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, August 18, 2023 at 8:00 a.m.

https://akfcs-org.zoom.us/j/91459198907?pwd=c2tublVQaDRpWHNPRDFSTDFQYlJYZz09

Meeting ID: 914 5919 8907 **Passcode**: 372166

By phone:13052241968 **Meeting ID**: 914 5919 8907

I. Call to Order- Mr. Adam Beaudry, Chair

II. Introductions/Attendance Recorded

III. Review of the June 16, 2023 Meeting Minutes

a. **Motion:** To accept the June 16, 2023 Meeting Minutes

IV. Financial Report- Mr. James George, Consultant

A. Audit update–Mr. George/Heidi Paluk

B. Monthly financial report presentation discussion–Mr. Adam Beaudry

V. Facilities Report- Mr. Andrew Cruickshank

VI. IT Report- Mr. Gabriel Beltran

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

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

a. Friday, September 15, 2023

b. Friday, October 20 , 2023

IX. Adjournment

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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

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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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Abby Kelley Foster Charter Public School
Budget vs. Actuals: FY2023 as of June 30, 2023
July 2022 - June 2023

	Actual	YTD Budget	YTD Budget Variance	YTD % of Budget
Revenue				
Covid Funding	1,529,207	1,720,938	(191,731)	89%
E-Rate Revenue	31,334	30,000	1,334	104%
Federal Grant Funding	1,259,282	871,000	388,282	145%
Nutrition Revenue	856,810	650,000	206,810	132%
Other Revenue	53,573	129,643	(76,070)	41%
Private Fundraising	28,326	0	28,326	0%
State Grant Funding	42,434	50,000	(7,566)	85%
Tuition and Transportation Revenue	24,013,065	23,450,355	562,710	102%
Total Revenue	**$ 27,814,032**	**$ 26,901,936**	**$ 912,096**	**103%**
Expenditures				
Administration				
Contracted Services- District	572,469	349,120	223,349	164%
Depreciation Administration	2,064	2,064	0	100%
Information Management & Technology	471,039	380,000	91,039	124%
Other Administrative Expenses	275,942	361,500	(85,558)	76%
Recruitment & Advertising	14,198	32,000	(17,802)	44%
Salaries- Leadership & Administration	998,511	961,921	36,590	104%
Total Administration	**$ 2,334,223**	**$ 2,086,605**	**$ 247,618**	**112%**
Benefits & Other Fixed Charges				
Insurance (non-employee)	160,821	158,849	1,972	101%
Rental/Lease of Buildings, Grounds & Equipment	84,444	85,000	(556)	99%
Retirement & Fringe Benefits	2,549,241	2,864,980	(315,739)	89%
Staff Retention	68,509	75,000	(6,491)	91%
Total Benefits & Other Fixed Charges	**$ 2,863,014**	**$ 3,183,829**	**$ (320,815)**	**90%**
Instructional Services				
Contracted Services- Instructional	362,789	220,000	142,789	165%
International Baccalaureate Program	39,209	50,913	(11,704)	77%
Professional Development	61,140	150,000	(88,860)	41%
Salaries- Instructional	12,624,619	13,271,726	(647,107)	95%
Supplies & Materials	225,313	283,750	(58,437)	79%
Total Instructional Services	**$ 13,313,070**	**$ 13,976,389**	**$ (663,319)**	**95%**
Operation and Maintenance of Plant				
Contracted Cleaning Services	373,582	244,860	128,722	153%
Depreciation Facilities Related	1,430,441	1,652,772	(222,331)	87%

Maintenance of Buildings, Grounds & Equipment	1,417,044	591,040	826,004	240%
Salaries	269,164	373,181	(104,017)	72%
Utilities	730,323	864,000	(133,677)	85%
Total Operation and Maintenance of Plant	**$ 4,220,553**	**$ 3,725,853**	**$ 494,700**	**113%**
Pupil Services - Other				
Athletic Programs	177,121	200,000	(22,879)	89%
Food Services	595,522	475,000	120,522	125%
Nursing Supplies	2,048	6,000	(3,952)	34%
Other Student Services	78,770	106,393	(27,623)	74%
Salaries- Other Student Services	575,507	714,086	(138,579)	81%
Student Transportation	1,462,325	1,444,900	17,425	101%
Translations	14,621	30,000	(15,379)	49%
Total Pupil Services - Other	**$ 2,905,914**	**$ 2,976,379**	**$ (70,465)**	**98%**
Total Expenditures	**$ 25,636,774**	**$ 25,949,055**	**$ (312,281)**	**99%**
Non-Operating Revenue				
Interest	95,854	3,000	92,854	2480%
Unrealized Gain/Loss	5,296		5,296	
Total Non-Operating Revenue	**$ 101,150**	**$ 3,000**	**$ 98,150**	**3372%**
Non-Operating Expenses				
Interest Expense- Long Term Debt	571,395	645,000	(73,605)	88%
Other Non-Operating Expenses		3,000	(3,000)	0%
Total Non-Operating Expenses	**$ 571,395**	**$ 648,000**	**$ (76,605)**	**88%**
Change in Net Position	**$ 1,707,013**	**$ 307,881**	**$ 1,399,132**	**554%**

Prior Year Actual
1,940,409
105,436
1,442,449
1,069,142
109,468
1,400
53,115
22,396,288
$ 27,117,707

199,741
22,030
352,499
(5,615)
25,822
909,102
$ 1,503,580

139,802
40,032
2,573,337
66,789
$ 2,819,960

547,330
71,844
75,438
12,115,375
236,326
$ 13,046,314

0
1,411,876

	1,163,663
	354,884
	774,142
$	**3,704,563**
	175,784
	579,911
	1,721
	77,979
	566,198
	1,398,375
	14,892
$	**2,814,860**
$	**23,889,278**
	6,015
	33,078
$	**39,093**
	719,997
	(324)
$	**719,673**
$	**2,547,849**

Abby Kelley Foster Charter Public School
Statement of Net Position
As of June 30, 2023

	Total			
	As of June 30, 2023	As of June 30, 2022 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts	11,964,058.45	9,436,186.64	2,527,871.81	26.79%
Accounts Receivable	904,390.69	2,332,110.06	-1,427,719.37	-61.22%
Other Current Assets	50,360.07	140,654.82	-90,294.75	-64.20%
Total Current Assets	**$ 12,918,809.21**	**$ 11,908,951.52**	**$ 1,009,857.69**	**8.48%**
Fixed Assets	34,736,024.18	35,948,655.10	-1,212,630.92	-3.37%
Other Assets	0.00	0.00	0.00	
TOTAL ASSETS	**$ 47,654,833.39**	**$ 47,857,606.62**	**-$ 202,773.23**	**-0.42%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	430,577.60	565,469.85	-134,892.25	-23.85%
Credit Cards	3,481.81	0.00	3,481.81	
Other Current Liabilities	1,692,762.93	3,382,073.01	-1,689,310.08	-49.95%
Total Current Liabilities	**$ 2,126,822.34**	**$ 3,947,542.86**	**-$ 1,820,720.52**	**-46.12%**
Long-Term Liabilities	17,792,847.94	17,873,402.23	-80,554.29	-0.45%
Total Liabilities	**$ 19,919,670.28**	**$ 21,820,945.09**	**-$ 1,901,274.81**	**-8.71%**
Equity	27,735,163.10	26,036,661.53	1,698,501.57	6.52%
TOTAL LIABILITIES AND EQUITY	**$ 47,654,833.38**	**$ 47,857,606.62**	**-$ 202,773.24**	**-0.42%**

Abby Kelley Foster Charter Public School
Middlesex Savings Bank
Covenant Compliance Certificate
For the Period Ending June 30, 2023 (unaudited)

Debt Service Coverage Ratio: Tested Monthly

CASH FLOW AVAILABLE FOR DEBT SERVICE:		
	Change in Net Position	$ 1,832,034
	Plus:	
	Depreciation	$ 1,430,441
	Interest Expense	$ 571,395
	Minus/Plus:	
	Unrealized Gains/(Losses) on Investments	
	Extraordinary Gains/(Losses)	
	Net Operating Cash Flow	$ 3,833,870
DEBT SERVICE:		
	Interest Expense	$ 571,395
	Current Maturities of Long Term Debt (ytd)	$ 1,382,869
	Total Debt Service	$ 1,954,263
	Required Ratio	**1.15**
	Actual Ratio (unaudited YTD)	**1.96**
	Compliance	**yes**

06/02/2023	Bill Payment (Check)	AA Transportation	-$	5,510.00
06/12/2023	Bill Payment (Check)	AA Transportation	-$	1,946.00
06/20/2023	Bill Payment (Check)	AA Transportation	-$	11,958.00
06/30/2023	Bill Payment (Check)	AA Transportation	-$	136,990.00
06/02/2023	Bill Payment (Check)	AAFCPAs, Inc	-$	23,175.00
06/12/2023	Bill Payment (Check)	Ace Endico Inc	-$	3,165.24
06/12/2023	Bill Payment (Check)	Addchieve	-$	250.00
06/29/2023	Bill Payment (Check)	AFI Technologies Inc	-$	415.50
06/02/2023	Bill Payment (Check)	Amazon Business - Amazon Capital Services	-$	239.30
06/12/2023	Bill Payment (Check)	Amazon Business - Amazon Capital Services	-$	61.67
06/12/2023	Bill Payment (Check)	Amazon Business - Amazon Capital Services	-$	44.73
06/12/2023	Bill Payment (Check)	Amazon Web Services	-$	272.44
06/12/2023	Bill Payment (Check)	American Express	-$	6,225.47
06/02/2023	Bill Payment (Check)	Ascentria Community Services, Inc	-$	185.72
06/20/2023	Bill Payment (Check)	Ascentria Community Services, Inc	-$	960.80
06/12/2023	Bill Payment (Check)	A'viands, LLC an Elior Company	-$	46,339.78
06/12/2023	Bill Payment (Check)	Bagley, Reeve	-$	25.00
06/13/2023	Bill Payment (Check)	Barnes & Noble	-$	326.88
06/09/2023	Bill Payment (Check)	Benoit Language Services, Inc.	-$	150.00
06/20/2023	Bill Payment (Check)	Bento, Laurie	-$	385.00
06/30/2023	Bill Payment (Check)	BluSky Restoration Contractors, LLC	-$	85,835.00
06/09/2023	Bill Payment (Check)	Bulbs. com inc	-$	604.32
06/12/2023	Bill Payment (Check)	Caroline Cole	-$	279.00
06/09/2023	Bill Payment (Check)	Center for Responsive Schools	-$	1,718.00
06/16/2023	Bill Payment (Check)	Center for Responsive Schools	-$	859.00
06/29/2023	Bill Payment (Check)	Center for Responsive Schools	-$	1,693.00
06/20/2023	Bill Payment (Check)	Central MA Collaborative	-$	31,050.00
06/12/2023	Bill Payment (Check)	Chase Harris Porta Potty	-$	1,569.50
06/02/2023	Bill Payment (Check)	Cicconi, Paula	-$	12.50
06/12/2023	Bill Payment (Check)	Citizens Bank	-$	4,925.77
06/02/2023	Bill Payment (Check)	City of Worcester Police Dept	-$	631.32
06/12/2023	Bill Payment (Check)	City of Worcester Police Dept	-$	1,262.64
06/20/2023	Bill Payment (Check)	City of Worcester Police Dept	-$	631.32
06/30/2023	Bill Payment (Check)	City of Worcester Police Dept	-$	2,104.40
06/20/2023	Bill Payment (Check)	City Of Worcester Water/Sewer	-$	369.66
06/12/2023	Bill Payment (Check)	Claytime	-$	792.00
06/20/2023	Bill Payment (Check)	Club Z! In-Home Tutoring of Northborough	-$	3,060.00
06/20/2023	Bill Payment (Check)	Cogent	-$	3,264.00
06/12/2023	Bill Payment (Check)	Cove Central Communications	-$	192.64
06/02/2023	Bill Payment (Check)	Cox, Katelyn	-$	400.00
06/02/2023	Bill Payment (Check)	Crown Trophy	-$	40.00
06/12/2023	Bill Payment (Check)	Crystal Rock	-$	947.65
06/12/2023	Bill Payment (Check)	Diana, Olivia	-$	62.79
06/20/2023	Bill Payment (Check)	Didonna, Amy	-$	7,740.00
06/12/2023	Bill Payment (Check)	Dolbec, Jessica	-$	28.66

06/12/2023	Bill Payment (Check)	Domino's Pizza (Worcester Pizza Company)	-$	4,680.85
06/30/2023	Bill Payment (Check)	Domino's Pizza (Worcester Pizza Company)	-$	1,499.99
06/09/2023	Bill Payment (Check)	Duva Distributors	-$	766.91
06/30/2023	Bill Payment (Check)	Eversource (formally NSTAR-1639-Elem)	-$	46.00
06/30/2023	Bill Payment (Check)	Eversource (formally Nstar-2845- HS)	-$	2,426.11
06/30/2023	Bill Payment (Check)	Eversource (formerly NStar-1638- MS)	-$	532.77
06/12/2023	Bill Payment (Check)	Fanning Plumbing and Heating Co., Ind	-$	356.76
06/01/2023	Bill Payment (Check)	Federal Express	-$	255.83
06/09/2023	Bill Payment (Check)	Federal Express	-$	112.12
06/16/2023	Bill Payment (Check)	Federal Express	-$	174.16
06/01/2023	Bill Payment (Check)	Fire Equipment Inc.	-$	796.96
06/09/2023	Bill Payment (Check)	Fire Equipment Inc.	-$	232.00
06/29/2023	Bill Payment (Check)	Fire Equipment Inc.	-$	8,159.86
06/16/2023	Bill Payment (Check)	First Book	-$	146.40
06/01/2023	Bill Payment (Check)	Follett Content Solutions, LLC	-$	757.74
06/20/2023	Bill Payment (Check)	Food Grease Trappers	-$	11.37
06/30/2023	Bill Payment (Check)	French River Ed. System	-$	63,610.00
06/02/2023	Bill Payment (Check)	Frontline Technologies Group LLC	-$	3,927.43
06/12/2023	Bill Payment (Check)	Frontline Technologies Group LLC	-$	194.18
06/30/2023	Bill Payment (Check)	G & O Construction Contractors Inc.	-$	8,679.00
06/02/2023	Bill Payment (Check)	Gallagher, Grace	-$	172.50
06/12/2023	Bill Payment (Check)	Gordon Foodservice	-$	155.52
06/20/2023	Bill Payment (Check)	Gould, Kelly	-$	326.82
06/30/2023	Bill Payment (Check)	Gould, Kelly	-$	650.34
06/02/2023	Bill Payment (Check)	Guertin Awards, Inc.	-$	550.25
06/02/2023	Bill Payment (Check)	Guertin Graphics, Inc.	-$	207.15
06/01/2023	Bill Payment (Check)	Hanover Insurance Co.	-$	45.00
06/02/2023	Bill Payment (Check)	Heil, Lynn	-$	65.39
06/12/2023	Bill Payment (Check)	Heil, Lynn	-$	95.84
06/20/2023	Bill Payment (Check)	Heil, Lynn	-$	29.40
06/01/2023	Bill Payment (Check)	Herff Jones	-$	60.87
06/16/2023	Bill Payment (Check)	Herff Jones	-$	374.47
06/29/2023	Bill Payment (Check)	Herff Jones	-$	949.03
06/02/2023	Bill Payment (Check)	High Meadows	-$	3,837.00
06/20/2023	Bill Payment (Check)	Holmes-Shusas Florist	-$	150.00
06/02/2023	Bill Payment (Check)	Host, Kelly	-$	399.00
06/20/2023	Bill Payment (Check)	Host, Kelly	-$	382.09
06/12/2023	Bill Payment (Check)	Houck, Laura	-$	959.49
06/02/2023	Bill Payment (Check)	HR Knowledge Inc.	-$	500.00
06/20/2023	Bill Payment (Check)	HR Knowledge Inc.	-$	850.00
06/30/2023	Bill Payment (Check)	HR Knowledge Inc.	-$	500.00
06/20/2023	Bill Payment (Check)	Johnson, Nicole	-$	58.87
06/29/2023	Bill Payment (Check)	JP Pest Services, LLC	-$	346.20
06/20/2023	Bill Payment (Check)	Kamco Supply Corp. of Boston	-$	1,054.80
06/30/2023	Bill Payment (Check)	kdh Commercial Doors & Hardware	-$	105.00

06/16/2023	Bill Payment (Check)	Lakeshore Learning Materials	-$	1,386.91
06/20/2023	Bill Payment (Check)	LaLancette, Hannah	-$	385.00
06/12/2023	Bill Payment (Check)	Langelier, Chelsea	-$	113.55
06/20/2023	Bill Payment (Check)	Lauren Blumberg	-$	610.94
06/12/2023	Bill Payment (Check)	Law Office of Robert J. Hennigan, Jr.	-$	3,093.75
06/20/2023	Bill Payment (Check)	Lawrence Waste Services	-$	2,332.96
06/30/2023	Bill Payment (Check)	LEGO Education US	-$	3,199.50
06/20/2023	Bill Payment (Check)	Leonards Music LLC	-$	1,200.00
06/20/2023	Bill Payment (Check)	Lutch, Mitchell	-$	100.00
06/02/2023	Bill Payment (Check)	MacGill, W. Nurse Supply Co.	-$	331.69
06/20/2023	Bill Payment (Check)	Malone, Francis	-$	400.00
06/16/2023	Bill Payment (Check)	McGraw Hill Co.	-$	554.42
06/30/2023	Bill Payment (Check)	Mechanics Hall	-$	8,663.25
06/29/2023	Bill Payment (Check)	Mirick O'Connell Attorneys at Law	-$	1,947.00
06/01/2023	Bill Payment (Check)	Music & Arts	-$	14.17
06/30/2023	Bill Payment (Check)	Naira Joseph	-$	22.44
06/12/2023	Bill Payment (Check)	Nally Associates, Inc.	-$	628.07
Date	**Transaction type**	**Name**	**Amount**	
06/20/2023	Bill Payment (Check)	National Grid 38928-53023	-$	6,725.54
06/20/2023	Bill Payment (Check)	National Grid 69923-82006	-$	8,550.94
06/12/2023	Bill Payment (Check)	New England Center for Children	-$	279.65
06/12/2023	Bill Payment (Check)	New England Ice Cream	-$	682.69
06/29/2023	Bill Payment (Check)	New England Ice Cream	-$	174.04
06/30/2023	Bill Payment (Check)	New England Medical Billing	-$	1,083.74
06/15/2023	Bill Payment (Check)	Next Gen Supply Group	-$	281.45
06/29/2023	Bill Payment (Check)	Next Gen Supply Group	-$	674.00
06/30/2023	Bill Payment (Check)	One Off Apparel Inc	-$	3,651.25
06/01/2023	Bill Payment (Check)	Preferred Shipping, Inc.	-$	61.26
06/09/2023	Bill Payment (Check)	Preferred Shipping, Inc.	-$	122.52
06/12/2023	Bill Payment (Check)	PrintResource	-$	1,115.00
06/30/2023	Bill Payment (Check)	Pro AV Systems, Inc	-$	27,249.03
06/30/2023	Bill Payment (Check)	Prue, Andrea	-$	363.50
06/20/2023	Bill Payment (Check)	Prunier, Meghan	-$	139.00
06/30/2023	Bill Payment (Check)	QPD LLC	-$	4,500.00
06/30/2023	Bill Payment (Check)	Quadient Financial USA, Inc	-$	173.25
06/30/2023	Bill Payment (Check)	Renaud HVAC	-$	1,784.88
06/01/2023	Bill Payment (Check)	Roto Rooter Services	-$	1,979.00
06/20/2023	Bill Payment (Check)	Roy, Sarah	-$	68.41
06/20/2023	Bill Payment (Check)	Rubin and Rudman, LLP	-$	2,720.00
06/20/2023	Bill Payment (Check)	Ryder, Stephanie Collins	-$	149.14
06/01/2023	Bill Payment (Check)	S.J. Services, Inc.	-$	20,120.00
06/02/2023	Bill Payment (Check)	S.J. Services, Inc.	-$	3,584.00
06/12/2023	Bill Payment (Check)	S.J. Services, Inc.	-$	16,800.00
06/20/2023	Bill Payment (Check)	Sabrina A Mourao	-$	455.00
06/30/2023	Bill Payment (Check)	Sabrina A Mourao	-$	245.00

06/09/2023	Bill Payment (Check)	Scholastic Book Fairs	-$	4,808.00
06/16/2023	Bill Payment (Check)	Scholastic Inc.	-$	257.65
06/12/2023	Bill Payment (Check)	Shapiro Educational & Behavioral Consultants	-$	600.00
06/20/2023	Bill Payment (Check)	Shapiro Educational & Behavioral Consultants	-$	900.00
06/12/2023	Bill Payment (Check)	Simmarano, Michael	-$	228.00
06/12/2023	Bill Payment (Check)	Sowders, Benjamin	-$	400.00
06/02/2023	Bill Payment (Check)	Staples	-$	65.21
06/02/2023	Bill Payment (Check)	Staples	-$	48.70
06/02/2023	Bill Payment (Check)	Staples	-$	307.73
06/09/2023	Bill Payment (Check)	Staples	-$	257.86
06/23/2023	Bill Payment (Check)	Staples	-$	90.44
06/20/2023	Bill Payment (Check)	Strycharz, Huong	-$	175.00
06/30/2023	Bill Payment (Check)	Strycharz, Huong	-$	70.00
06/02/2023	Bill Payment (Check)	Summit Forms	-$	465.00
06/30/2023	Bill Payment (Check)	T Mobile	-$	590.40
06/02/2023	Bill Payment (Check)	T. Lee Associates	-$	1,800.00
06/12/2023	Bill Payment (Check)	V.I.P. Landscaping	-$	2,900.00
06/05/2023	Bill Payment (Check)	Verizon	-$	113.88
06/30/2023	Bill Payment (Check)	Verizon	-$	113.88
06/12/2023	Bill Payment (Check)	Wells Fargo Financial Leasing	-$	4,315.00
06/13/2023	Bill Payment (Check)	Wells Fargo Financial Leasing	-$	2,023.10
06/02/2023	Bill Payment (Check)	WestEd	-$	299.00

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

Facilities Department – Monthly Report July/August 2023

AKFCS Facilities Department:

We are coming towards the close of the Summer Project season. We welcomed Shane into the team early July. Shane has an extensive facilities background including HVAC.

We had a very large team of current AKFCS instructional staff and volunteers join us; as well as several former Alumni, students doing Community service, and current students working through the Worcester Community Action Council YouthWorks program.
The staff have been a joy to work with and most vendors not so much…….

Summer Projects overview:

S & J Cleaning Contractors have stripped and rewaxed throughout the district all floors**.** At the time of writing, several areas still left to be completed.

The Elementary School basement floors were redone again this summer–still as part of the Flood of 2021 project. After lengthy discussions with the contractor, Bluesky, the floor that was laid in the summer of 2022 had many issues with installation from the contractor. We finally have a floor that should serve its purpose.

The High School gymnasium floor was also refinished in 2022, but the finished product was all wrong. A different contractor (ironically, the original contractor when the school was built) was brought in. The project was fraught with issues, namely when the ceiling light bulbs we had installed caught fire on two separate occasions. This caused damage to the ceiling and destroyed two sections of the floor beneath. Thankfully the contractor was able to replace the damaged areas. We also had new LED lighting installed as well.

The Activity Center floor refinish was delayed due to product procurement delays and should start August 18/19. We have decided to switch the colors and have repairs made which will extend the life of the floor. The floor should be completed on 25th August.

Throughout the district, we had a contractor along with staff painting areas of concern including most of the corridors in the HS.

The High School Art teacher, Victoria Smith, has been busy working on two commissioned murals in the area adjacent to the Auditorium.

Two spaces were changed over the summer. The Middle School conference room was made into four office spaces and the room and area between 2029 and Library in HS was

turned into a double office and two single offices for IT. IT has moved from the BRM/MS area to this new space in High School. The offices in BRM/MS have been occupied by the Director of ESL, Director of Guidance, Middle School Focused Instructional Coach for now.

We have had Renaud HVAC perform preventative maintenance across the entire district HVAC systems; Trane also updated the system software for the High School HVACs.

Elementary School pipes were reclad in almost all the classrooms and some outstanding areas in the basement.

Other accomplishment include:

- Elementary School SEL floor decals installed in corridors
- IT storage in back Auditorium area was cleaned and shelving installed
- Light bulbs replaced throughout the district
- 12 cubbies built for Kindergarten classrooms
- Water fountain installation in 3rd floor ES
- Cleaned the warehouse furniture area and transformed the area by into easily organized and accessible groupings (desks, tables, books)
- Hung 20 Tvs throughout the district for announcements and culture building
- Had the Elementary and High School parking lot lines repainted and also a yellow line painted down the entire sidewalk between Elementary and Middle School for student's safety. The curb along the sidewalk was also repainted.
- Sports fields are groomed and dragged for dangerous metal objects and also the Soccer field relined. Playground turf repairs were done.
- The old broken sports field benches were removed and replaced.
- Crew fixed and painted concrete bollards, safety gates at ES, railings on all entrances of Middle School.
- The replacement back doors for HS arrived and were immediately taken to a vendor to be finished in Abby Kelley maroon and will be installed before school reopens.
- Broken Playground parts getting replaced
- Change all water fountain cartridges
- Change all Air Purification units filters
- Replace any water damaged ceiling tiles

We just received a $108,000 School Safety Grant that will allow us to install our key fob system, replace entrance doors at Elementary and High School, increase our camera systems, and replace our phone system. Those projects will take place over the next 12 months.

IT Updates Summer 2023

- 1500+ Chromebooks
    - Inventoried, sanitized, configured and repaired
    - New 150 Chromebooks (Grade K, Grade 8, spares)
    - Chromebook Carts (by Interns)
        - Replace cables, cleanup carts

- Powerschool Implementation continues
    - Schedules by Principals
    - School Admins, Principals, Team Leaders completed training
        - Teachers will received training by the Team Leaders
    - Continue doing Integrations
        - Clever, Panorama, iReady, etc
- New Internet Service Provider
    - 2 new ISP were installed, configured and tested
    - Continue to build a redundant network
- Music Production Lab
    - 11 Computers were setup and tested
    - Security, Login with google, Garage band, iMovie, etc

- Teacher Computer Maintenance
    - New Devices for new hires
        - Touchscreen to encourage mobility and flexibility
    - Updates, cleaning up, security and inventory update
- Vivi Signage, Safety notification system and wireless projector
    - 150+ Devices installed
    - TVs installed by facilities in hallways and cafeteria
    - Improve SEL, AKFCS Culture and morning announcements