards	-38,828.59	0.00	-38,828.59	
Other Current Liabilities	3,970,151.96	3,679,877.19	290,274.77	7.89%
Total Current Liabilities	**$ 4,390,234.84**	**$ 4,053,927.14**	**$ 336,307.70**	**8.30%**
Long-Term Liabilities	15,905,160.20	18,054,009.07	-2,148,848.87	-11.90%
Total Liabilities	**$ 20,295,395.04**	**$ 22,107,936.21**	**-$ 1,812,541.17**	**-8.20%**
Equity	28,986,956.25	26,590,533.07	2,396,423.18	9.01%
TOTAL LIABILITIES AND EQUITY	**$ 49,282,351.29**	**$ 48,698,469.28**	**$ 583,882.01**	**1.20%**

Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending May 31, 2023 (unaudited)

Debt Service Coverage Ratio: Tested Monthly

CASH FLOW AVAILABLE FOR DEBT SERVICE:		
	Change in Net Position	$ 2,827,322
	Plus:	
	Depreciation	$ 1,313,130
	Interest Expense	$ 520,201
	Minus/Plus:	
	Unrealized Gains/(Losses) on Investments	
	Extraordinary Gains/(Losses)	
	Net Operating Cash Flow	$ 4,660,653
DEBT SERVICE:		
	Current Maturities of Long Term Debt (Principal)	$ 1,418,972
	Current Maturities of Long Term Debt (Interest)	$ 589,120
	Total Debt Service	$ 2,008,092
	Required Ratio	**1.15**
	Actual Ratio (unaudited YTD)	**2.32**
	Compliance	**yes**

Abby Kelley Foster Charter Public School
Check Detail
May-23

Date	Transaction Type	Num	Name	Amount
05/01/2023	Bill Payment (Check)		AA Transportation	-5,662.16
05/01/2023	Bill Payment (Check)		CDW Government, Inc.	-7,261.34
05/01/2023	Bill Payment (Check)		Centimark Corporation	-4,738.24
05/01/2023	Bill Payment (Check)		Renaud Electrical & Communications, Inc	-9,829.13
05/01/2023	Bill Payment (Check)		Varsity Athletic Apparel	-936.50
05/01/2023	Bill Payment (Check)		Ace Endico Inc	-5,414.25
05/01/2023	Bill Payment (Check)		Brooks, Dr. Robert	-4,000.00
05/01/2023	Bill Payment (Check)		City of Worcester Police Dept	-841.76
05/01/2023	Bill Payment (Check)		Eversource (formally NSTAR-1639-Elem)	-1,548.55
05/01/2023	Bill Payment (Check)		Eversource (formally Nstar-2845- HS)	-10,786.95
05/01/2023	Bill Payment (Check)		Eversource (formerly NStar-1638- MS)	-5,177.11
05/01/2023	Bill Payment (Check)		Fanning Plumbing and Heating Co., Ind	-832.27
05/01/2023	Bill Payment (Check)		Kennedy, Nancy	-385.00
05/01/2023	Bill Payment (Check)		ManageBac Inc.	-5,303.00
05/01/2023	Bill Payment (Check)		Mezzano, Kayla	-385.00
05/01/2023	Bill Payment (Check)		Overhead Door Company	-300.00
05/01/2023	Bill Payment (Check)		Shapiro Educational & Behavioral Consultants	-10,110.00
05/01/2023	Bill Payment (Check)		Staples	-75.99
05/01/2023	Bill Payment (Check)		Varsity Spirit Fashion	-221.53
05/01/2023	Bill Payment (Check)		Verizon	-116.21
05/01/2023	Bill Payment (Check)		WCEPS	-47.00
05/01/2023	Expenditure		ADP	-1,180.97
05/01/2023	Expenditure		USAble Life	-8,438.07
05/01/2023	Expenditure		USAble Life	-8,326.93
05/01/2023	Expenditure		USAble Life	-8,311.76
05/01/2023	Bill Payment (Check)	Loan #1 April 2023	Middlesex Savings Bank	-96,095.73
05/01/2023	Bill Payment (Check)	Loan #2 April 2023	Middlesex Savings Bank	-71,182.80
05/02/2023	Expenditure		Blue Cross Blue Shield of MA	-14,361.36
05/02/2023	Expenditure		Blue Cross Blue Shield of MA	-13,352.60
05/02/2023	Expenditure		Blue Cross Blue Shield of MA	-142,049.10
05/02/2023	Expenditure		Blue Cross Blue Shield of MA	-1,427.14
05/02/2023	Expenditure		HealthEquity, Inc.	-3,381.00
05/04/2023	Bill Payment (Check)		V.I.P. Landscaping	-25,158.16
05/04/2023	Bill Payment (Check)		AA Transportation	-129,585.13
05/04/2023	Bill Payment (Check)		Pro AV Systems, Inc	-31,301.41
05/05/2023	Bill Payment (Check)		Leonards Music LLC	-531.09
05/05/2023	Expenditure		Adu, Akosua	-20.00
05/05/2023	Expenditure		Adu, Akosua	-238.00
05/05/2023	Expenditure		USAble Life	-5,909.11
05/08/2023	Bill Payment (Check)		Duva Distributors	-285.34
05/08/2023	Bill Payment (Check)		Fire Equipment Inc.	-656.96
05/08/2023	Bill Payment (Check)		Mirick O'Connell Attorneys at Law	-17,796.00
05/08/2023	Bill Payment (Check)		Trane U.S., Inc.	-2,151.50

05/08/2023	Expenditure		TASC- FlexSystem	-4,754.87
05/09/2023	Bill Payment (Check)		AA Transportation	-142,930.00
05/09/2023	Bill Payment (Check)		EDS Mechanical Inc	-932.91
05/09/2023	Bill Payment (Check)		New England Ice Cream	-1,374.85
05/09/2023	Bill Payment (Check)		Next Gen Supply Group	-708.24
05/09/2023	Bill Payment (Check)		Renaud HVAC	-2,562.25
05/09/2023	Bill Payment (Check)		A'viands, LLC an Elior Company	-13,612.68
05/09/2023	Bill Payment (Check)		Ahern, John	-159.00
05/09/2023	Bill Payment (Check)		CDW Government, Inc.	-39,024.00
05/09/2023	Bill Payment (Check)		Charlton Oil Company	-60.00
05/09/2023	Bill Payment (Check)		Citizens Bank	-7,416.43
05/09/2023	Bill Payment (Check)		City of Worcester Police Dept	-1,052.20
05/09/2023	Bill Payment (Check)		College Board, The	-1,036.00
05/09/2023	Bill Payment (Check)		Cove Central Communicaitons	-193.75
05/09/2023	Bill Payment (Check)		Crown Trophy	-30.76
05/09/2023	Bill Payment (Check)		Domino's Pizza (Worcester Pizza Company)	0.00
05/09/2023	Bill Payment (Check)		Fanning Plumbing and Heating Co., Ind	-2,095.10
05/09/2023	Bill Payment (Check)		ID Wholesaler	-141.89
05/09/2023	Bill Payment (Check)		Johnson, Nicole	-346.07
05/09/2023	Bill Payment (Check)		Langelier, Chelsea	-146.09
05/09/2023	Bill Payment (Check)		Laro, Shannon	-400.00
05/09/2023	Bill Payment (Check)		Lauren Blumberg	-538.92
05/09/2023	Bill Payment (Check)		New England Center for Children	-279.65
05/09/2023	Bill Payment (Check)		Roy, Sarah	-117.38
05/09/2023	Bill Payment (Check)		Sabrina A Mourao	-455.00
05/09/2023	Bill Payment (Check)		Simmarano, Michael	-159.00
05/09/2023	Bill Payment (Check)		Staples	-42.25
05/09/2023	Bill Payment (Check)		Strycharz, Huong	-70.00
05/09/2023	Bill Payment (Check)		T. Lee Associates	-1,800.00
05/09/2023	Bill Payment (Check)		The Library Store, Inc.	-58.35
05/09/2023	Bill Payment (Check)		Woll, Mackenzie	-400.00
05/09/2023	Bill Payment (Check)		Worcester Bravehearts	-1,350.00
05/09/2023	Bill Payment (Check)		S&S Food Equipment Service, Inc.	-2,041.56
05/09/2023	Bill Payment (Check)		S.J. Services, Inc.	-20,405.00
05/09/2023	Bill Payment (Check)		Kean, Michael	-93.00
05/09/2023	Expenditure		HealthEquity, Inc.	-2,826.26
05/11/2023	Expenditure		Nationwide Trust Company, FSB	-25,887.04
05/12/2023	Expenditure		M.T.R.S.	-94,521.93
05/12/2023	Expenditure		ADP	-12,620.86
05/15/2023	Bill Payment (Check)		Morse, Brian	-191.10
05/16/2023	Bill Payment (Check)	33758	Southwick's Zoo	-2,070.00
05/16/2023	Expenditure		HealthEquity, Inc.	-2,985.84
05/17/2023	Bill Payment (Check)		AA Transportation	-19,841.66
05/17/2023	Bill Payment (Check)		Ace Endico Inc	-5,890.33
05/17/2023	Bill Payment (Check)		Amazon Business - Amazon Capital Services	-124.93
05/17/2023	Bill Payment (Check)		A'viands, LLC an Elior Company	-14,047.99
05/17/2023	Bill Payment (Check)		All Kids Bike.com (Strider Education Foundation)	-402.49
05/17/2023	Bill Payment (Check)		Amazon Web Services	-227.32
05/17/2023	Bill Payment (Check)		American Express	-9,076.53

05/17/2023	Bill Payment (Check)		Ascentria Community Services, Inc	-585.44
05/17/2023	Bill Payment (Check)		Breaker 28, LLC	-10,000.00
05/17/2023	Bill Payment (Check)		Duva Distributors	-266.67
05/17/2023	Bill Payment (Check)		Langelier, Chelsea	-480.77
05/17/2023	Bill Payment (Check)		City of Worcester Police Dept	-841.76
05/17/2023	Bill Payment (Check)		Cogent	-3,264.00
05/17/2023	Bill Payment (Check)		Connors, Jennifer	-400.00
05/17/2023	Bill Payment (Check)		Continental Press	-3,615.64
05/17/2023	Bill Payment (Check)		Crouse, David	-400.00
05/17/2023	Bill Payment (Check)		Crystal Rock	-353.09
05/17/2023	Bill Payment (Check)		Everyday Speech LLC	-2,249.96
05/17/2023	Bill Payment (Check)		Frontline Technologies Group LLC	-472.76
05/17/2023	Bill Payment (Check)		Gallagher, Grace	-210.26
05/17/2023	Bill Payment (Check)		Gilbride Electric, Inc.	-600.00
05/17/2023	Bill Payment (Check)		Gitkind, Benjamin	-455.50
05/17/2023	Bill Payment (Check)		Holmes-Shusas Florist	-72.00
05/17/2023	Bill Payment (Check)		HR Knowledge Inc.	-850.00
05/17/2023	Bill Payment (Check)		Jillian Fiore	-400.00
05/17/2023	Bill Payment (Check)		Kilcoyne Auto Body	-3,495.80
05/17/2023	Bill Payment (Check)		Law Office of Robert J. Hennigan, Jr.	-2,475.00
05/17/2023	Bill Payment (Check)		Lawrence Waste Services	-2,121.61
05/17/2023	Bill Payment (Check)		New England Ice Cream	-578.97
05/17/2023	Bill Payment (Check)		National Grid 38928-53023	-7,204.18
05/17/2023	Bill Payment (Check)		National Grid 69923-82006	-8,286.83
05/17/2023	Bill Payment (Check)		National Grid-6 New Bond	-19,431.61
05/17/2023	Bill Payment (Check)		New England Medical Billing	-998.05
05/17/2023	Bill Payment (Check)		Next Gen Supply Group	-1,377.05
05/17/2023	Bill Payment (Check)		Penney, Michael	-455.76
05/17/2023	Bill Payment (Check)		Quadient Leasing USA Inc	-1,325.07
05/17/2023	Bill Payment (Check)		Scholastic Inc.	-1,252.69
05/17/2023	Bill Payment (Check)		Shapiro Educational & Behavioral Consultants	-3,817.50
05/17/2023	Bill Payment (Check)		Staples	-11.54
05/17/2023	Bill Payment (Check)		Staples	-617.74
05/17/2023	Bill Payment (Check)		Staples	-41.97
05/17/2023	Bill Payment (Check)		Staples	-224.05
05/17/2023	Bill Payment (Check)		Staples	-147.12
05/17/2023	Bill Payment (Check)		Susan Joseph	-64.19
05/17/2023	Bill Payment (Check)		Wells Fargo Financial Leasing	-4,315.00
05/17/2023	Bill Payment (Check)		Ecotarium	-1,330.00
05/17/2023	Bill Payment (Check)	33759	Benjamin Burgos	-250.00
05/17/2023	Bill Payment (Check)	33760	Ernest Apraku Boakye	-500.00
05/17/2023	Bill Payment (Check)	33761	Isabella Boateng	-250.00
05/17/2023	Bill Payment (Check)	33762	Krysta Asante	-250.00
05/17/2023	Bill Payment (Check)	33763	Sonia Broni	-400.00
05/17/2023	Bill Payment (Check)	33764	Davis Farmland and Mega Maze	-1,566.95
05/18/2023	Bill Payment (Check)		Wells Fargo Financial Leasing	-2,023.10
05/19/2023	Bill Payment (Check)		Mansfield Paper Company, Inc.	-890.46
05/19/2023	Bill Payment (Check)		MindK LLC	-237.50
05/19/2023	Bill Payment (Check)		Domino's Pizza (Worcester Pizza Company)	-4,272.21

05/22/2023	Bill Payment (Check)		ALTA Language Services, Inc.	-198.00
05/22/2023	Bill Payment (Check)		Benoit Language Services, Inc.	-30.00
05/22/2023	Bill Payment (Check)		Duva Distributors	-135.65
05/22/2023	Bill Payment (Check)	33765	Mia Marvie	-100.00
05/22/2023	Bill Payment (Check)	33766	Ciara Negron	-500.00
05/22/2023	Bill Payment (Check)	33767	Ethan Mitchell	-500.00
05/22/2023	Bill Payment (Check)	33768	Phillip Tran	-500.00
05/22/2023	Bill Payment (Check)	33769	Vanessa Velez	-500.00
05/22/2023	Bill Payment (Check)	33770	Immanuel Kum	-500.00
05/22/2023	Expenditure		Nationwide	-25,930.68
05/22/2023	Expenditure		TASC- FlexSystem	-4,754.87
05/23/2023	Bill Payment (Check)		JP Pest Services, LLC	-346.20
05/23/2023	Bill Payment (Check)		Ace Endico Inc	-3,329.65
05/23/2023	Bill Payment (Check)		Boykin, Allyssa	-598.97
05/23/2023	Bill Payment (Check)		Cady, David	-318.00
05/23/2023	Bill Payment (Check)		Host, Kelly	-1,247.71
05/23/2023	Bill Payment (Check)		New England Ice Cream	-737.44
05/23/2023	Bill Payment (Check)		A'viands, LLC an Elior Company	-12,091.82
05/23/2023	Bill Payment (Check)		AA Transportation	-4,730.00
05/23/2023	Bill Payment (Check)		Amazon Business - Amazon Capital Services	-58.80
05/23/2023	Bill Payment (Check)		Barnes & Noble	-351.45
05/23/2023	Bill Payment (Check)		City of Worcester Police Dept	-1,262.64
05/23/2023	Bill Payment (Check)		David Hager	-159.00
05/23/2023	Bill Payment (Check)		Fanning Plumbing and Heating Co., Ind	-570.00
05/23/2023	Bill Payment (Check)		Gordon Foodservice	-207.36
05/23/2023	Bill Payment (Check)		HUB International	-7,119.84
05/23/2023	Bill Payment (Check)		Jeff Galicki	-159.00
05/23/2023	Bill Payment (Check)		John Stalker Institute	-178.00
05/23/2023	Bill Payment (Check)		Joslyn, Lisa	-385.00
05/23/2023	Bill Payment (Check)		King, Paul	-159.00
05/23/2023	Bill Payment (Check)		LaFond, Kara	-167.29
05/23/2023	Bill Payment (Check)		Mansfield Paper Company, Inc.	-1,948.05
05/23/2023	Bill Payment (Check)		McLoughlin, Sean	-399.00
05/23/2023	Bill Payment (Check)		Paquette, Tim	-159.00
05/23/2023	Bill Payment (Check)		V.I.P. Landscaping	-25,158.16
05/23/2023	Bill Payment (Check)		OHI Engineering, Inc	-26,467.39
05/23/2023	Bill Payment (Check)		Powell, Reed	-93.00
05/23/2023	Bill Payment (Check)		Kimbar, Michael	-93.00
05/23/2023	Expenditure		HealthEquity, Inc.	-542.41
05/24/2023	Bill Payment (Check)		Gurney Water Treatment NE	-591.75
05/24/2023	Bill Payment (Check)		City Welding Inc	-108.75
05/25/2023	Bill Payment (Check)		Fire Equipment Inc.	-1,370.00
05/25/2023	Bill Payment (Check)		Benoit Language Services, Inc.	-30.00
05/25/2023	Bill Payment (Check)		Follett Content Solutions, LLC	-1,225.00
05/25/2023	Bill Payment (Check)		Herff Jones	-42.12
05/25/2023	Bill Payment (Check)		Mirick O'Connell Attorneys at Law	-4,196.20
05/25/2023	Bill Payment (Check)		PDC-IDenticard	-2,320.00
05/26/2023	Bill Payment (Check)		City of Worcester Fire Department	-600.00
05/26/2023	Bill Payment (Check)		Club Z! In-Home Tutoring of Northborough	-4,037.50

05/26/2023	Bill Payment (Check)		Gallagher, Grace	-297.87
05/26/2023	Bill Payment (Check)		AA Transportation	-6,250.00
05/26/2023	Bill Payment (Check)		AFI Technologies Inc	-415.50
05/26/2023	Bill Payment (Check)		Arnold, Karen	-400.00
05/26/2023	Bill Payment (Check)		Cherry Road Technologies	-3,545.27
05/26/2023	Bill Payment (Check)		City of Worcester Police Dept	-1,052.20
05/26/2023	Bill Payment (Check)		David Morin	-159.00
05/26/2023	Bill Payment (Check)		Didonna, Amy	-6,075.00
05/26/2023	Bill Payment (Check)		E.A.I.	-160.76
05/26/2023	Bill Payment (Check)		EDS Mechanical Inc	-625.00
05/26/2023	Bill Payment (Check)		Erin Power	-400.00
05/26/2023	Bill Payment (Check)		Eversource (formally NSTAR-1639-Elem)	-100.33
05/26/2023	Bill Payment (Check)		Eversource (formally Nstar-2845- HS)	-6,180.14
05/26/2023	Bill Payment (Check)		Eversource (formerly NStar-1638- MS)	-2,677.12
05/26/2023	Bill Payment (Check)		Fanning Plumbing and Heating Co., Ind	-510.64
05/26/2023	Bill Payment (Check)		Food Grease Trappers	-758.17
05/26/2023	Bill Payment (Check)		Ford, Melissa	-274.36
05/26/2023	Bill Payment (Check)		Fuhr, Lindsay	-230.00
05/26/2023	Bill Payment (Check)		New England Ice Cream	-793.86
05/26/2023	Bill Payment (Check)		QPD LLC	-9,000.00
05/26/2023	Bill Payment (Check)		Roy, Sarah	-167.83
05/26/2023	Bill Payment (Check)		SHI International	-24,242.40
05/26/2023	Bill Payment (Check)		Kuczinski, Wayne	-103.50
05/26/2023	Bill Payment (Check)		Laro, Shannon	-82.52
05/26/2023	Bill Payment (Check)		Legiliner, LLC	-49.25
05/26/2023	Bill Payment (Check)		Lucas Brown	-91.63
05/26/2023	Bill Payment (Check)		Mansfield Paper Company, Inc.	-393.40
05/26/2023	Bill Payment (Check)		McGrath, Stephen	-159.00
05/26/2023	Bill Payment (Check)		MMEA	-350.00
05/26/2023	Bill Payment (Check)		MSAA (Mass School Administrators' Assoc	-125.00
05/26/2023	Bill Payment (Check)		Natalie Rogers	-159.00
05/26/2023	Bill Payment (Check)		Next Gen Supply Group	-466.00
05/26/2023	Bill Payment (Check)		Paquette, Tim	-159.00
05/26/2023	Bill Payment (Check)		T Mobile	-542.34
05/26/2023	Bill Payment (Check)		West Boylston Police Department	-208.00
05/26/2023	Bill Payment (Check)		Pineda, Olga	-53.24
05/26/2023	Bill Payment (Check)		CDW Government, Inc.	-881.28
05/30/2023	Bill Payment (Check)	33771	Fluid Media Technologies	-2,992.08
05/31/2023	Bill Payment (Check)		Next Gen Supply Group	-366.00

Summer Projects Overview:

Elementary school

- Bury the elevator exterior pipe. This is complicated by the fact we need to bury the pipe and run the line to an oil/water separation unit (also buried) and run to a sewer line. **G & O Construction**
- Refinish ES basement flooring. This has been an outstanding issue since the installation of the floor.

Middle School:

- Conference room Admin area to be made into office space for new incoming staff and rehousing existing staff.
- Install a variety of outlets/rewiring to allow for more electrical use.
- Open BRM/IT space for additional offices

High School:

- New door system for the back entrance
- Remove the door at the back of 2029, block up the wall, drywall, and refinish with new flooring.
- New grease trap in Kitchen - **Westermans**
- Refinish gym floor
- Murals near the Auditorium to be painted
- Move IT into Library area offices

Activity Center:

- Install new flooring

Exterior/District:

- Resurfacing the sidewalk areas in front of the Elementary and Middle schools
- Parking lots swept and repainted
- Key Fob system installed across the district
- Extensive deep cleaning throughout all the buildings and spaces. Strip and wax all VCT flooring and, shampoo all rugs and carpets, wipe down all classrooms, light fixtures, desks, chairs, cupboards, walls, doors, and frames.

This is in addition to a variety of other tasks, such as

- Filter changes (air purifiers, water systems, HVAC, etc.)
- Moving of rooms and all furniture with office/position changes
- Painting/repairs/patches of walls throughout
- Replacement of ceiling tiles
- Bathroom upgrades with commercial toilets (ES staff) and swapping of signage for MS staff bathrooms for more student bathrooms
- Recladding/insulating pipes in ES classrooms

IT Updates 6/2023

- Last Month more common Issues
    - 315 Resolved tasks
    - Top 3 categories
        - Chromebooks (Break-fix)
        - Support
        - PowerSchool

- HS Warehouse, Recycling and Inventory
    - In the process of removing E-Waste
    - Consolidating our inventory to 1 Location at the HS

- IT Projects
    - Powerschool Implementation continues
    - 1:1 Teacher Support at the ES
    - Summer Prep and Projects
        - New Projectors purchase
        - HS Auditorium Upgrade Project
        - Music Production Lab
        - Prep for Chromebook maintenance
        - New Grade K Chromebooks
        - Inventory of new devices

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, June 16, 2023, 8:00 a.m.

https://akfcs-org.zoom.us/j/95900835031?pwd=dXFhVkYvemZZVk9FMy9FZVVOOElxQT09

Meeting ID: 959 0083 5031 **Passcode**: 315447

By phone: 19292056099 **Meeting ID**: 959 0083 5031

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 May 19, 2023, meeting. Upon its review, Ms. Zagabe-Ndiku requested a motion to approve the May 19, 2023, Facilities & Finance meeting minutes. Mr. Royce made the motion, and Mr. Beaudry seconded it.

Investment Update

An update and presentation were provided on the current investments that Abby Kelley holds and discusses different types of investments, specifically bank CDs (Certificates of Deposit) and government treasuries. Bank CDs are guaranteed by the issuing bank and are backed by FDIC insurance. Mr. Kittredge mentioned splitting their investments among different banks to minimize risk. On the other hand, government treasuries are considered safe and liquid assets, as they are direct term obligations from the US Federal government. The presenter also explained that CDs could be purchased as new issues from banks or on the secondary market, where they may be bought at a discount or premium. The yield on CDs is a combination of the interest rate and price appreciation. Treasury bonds or bills are also discussed, with different maturities but similar characteristics. The presenter highlights that treasuries are often issued at a discount, resulting in higher

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.

effective yields, and emphasizes the importance of considering price maturity and total return when evaluating treasury investments. Monthly and annual interest payments are mentioned, with staggered payment schedules for different CDs.

Mr. Kittredge also discusses their investment strategy, focusing on the rates and maturities of their purchases. They mention purchasing CDs with staggered maturities ranging from six months to a few years, obtaining favorable rates, with some around 5%. The speaker notes that current rates have slightly decreased, with the short end of the curve being relatively flat, and they speculate that interest rates may increase further by September but believe they are nearing the peak. The presenter mentions the uncertainty surrounding the Federal Open Market Committee's decisions and desires guidance. The income received from these investments, highlighting that interest payments vary based on maturity dates, with some payments only occurring upon maturity, was also discussed.

Long-Term Facilities Planning Update

A presentation from QPD LLC was sent out to committee members for review showing different alternatives to the current work that needs to be done and affordability. Different scenarios with potential debt implications were also presented. The changing population, which includes more special needs students and more small room space, was also discussed, as the need to update the middle school facilities. The budget for potential constructions was noted, as each option has different financial implications. Opportunities for indoor and outdoor real estate were also presented, including the buffer zone space near the middle school and the high school parking lot. The currently proposed solutions included renovating and expanding the middle school, selling the middle school, and expanding the elementary and high schools. Risks such as site challenges, ongoing operations and construction, and real estate market volatility were noted and discussed. An updated presentation will be presented to the Board committee in June, providing more in-depth information and cost implications.

DRAFT 2023-2024 Committee/BoT Calendar

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A draft calendar was presented to committee members, noting the potential dates for the meeting. Any updates will be sent to the admin team for edits.

Financial Report

Ms. Carpino provided a brief update on the current finances. The actual for our tuition and transportation payments is $877,150 above the budgeted amount. Our projected tuition from DESE in the amount of $86,792 has been reduced due to a 10% decrease in low-income and a temporarily decreased seat count of four. The tuition amount is still coming in higher than expected, and this trend will continue through the end of the fiscal year. In-District Transportation expenses are below the budgeted number by $67,911 and will stay slightly under budget, and this number includes fuel adjustment charges to date.

The expense for the Nutrition department is currently $113,947 over budget, with revenue being $239,310 over budget, and this is due to participation being higher than expected, and this trend will continue through the fiscal year-end. Federal Grant Funding actual is $355,925 above the budgeted number for the year. This is due to receiving extra grant funding that wasn't anticipated in the Title I and IDEA grants, and this trend will continue throughout the fiscal year. Salaries are still currently under budget. This is due to positions that were and are open throughout the district, along with timing and amounts accrual that is posted, and the change of where instructional staff is positioned within the lanes and steps of the salary scale.

The FY23 Debt Service Coverage Ratio is 2.32:1, compared to a required ratio of 1.15:1.

Facilities Report

Mr. Cruickshank provided a brief overview of the work currently taking place and the work that will be ongoing during the summer. The projected project list includes refinishing the elementary school basement floor, adding space for additional spaces in the BRM/IT area, and installing a new door system for the back entrance of the high school. This work will be done in addition to various other tasks, such as moving furniture with office/position changes and replacing ceiling tiles.

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IT Report

Mr. Beltran provided a brief overview of the IT department projects, including the implementation of PowerSchool and the high school auditorium upgrade project. The inventory is also being consolidated into one location in the high school, and they are in the process of removing e-waste. New projectors are also being purchased and installed this summer, as well as new Chromebooks for grade K.

Ms. Zagabe-Ndiku made the motion to adjourn the meeting. The meeting was adjourned at 10:00 a.m.

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