Abby Kelley Foster Charter Public School
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APPROVED

**Facilities and Finance Committee Meeting Minutes- APPROVED**
**Friday, May 17, 2024**
**8:00 a.m.**

**Join Zoom Meeting**
**https://akfcs-org.zoom.us/j/98193616976?pwd=L24rNHJwSUdrcXBIczBWUEsrdXdtUT09**
**Meeting ID: 981 9361 6976**
**Passcode: 330163**

Adam Beaudry, Chair called the meeting to order at 8:10 a.m.

Trustees Present: Adam Beaudry, Patrick Royce, Bibiche Zagabe-Ndiku[1]

Staff Present: Gabriel Beltran, Andrew Cruickshank, Heidi Paluk

Guest: Jim George

Chair Beaudry called for a motion to approve the April 19, 2024 meeting minutes. Trustee Royce made the motion, seconded by Chair Beaudry. No questions or comments. Chair Beaudry recorded the roll call vote.

Patrick Royce - yes Adam Beaudry - yes

**Action: Trustees approved April 19, 2024 Meeting Minutes**

**Attachments:**

AKFCS Budget Narrative, March 2024
AKFCS Budget to Actual, March 2024
AKFCS Statement of Financial Position, March 2024
AKFCS Check Detail Report, March 2024
Facilities Report
Information Technology Report

Finance Report – Jim George

Mr. George provided committee members with an overview of the March budget to actual report. Overall the school is at 75% of tuition revenue, nutrition is trending ahead. Benefits are still running high. AKF received a $44,600 refund from Health Equity. AKF did not budget for e-rate revenue, which is at $82K. Mr. George and Executive Director Paluk explained the e-rate process and the accounting, Mr. Beltran explained the usage of the funds.

[1] joined meeting at 8:30 a.m.

Overall expenditures are on track at 75%. Instructional services are slightly below. Employee and GL mapping will be adjusted in the FY25 budget. Operation and Maintenance of Plant are coming in under budget, however, we know there will be expenses paid in the next few months. Change in Net Position $1.6 compared to $1.3 (March 2023). Overall AFK budget is in a good financial position.

Mr. George reviewed the Statement of Financial position with committee members. The committee did not have any questions or comments for Mr. George. Mr. George concluded his reporting to committee members.

**Investment Management and Cash Management Policy - Heidi Paluk**

Executive Director Paluk provided committee members with a brief history of revising the Investment Policy, approved by the Board of Trustees. It is being brought to committee members to ratify and clarify based on the edits/suggestions made at the time of approval. Executive Director Paluk per the committee's agreement from today's meeting will revise the Investment Policy. Committee members agreed the revised Investment Management Policy will be presented to the full board of trustees at the May meeting to vote to ratify updates to the Investment Policy.

Executive Director Paluk presented the Cash Management Policy to committee members for review. The policy was on the committee agenda in October but due to personnel changes, the committee did not have the opportunity to review the first draft. Committee members reviewed the Cash Management Policy, making several edits. Executive Director Paluk will update the Cash Management Policy and the document will be presented as a final policy for the full board to vote to approve at the May Board of Trustees meeting.

Mr. George excused himself from the remainder of the committee meeting.

**Facilities Update - Andrew Cruickshank**

Mr. Cruickshank reviewed the May Facilities report with committee members. Several projects and inspections will begin when the school year has ended in June. Mr. Cruickshank reported that AKF has been granted use of the MS parking lot owned by and cordoned off by Liberty back in December. Elementary School entry doors will be replaced with a safer alternative. The project is slated for completion before July 1

**Information Technology Update - Gabriel Beltran**

Mr. Beltran provided an overview of submitted IT Department updates for May. Help Desk Tickets have decreased to six in May. Total issues completed in April - 247. Mr. Beltran explained the pilot intern program for High School students to repair Chromebooks. Mr. Beltran explained the cybersecurity program offered by the State. Mr. Beltran summarized PowerSchool's improvement and integration efficiencies in departments such as Special Education. Committee members and Mr. Beltran discussed reporting processes integrating iReady and Panorama. Committee members Mr. Beltran, and Executive Director Paluk discussed the lack of parent usage of PowerSchool and ways to encourage parents to log into

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PowerSchool. Committee members discussed access to information, and how to better use the AKF website and the PowerSchool App. Mr. Beltran guided committee members to download the PowerSchool App. Mr. Beltran updated the committee on the installation of additional cameras, 11 out of 15 installed, and expects to complete the project by the end of June.

Committee members and Executive Director Paluk discussed the Director of Finance position. Executive Director Paluk updated committee members that Mr. George has sent an email regarding rate changes and time commitments for his clients. AKF will look to transition Mr. George to high-level, essential, strategic matters. Executive Director and committee members discussed the overall personnel positions, Business Manager vs Director of Finance, Controller, part-time and/or additional accounting staff. Executive Director Paluk, Chair Beaudry, and Trustee Royce will meet with the Director of Human Resources and Sr. Accountant to explore the accounting department personnel structure and hiring needs.

No questions and/or comments for Executive Director Paluk, Mr. Beltran, and Mr. Cruickshank, Chair Beaudry noted the next scheduled Facilities and Finance Committee meeting is June 21. Chair Beaudry called for a motion to adjourn the meeting, Mr. Royce made the motion, seconded by Mrs. Zagabe-Ndiku. The meeting adjourned at 9:45 a.m.

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