



Pioneer Valley Performing Arts Charter Public School

Board of Trustees Meeting

Published on March 10, 2019 at 10:29 AM EDT

Date and Time

Tuesday March 12, 2019 at 6:00 PM EDT

Location

PVPA, Laddenheim Library, 15 Mulligan Dr S. Hadley MA

Agenda

| | Purpose | Presenter | Time |
|---|-----------------|-----------------------|----------------|
| I. Opening Items | | | 6:00 PM |
| A. Record Attendance and Guests | | | |
| B. Call the Meeting to Order | | | |
| C. Reading of the PVPA Mission Statement | Discuss | | 1 m |
| <ul style="list-style-type: none">PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum. | | | |
| D. Public Comment | Discuss | | 10 m |
| E. Approve Minutes from Previous | Approve Minutes | Shubhada Rella-Brooks | 10 m |
| Approve minutes for Board of Trustees Meeting on January 8, 2019 | | | |
| II. Governance | | | 6:21 PM |
| A. Governance Report | Discuss | Donovan Arthen | 15 m |
| III. Finance | | | 6:36 PM |
| A. Treasurer Report | Discuss | Deborah Jacobson | 20 m |
| B. Budget Discussion | Discuss | Marcy Conner | 20 m |
| IV. School-Family-Student Compact | | | 7:16 PM |

| | | | |
|--|------|---------------|---------|
| A. New Policy for Title I School Compliance | Vote | Marc Kenen | 15 m |
|--|------|---------------|---------|

Draft attached for your Review.

V. President's Business 7:31 PM

| | | | |
|--|---------|-------------------|---------|
| A. Any Business that could not be anticipated in Advance of Meeting | Discuss | Melinda Winter | 15 m |
|--|---------|-------------------|---------|

VI. PVPA Staff Reps 7:46 PM

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|-------------------------------------|-----|--|---------|
| A. Staff Report Out to Board | FYI | | 15 m |
|-------------------------------------|-----|--|---------|

VII. PVPA Student Reps 8:01 PM

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|---------------------------------------|-----|--|---------|
| A. Student Report Out to Board | FYI | | 15 m |
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VIII. PVPA Leadership 8:16 PM

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|---------------------|-----|---------------|---------|
| A. ED Report | FYI | Marc Kenen | 10 m |
|---------------------|-----|---------------|---------|

IX. Other Business 8:26 PM

| | | | |
|--------------------------|---------|--|---------|
| A. Public Comment | Discuss | | 10 m |
|--------------------------|---------|--|---------|

X. Closing Items 8:36 PM

| | | | |
|---------------------------|------|--|--|
| A. Adjourn Meeting | Vote | | |
|---------------------------|------|--|--|

XI. Union Negotiating Committee 8:36 PM

| | | | |
|---|------|-------------------|---------|
| A. Executive Session to Discuss Union Bargaining | Vote | Melinda Winter | 15 m |
|---|------|-------------------|---------|

Executive session pursuant to Chapter 30A, section 21(a)(3) to discuss strategy with respect to collective bargaining with respect to Units A and B if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and the chair so declares.

Cover Sheet

Approve Minutes from Previous

Section: I. Opening Items
Item: E. Approve Minutes from Previous
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on January 8, 2019



Pioneer Valley Performing Arts Charter Public School

Minutes

Board of Trustees Meeting

Date and Time

Tuesday January 8, 2019 at 6:00 PM

Location

PVPA, Laddenheim Library, 15 Mulligan Dr S. Hadley MA

Trustees Present

David Potter, Deborah Jacobson, Donovan Arthen, Drew Wherry, Isaac Weigand-Whittier, Jorge Rodriguez, Keith Black, Marcus McLaurin, Marcy Conner, Melinda Winter, Sean Moore, Shubhada Rella-Brooks

Trustees Absent

Gary Huggett, Ian Baird, Mary Ahlstrom

Trustees Arrived Late

Isaac Weigand-Whittier

Trustees Left Early

Jorge Rodriguez

Ex-Officio Members Present

Marc Kenen

Non Voting Members Present

Marc Kenen

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Melinda Winter called a meeting of the board of trustees of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Jan 8, 2019 @ 6:05 PM at PVPA, Laddenheim Library, 15 Mulligan Dr S. Hadley MA.

C. Reading of the PVPA Mission Statement

Read by Donovan Arthen

D. Public Comment

E. Approve Minutes from Previous

Sean Moore made a motion to approve minutes from the December Board Meeting on 12-11-18.

Deborah Jacobson seconded the motion.

The board **VOTED** to approve the motion.

Keith Black & Marcus McLaurin abstained

II. Governance

A. Governance Report

- Governance didn't meet due to New Year's Day.
- Haven't been able to reschedule yet.
- Things coming up
 - SAP, timeline and revisiting to talk about how it aligns with the charter renewal process
 - Board recruitment - Would like to have waves in order to elect new board members
 - Deciding on the makeup and potential chairs of the SAP committee
 - Please upload a photo to board on track

B. Strategic Action Plan

III. Finance

A. Treasurer Report

- At this point in time, we have filled all vacant faculty positions.
- On 12/21, DESE provided tuition projections
- Projecting \$160,000 loss on this year's financial statement.
 - Started the year with \$90,000 loss.
- The state reimburses for 400 students, currently at 394 (6) below and therefore we are losing (roughly \$88,462).
 - We lose on average \$14,700 per student.
- Salaries of academic support has increased and is something we cannot budget for.
- Increase demand in legal fees has offset the balanced budget
- Not feasible to fix the budget for this year
- If everything continues for the next 6 months as this budget is built out, this deficit is fairly likely to be higher.
- We need to increase fundraising

- School has significant reserves and therefore not in any immediate danger.
- As of June 30th, 2018 there was roughly 2.1 million in reserve.
 - 1.5 million is set aside for 3 months of operating expenses.

Main revenue driver: students and their sending towns.

Main expense: salaries and benefits.

B. Long Range Task Force

- There has only been one official meeting since the opening gathering.
- Since then, there has only been two unofficial meetings due to member scheduling conflicts quorum was not met at the last two meetings.
- Next meeting is February 5th.
- Meet the first and third Monday of each month.

Unofficial discussion topics:

- HVAC and Roof aging and detreating issues.
- We identified 3 of the most immediate issues.
 - Current space issues and needs.
 - What can we do (if anything) within the current physical building space to address sound, space needs, logistical, safety, growing, academic and student support needs?
 - If we were to expand or build, which option would be the most cost effective while addressing as many of the needs as possible.
 - Lunch area
 - To provide at least some of the student body a healthier, cleaner and safer lunch area.
 - Sounds issues
 - Horizontal and vertical sounds bleeding within the school from dance and music departments.
 - Sound resonating out of the new theaters. (Neighbor Issues)
- We are breaking down each of these topics, deciding their designated area (School or Friends of PVPA) and putting together possible solutions and timelines in order to present to the board.

IV. Alternative School Day Plan

A. Blizzard Bag Proposal

- Last year we had 7 snow days and school went into late June.
- Proposal for PVPA to draft "Blizzard Bags" so snow day can count as a school day as opposed to being tacked on at the end of the year.
- State provides guidelines.
- Blizzard Bags blend learning activities structured around videos that focus on school culture and values (creative, critical thinking, community collaboration, etc.)
- Videos will be posted on Google Classroom, students will watch the videos and answer a writing and art prompt.
- Administrators, facility and support staff have curated the videos off the internet.
- Full-time teachers will be available from 10am - 2pm on Blizzard Bag days to answer questions should students have any.
- No grades will be provided for Blizzard Bag day work; assignments are either completed or not. Students will have a week to complete the assignment.

- Expected time for completion is roughly 2 hours per assignment. However, total time will vary from student to student.
- We are proposing an 80% completion rate for grades 7-11.
- PVPA will need to figure out how to accommodate the Blizzard Bag for students with disabilities and students who do not have internet access and/or access to a computer.
- PVPA will launch a trial on the first snow day of the year.
- PVPA will have to think about how many "Blizzard Bag" days we are willing to have.

Isaac Weigand-Whittier arrived late.

Marcus McLaurin made a motion to Approve the blizzard bag proposal and plan with the ammendment of 80% of grades 7-11 participating.

Keith Black seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. PVPA Staff Reps

A. Staff Report Out to Board

- Paideia is going well
- Urinetown is coming up on Jan 25th, Jan 26th, Feb 1st, and Feb 2nd at 7pm.
 - Board members get two free tickets!

VI. PVPA Student Reps

A. Student Report Out to Board

- The student council is going to be leading restorative justice circles next semester
- Student council representative will be going to two trainings
- Going to Bridges.
 - NCCJ Bridges is a two-day prejudice reduction program for middle and high school students.

VII. PVPA Leadership

A. ED Report

- Paideia is going well.
- South Hadley Police was present on campus on Friday, January 11th.
- Will be meeting with SHP to debrief.

B. Evaluation Survey Results

Marc Kenen left early.

- The survey closed on January 5th.
- Was emailed to every member of our constituents possible.
 - Posted on all social media accounts to ensure we received as large of a response as possible.
- There were **220** respondents to the survey, which was a better response than the previous two years
 - 83 students
 - 26 staff
 - 32 faculty

- 9 alumni
- 90 family member of a student
- 11 community members
- 84% of people who completed the survey answered open-ended questions
- As a whole, there was a very strong positive response.
- There was never more than 25 in the "disagree" and "strongly disagree" answers combined.
- Most people "agree" or "strongly agree" with the statement presented.
- In total, 93 comments in the "integrity" section and 57 in the "leadership and performance" section.
- Comments were all over the place (mix of positive and negative)

Analysis of Survey

- The survey was overwhelmingly positive
- The results of this survey show that the community would support removing the Interim from Marc's title.
 - Marc's contract is up at the end of the year, however, proposing to remove interim from Marc's title now.
- There is still confusion about who is responsible for what and while there are several people that feel the distribution of power is a good thing, an equal number of people feel that the IED delegates too much. This is something the Board could help to address by addressing the responsibilities of the IED and the Senior Admin team.
- There are areas which could benefit from more clarity and communication.
- Marc is not responsible for union negotiations, and there was some confusion regarding this fact.
- The delegation of responsibilities is widely seen as a positive move; however, the responsibilities are not clearly defined giving the impression that there is a power vacuum.

Donovan Arthen made a motion to Accept the results of the Interim Director performance evaluation and surveys.

Deborah Jacobson seconded the motion.

The board **VOTED** to approve the motion.

Jorge Rodriguez abstained

C. Leadership Stabilization Plan

Donovan Arthen made a motion to immediately remove the interim from Marc Kenen's title making it Executive Director. We also empower the board president, Melinda Winter, to negotiate an extended contract for a two-year term with Marc in that role. In the second year of the two-year term, the board will initiate a national search for a succeeding lead administrator based on the leadership structure approved by the board of trustees.

Keith Black seconded the motion.

The board **VOTED** to approve the motion.

Jorge Rodriguez abstained

VIII. Union Negotiating Committee

A. Executive Session to Discuss Union Bargaining

Melinda Winter made a motion to Executive session pursuant to Chapter 30A, section 21(a)(3) to discuss strategy with respect to collective bargaining with respect to Units A and B if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and the chair so declares. Donovan Arthen seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

| | |
|------------------------|---------|
| Jorge Rodriguez | Abstain |
| Marcus McLaurin | Aye |
| Gary Huggett | Absent |
| Drew Wherry | Abstain |
| David Potter | Abstain |
| Deborah Jacobson | Aye |
| Ian Baird | Absent |
| Marcy Conner | Abstain |
| Sean Moore | Aye |
| Isaac Weigand-Whittier | Abstain |
| Shubhada Rella-Brooks | Aye |
| Donovan Arthen | Aye |
| Keith Black | Aye |
| Melinda Winter | Aye |
| Mary Ahlstrom | Absent |

Jorge Rodriguez left early.
Discussion of an update on union negotiations.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,
Shubhada Rella-Brooks

Cover Sheet

Budget Discussion

Section: III. Finance
Item: B. Budget Discussion
Purpose: Discuss
Submitted by:
Related Material: 2019_03_05_finance_committee_minutes- DRAFT.pdf
FY10 Preliminary Budget 3-6-19.pdf
finance committee presentation 3.5.19 (1).pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Finance Committee

Date and Time

Tuesday March 5, 2019 at 8:30 AM

Location

Room 304, 15 Mulligan Dr., South Hadley, MA 01705

Committee Members Present

Bob Hann, Deborah Jacobson, Elmo Wright, Keith Black, Marc Kenen, Marcy Conner, Owen Sordillo, Stephanie Burbine

Committee Members Absent

None

Guests Present

Laura Davis

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Marcy Conner called a meeting of the Finance committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Mar 5, 2019 @ 8:37 AM at Room 304, 15 Mulligan Dr., South Hadley, MA 01705.

C. Approve Minutes

Keith Black made a motion to approve minutes from the Finance Committee on 02-05-19.

Bob Hann seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Finance

A. Family and Medical Leave Law, M.G.L. c.175M

The Committee reviewed the Family and Medical Leave Law, M.G.L. C.175M that will go into effect on July 1, 2019 and establishes a system for paid family leave of up to 12 weeks to care for a family member, and up to 20 weeks for your own illness. This new law has combined features from several other laws/policies - the Federal Family Medical Leave Act (FMLA), Mass State Unemployment Insurance (SUI), Social Security and a Short Term Disability Policy.

Payroll contributions will begin on July 1, 2019 with the total contributions being .63% of gross payroll. These total contributions are broken into two categories: Medical Leave and Family Leave. Employers are not responsible for contributing to the Family Leave portion however employees will see a .11% payroll deduction. The Medical Leave portion is .52% of gross payroll that is split between the employee and the employer with 40% and 60% respectively. This means that PVPA will be responsible for .0312% of gross salaries or approximately \$13,000 based on the FY20 status quo salary budget numbers.

The new law acts like the federal FMLA leave as you must apply and have a doctors certification for a personal illness or that of an immediate family member. The tax withholding will begin on July 1, 2019 however employees will not be able to draw from the fund until 2021. The taxes will be withheld similar to how Social Security taxes are currently withheld and paid quarterly similar to how Massachusetts unemployment taxes are paid. Contributions will be paid to an employee after a seven day waiting period based on their average weekly pay similar to how many short term disability policies work. The rate for the law will be established annually in October.

B. FY20 Proposed Budget

The FY19 Projected w/FY20 Proposals dated February 28, 2019 was reviewed. Each of the four columns represent different stages of the budget: FY19 Budget, FY19 Projected, FY20 Proposed Budget and FY20 With Cuts.

The FY19 Budget column represents the Fy19 approved budget with a deficit of - \$89,309.67.

The FY19 Projected represents projected expenditures through the end of the year as of December 31, 2018 and showed a deficit of -\$158,824.59.

The FY20 Proposed Budget column was updated after the Finance Committee packet was sent based on the resignation of an employee and was adjusted to allow for a replacement. This adjustment decreased the deficit for -\$132,665.46 to -\$110,500. The starting point for this proposal was the FY19 Projection of December 31, 2018. The adjustments that were made were based on items that are already known to either increase or decrease based on contractual agreements.

Increases:

1. Tuition increased \$176,924 based on the Finance Committee vote on February 5, 2019 = 1.5% of FY19 projected tuition based on 400 students of \$5,897,465.
2. Late hires in FY19 increased to full year salaries for FY20
3. Health insurance increase estimated at 10%
4. Dental insurance increase estimated at 5%
5. Family and Medical Leave Law increase of \$13,000

Decreases:

1. Academic Support salary decreased .20 FTE as student is graduating
2. Business Office consultant line of \$21,000 eliminated as there is no need to a temp to hire service
3. Recruitment expense of \$15,000 for marketing firm associated with grant received

Status Quo:

1. No administration or staff pay raised or step increases for teachers
2. all other categories as same level as the December 2018 projection.

The FY20 Proposed Budget with Cuts incorporated all of the items in the FY20 Proposed Budget as well as areas identified by the Administration as possible areas where savings might be realized. The resignation of an employee also adjusted this overall deficit from -\$56,193.66 to -\$34,000:

1. The elimination of the soccer program. This program has seen declining interest from the students and has become increasingly more costly. This will result in a -1,800 reduction in revenue and a \$4,500 savings in expenses.
2. Department expenses. This directly effects the supplies and materials available for educational purposes. A 10% cut is a savings of \$5,280.
3. Reduction in Speech and Language services. FY19 budget is \$50,000. This item can be reduced by \$20,000 through a search for alternative models and service providers.
4. Savings of \$3,500 with the elimination of the Anytown Membership.
5. Elimination of Paideia field trips of \$7,000.
6. A 10% reduction in the Production budget = \$8,300.
7. Reduction in legal fees in the Board of Trustees budget of \$10,000. The Board is hopeful that legal issues and the need to have legal representation will decline with the ratification of a Union contract.
8. Shift in transportation expenses - the elimination of \$25,000 in special needs transportation that is in FY19 plus a \$1,900 increase in the regular day transportation contract for FY20 (total \$124,500).

The committee moved on to discuss needs and other items that are in question that should be reviewed:

1. Administrative Assistant for the Director of Arts and Academics 1.0 FTE with an approximate salary and benefits of \$50,000.
2. ESL Teacher .60 FTE salary and benefits of \$45,000
3. Adjustment Counselor increase of .50 FTE of \$23,000
4. Fundraising - was a focal point of the budgeting process in FY19. Does the Finance Committee want to revisit the current budget numbers?

5. The Friends support of the Alumni & Outreach Coordinator. For FY19 the Friends supported this position by supplementing the PVPA budget with \$75,000. The Friends are considering the continued support for this position.

C. Staffing Analysis

Laura Davis, Director of Arts and Academics is present at the meeting to review data from an analysis of staffing vs enrollment from 2016-2019 by department.

D. Budget Next Steps

The Committee held a discussion on the proposed items. It was suggested that the Paideia field trips not be eliminated all together but rather seek to add the cost of transportation to the fees charged for those Paideia's that require transportation. Further the recommendation was made that the budget line be restored to \$3,000 to ensure that an equity issue is avoided and equal access is given to those students on free and reduced lunch. It was agreed the an ESL position at .40 FTE should be added based on DESE requirements and recommendations with a total salary and benefits of \$36,000.

The deficit presented after the Administrative recommendations was -\$34,000. Adding in \$3,000 for Paideia transportation and \$36,000 for a .40 ESL position then decreasing the restricted fundraising budget by \$53,000 and the unrestricted fundraising by \$20,000 leaves a total deficit of -\$146,000.

The Committee recognized that any reductions in staff must be negotiated with the UAW Union Local 2322.

Deborah Jacobson made a motion to remove restricted donations from the FY20 fundraising budget totaling \$53,000.

Bob Hann seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Deborah Jacobson made a motion to reduce the total FY20 unrestricted fundraising budget to a total of \$30,000.

Keith Black seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Unrestricted donations reduced as there is no current staff devoted to development activities. Donations collected and efforts have been flat since the capital campaign to build the theater. This will become the responsibility of the Alumni & Outreach Coordinator, however it will take several years to build an alumni base for this work to move forward.

Deborah Jacobson made a motion to recommend to the Board of Trustees that they bargain with the UAW Local 2322 to close the \$146,000 budge deficit.

Bob Hann seconded the motion.

The committee **VOTED** unanimously to approve the motion.

This proposal contains no salary increases - this is not acceptable. If we are unable to provide raises this has negative consequences in recruitment and retention of quality teachers, staff and Administrators. The current path is the only way to pass a balanced budget at this point in time.

There is talk in the legislature about a significant increase in tuition funding for FY20. The landscape for this still needs to play out in the legislature and there will not be any definite information until possibly June and no real numbers coming from DESE until August. At that time the Board could opt to reinstate any

staffing cuts or give pay raises to staff. All of which is subject to bargaining with the UAW Union Local 2322.

III. Closing Items

A. Adjourn Meeting

Bob Hann made a motion to adjourn the meeting.

Stephanie Burbine seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Adjourned at 9:43am.

Pioneer Valley Performing Arts Charter Public School

FY19 Projected w/FY20 Proposals

February 28, 2019

| | FY19 Budget | FY19 Projected | FY 20 Proposed Budget | FY20 W/Cuts |
|--|---------------------|---------------------|-----------------------|---------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Comm of Mass Sources | | | | |
| 4000411 • Per Pupil Income | 5,765,675 | 5,809,003.00 | 5,985,927 | 5,985,927 |
| 4000412 • Grants | 155,240.00 | 155,861.00 | 155,861.00 | 155,861.00 |
| 4000413 • MassHealth Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comm of Mass Sources | 5,920,915.00 | 5,964,864.00 | 6,141,787.98 | 6,141,787.98 |
| Total 4000420 • Production Revenue | 39,500.00 | 39,500.00 | 39,500.00 | 39,500.00 |
| Total 4000430 • Student Activities Revenue | 69,000.00 | 65,000.00 | 65,000.00 | 63,200.00 |
| Total 4000440 • Auxiliary Revenue | 96,000.00 | 93,600.00 | 93,600.00 | 93,600.00 |
| 4000450 • Interest | 6,000.00 | 8,500.00 | 8,500.00 | 8,500.00 |
| 4000460 • Fundraising | | | | |
| 4000461 • Friends of PVPA-Restricted | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 4000462 • Friends-Annual Fund for PVPA | | 0.00 | 0.00 | 0.00 |
| 4000463 • Contributions-Unrestricted | 50,000.00 | 50,000.00 | 30,000.00 | 30,000.00 |
| 4000464 • Contributions-Restricted | 28,000.00 | 28,000.00 | 0.00 | 0.00 |
| Total 4000460 • Fundraising | 103,000.00 | 103,000.00 | 30,000.00 | 30,000.00 |
| 4000470 • Miscellaneous Revenue | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 4000490 Rental Income | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| Total Income | 6,240,915.00 | 6,280,964.00 | 6,384,887.98 | 6,383,087.98 |
| Gross Profit | 6,240,915.00 | 6,280,964.00 | 6,384,887.98 | 6,383,087.98 |
| Expense | | | | |
| 5200000 • Education Expense | | | | |
| 5200001 • Salaries and Benefits | | | | |
| Total 5200500 • Salaries | 2,898,998.64 | 2,887,948.31 | 2,901,836.91 | 2,937,836.91 |
| Total 5200560 • Taxes and Benefits | 581,961.01 | 607,063.24 | 703,522.72 | 703,522.72 |
| Total 5200001 • Salaries and Benefits | 3,480,959.65 | 3,495,011.55 | 3,605,359.63 | 3,641,359.63 |
| Total 5210600 • General Educational Expense | 37,700.00 | 41,200.00 | 41,200.00 | 41,200.00 |
| Total 5220000 • Departmental Expense | 52,800.00 | 52,800.00 | 52,800.00 | 47,520.00 |
| Total 5229500 • Grant Expenses | 155,240.00 | 155,240.00 | 155,240.00 | 155,240.00 |
| Total 5290000 • Education-Other | 142,300.00 | 173,800.00 | 173,800.00 | 142,800.00 |
| 5200000 • Education Expense - Other | | | | 0.00 |
| Total 5200000 • Education Expense | 3,868,999.65 | 3,918,051.55 | 4,028,399.63 | 4,028,119.63 |
| 5245000 • Production | | | | 0.00 |
| Total 5245500 • Salaries | 57,027.80 | 51,884.30 | 51,884.30 | 51,884.30 |
| Total 5245560 • Taxes and Benefits | 9,100.30 | 7,539.34 | 11,861.89 | 11,861.89 |
| Total 5245600 • Production-Other | 87,500.00 | 83,325.00 | 83,325.00 | 75,025.00 |
| Total 5245000 • Production | 153,628.10 | 142,748.64 | 147,071.19 | 147,071.19 |
| Total 5246000 • Summer Program | | | | 0.00 |
| Total 5250600 • Technology | 32,530.00 | 32,530.00 | 32,530.00 | 32,530.00 |
| 5300600 • Administrative | | | | 0.00 |
| Total 5300500 • Salaries | 882,493.57 | 872,392.06 | 889,419.73 | 889,419.73 |
| Total 5300560 • Taxes and Benefits | 174,590.30 | 167,927.52 | 196,144.61 | 196,144.61 |
| 5300580 • Workers' Compensation Insurance | 36,916.04 | 38,750.78 | 39,460.65 | 39,460.65 |
| Total 5300601 • General Administrative Expense | 62,500.00 | 62,500.00 | 62,500.00 | 62,500.00 |
| Total 5310600 • Recruitment-Students | 5,200.00 | 5,200.00 | 5,200.00 | 5,200.00 |
| Total 5311600 • Recruitment-Employees | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| Total 5315600 • Business Office Expense | 27,800.00 | 50,550.00 | 29,550.00 | 29,550.00 |
| Total 5320600 • Board of Trustees Expense | 42,250.00 | 79,250.00 | 79,250.00 | 69,250.00 |
| Total 5300600 • Administrative | 1,232,949.91 | 1,277,770.36 | 1,302,724.99 | 1,292,724.99 |
| Total 5330600 • Development | 6,000.00 | 21,000.00 | 6,000.00 | 6,000.00 |
| 5400000 • Facilities Expense | | | | |
| 5400500 • Salaries | | | | |
| 5400550 • Facilities Manager | 57,621.00 | 57,621.00 | 60,000.00 | 60,000.00 |
| 5400551 • Labor - Summer | 0.00 | 3,300.00 | 3,300.00 | 3,300.00 |
| 5400551 • Labor | 22,020.00 | 15,600.00 | 15,600.00 | 15,600.00 |
| Total 5400500 • Salaries | 79,641.00 | 76,521.00 | 78,900.00 | 78,900.00 |
| Total 5400560 • Taxes and Benefits-Facilities | 35,308.76 | 34,999.79 | 25,051.40 | 19,824.80 |
| 5400600 • Facilities Expense-Other | | | | |
| 5400612 • Contractors | | 0.00 | | 0.00 |
| 5400616 • Professional Development | | 0.00 | | 0.00 |
| 5400618 • Memberships and Subscriptions | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 5400701 • Rent | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 |
| 5400702 • Utilities-Electricity | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 5400703 • Utilities-Heat | 16,500.00 | 16,500.00 | 16,500.00 | 16,500.00 |
| 5400704 • Utilities-Water | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 5400705 • Telephone | 5,900.00 | 5,900.00 | 5,900.00 | 5,900.00 |
| 5400706 • Telephone-Cell Phones | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 |
| 5400707 • Telephone-Equipment | 6,100.00 | 6,100.00 | 6,100.00 | 6,100.00 |
| 5400708 • Insurance | 37,000.00 | 37,000.00 | 37,000.00 | 37,000.00 |
| 5400709 • Custodial Services | 71,000.00 | 71,000.00 | 71,000.00 | 71,000.00 |
| 5400710 • Waste Removal | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 |

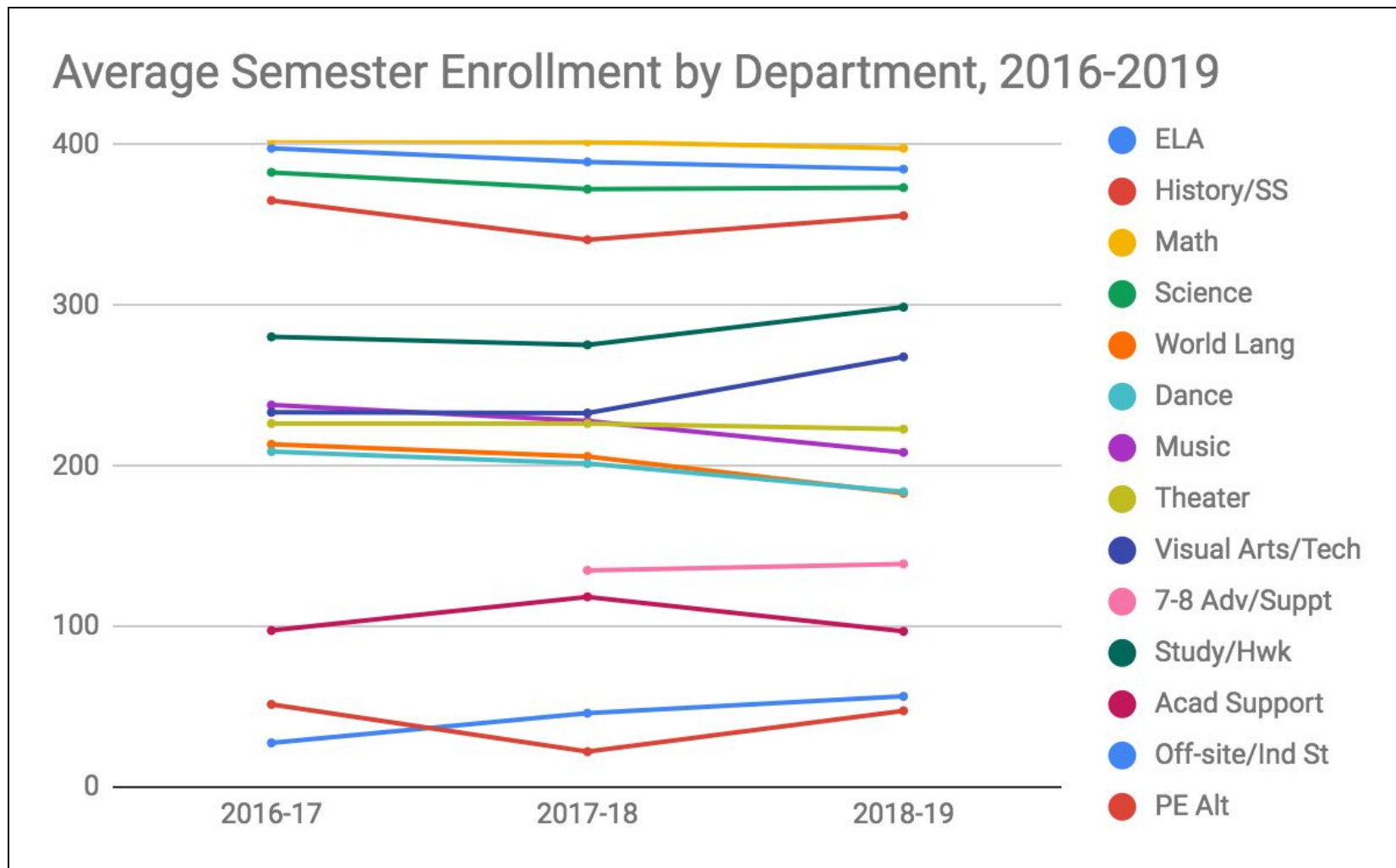
Pioneer Valley Performing Arts Charter Public School

FY19 Projected w/FY20 Proposals

February 28, 2019

| | <u>FY19 Budget</u> | <u>FY19 Projected</u> | <u>FY 20 Proposed Budget</u> | <u>FY20 W/Cuts</u> |
|--|--------------------------|---------------------------|------------------------------|---------------------------|
| 5400711 · Janitorial Supplies | 12,000.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| 5400712 · Repairs and Maint.-HVAC | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 5400713 · Repairs and Maint.-Elevator | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 5400714 · Repairs and Maint.-Other | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 5400715 · Building Improvements | 17,000.00 | 17,000.00 | 17,000.00 | 17,000.00 |
| 5400716 · Building Supplies | | | | 0.00 |
| Maintenance | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| Theater | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 5400717 · Grounds | 41,000.00 | 41,000.00 | 41,000.00 | 41,000.00 |
| 5400718 · Security | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 5400719 · Permits and Inspections | 19,000.00 | 19,000.00 | 19,000.00 | 19,000.00 |
| Total 5400600 · Facilities Expense-Other | <u>647,800.00</u> | <u>647,800.00</u> | <u>647,800.00</u> | <u>647,800.00</u> |
| Total 5400000 · Facilities Expense | 762,749.76 | 759,320.79 | 751,751.40 | 746,524.80 |
| Total 5500700 · Depreciation Expense | 95,000.00 | 95,000.00 | 95,000.00 | 95,000.00 |
| Total 5600600 · Auxiliary Expense | 171,867.25 | 186,867.25 | 198,378.14 | 175,278.14 |
| Total 5700900 · Other Expense | <u>6,500.00</u> | <u>6,500.00</u> | <u>6,500.00</u> | <u>6,500.00</u> |
| 66900 - Reconciliation Discrepancies | | | | 0.00 |
| Total Expense | <u>6,330,224.67</u> | <u>6,439,788.59</u> | <u>6,568,355.35</u> | <u>6,529,748.75</u> |
| Net Ordinary Income | <u>-89,309.67</u> | <u>-158,824.59</u> | <u>-183,467.37</u> | <u>-146,660.77</u> |
| Net Income | <u>-89,309.67</u> | <u>-158,824.59</u> | <u>-183,467.37</u> | <u>-146,660.77</u> |

PVPA Teaching Staff Analysis, February 2019



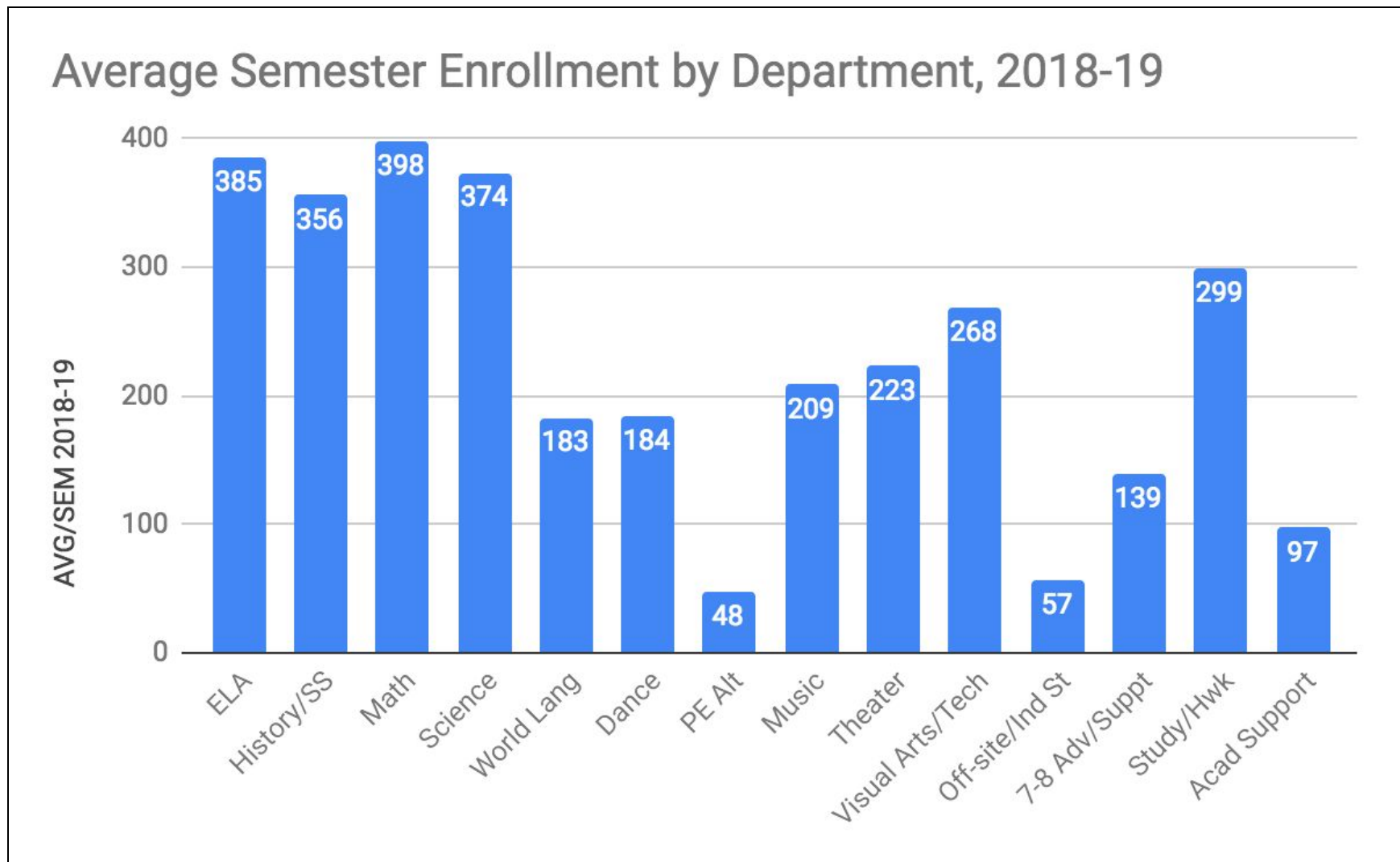
NOTES:

- Declining enrollment trend in World Language, Dance, and Music departments
- Increasing enrollment trend in Visual Arts/Tech Theater department
- Increasing enrollment trend in off-site courses (community college, online VHS courses, independent study)

PVPA Teaching Staff Analysis, February 2019

- PE Alt credit being eliminated in 2019-20, and PE requirement reduced from 6 semesters to 3 semesters (may increase dance enrollment)

PVPA Teaching Staff Analysis, February 2019



PVPA Teaching Staff Analysis, February 2019

| 2018-19 | <u>Current configuration</u> | | | <u>Average 16 per section</u> | | FTE difference |
|--------------------|------------------------------|------------|--------------------|-------------------------------|--------------------|----------------|
| | Avg./semester | # sections | # FTE (5 sections) | # sections | # FTE (5 sections) | |
| ELA | 385 | 26 | 5.2 | 24 | 4.8 | -0.4 |
| History/SS | 356 | 22 | 4.4 | 22 | 4.5 | 0.0 |
| Math | 398 | 28 | 5.6 | 25 | 5.0 | -0.6 |
| Science | 374 | 25 | 5.2 | 23 | 4.7 | -0.5 |
| World Lang | 183 | 17 | 3.4 | 11 | 2.3 | -1.1 |
| Dance/PE | 184 | 15 | 3.0 | 12 | 2.3 | -0.7 |
| Music | 209 | 17 | 3.0 | 13 | 2.6 | -0.4 |
| Theater | 223 | 16 | 3.0 | 14 | 2.8 | -0.2 |
| Visual Arts/Tech | 268 | 20 | 3.8 | 17 | 3.4 | -0.5 |
| 7-8 Advisory/Suppt | 139 | 10 | 2.0 | 9 | 1.7 | -0.3 |
| Study/Hwk | 299 | 20 | 4.8 | 19 | 3.7 | -1.1 |
| Acad Support | 97 | 20 | 4.0 | 19 (avg. 5) | 3.9 | -0.1 |

NOTES:

- FTEs do not include apprentice teachers (assigned to many classes to provide additional support) or therapeutic paraprofessionals
- Math department includes small sections for students who need modified curriculum/extended time, one of which is co-taught
- Science department includes co-taught Bio Fundamentals course
- Library Media Specialist accounts for 7 sections of self-directed study

Cover Sheet

New Policy for Title I School Compliance

| | |
|--------------------------|---|
| Section: | IV. School-Family-Student Compact |
| Item: | A. New Policy for Title I School Compliance |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | DRAFT school-family-student compact.pdf |

DRAFT FOR PVPA BOARD REVIEW, MARCH 12, 2019

Context: This compact is a requirement for all schools that receive federal Title I funds. Once approved by the board, it will become part of the PVPA Community Handbook. This compact is updated yearly with input from PVPA parents.

School-Family-Student Compact

This compact outlines how PVPA staff, families, and students share responsibility for improved student academic achievement, and the means by which the school and families will work cooperatively and collaboratively to help students achieve the high standards set by the Massachusetts Department of Elementary and Secondary Education (DESE). This compact is in effect during the 2018-19 school year.

Community Responsibilities

All PVPA community members will strive to enact the values outlined in the 2016-21 Strategic Action Plan:

- **Critical and Higher Order Thinking Skills:** These include searching for and evaluating sources, holistic analysis, the ability to ask appropriate questions, the capacity to evaluate and judge, and openness to outliers of thought and minority opinions. We value rigorous thinking and approaches to learning such as the recognition of connections between one's own life and the larger society, willingness to embrace paradox and ambiguity without rushing to conclusions, and an ability to recognize multiple perspectives—all of which are foundations for students' future education.
- **Creative Thinking:** We value experimentation, risk-taking and mistake-making ("Do not fear mistakes. There are none." Miles Davis) out-of-box and interdisciplinary approaches, collaboration with co-creators, divergent as well as convergent thinking, the ability to draw from oneself material for creating and to make new and essential connections. Such skills are what many employers are seeking.
- **A Passion for Inquiry and Self-Reflection:** We value the right to question assumptions and to demonstrate knowledge in a variety of forms. This passion is modeled by the outstanding educators at PVPA—teachers who, in their fields of expertise, are enthusiastic facilitators of student learning. Passion and learning go hand-in-hand and are compatible with rigorous standards and expectations of students.
- **A Loving Community:** Students, faculty, families, administrators, board, people from various social classes, ethnicities, life experiences, and with a variety of learning styles are respected. We value all voices being heard when important decisions are made and expect community members to support the school's mission and values. PVPA aspires to be a safe environment for students and encourages them to develop their own ideas and opinions.

- **The Concept of School as One Part of a Larger Learning Community:** We believe that education goes on all the time and everywhere. We value our essential connections with the broader community and with artists in various disciplines. PVPA is committed to being part of a community of artistic organizations, where our approaches to education are shared, where our students present arts performances, where we both receive and give. We seek to enhance our visibility in the communities where our students reside and in other public schools.

School Responsibilities

PVPA administrators, staff, and faculty will support student learning and achievement by:

1. Providing high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state's student academic achievement standards as follows:
 - a. Offer courses in the areas of English Language Arts, Dance, History/Social Studies, Mathematics, Music, Science and Technology, Theater, Visual Arts and Technical Theater, and World Languages with curricula based on the Massachusetts State Curriculum Frameworks and National Core Arts Standards
 - b. Individualize instruction to the extent possible for students at all levels
 - c. Support students' Habits of Work and Learning (HoWLs), especially the school-wide focus HoWLs of preparation, participation, and personal responsibility
 - d. Deliver academic supports through:
 - i. Tier 2 Math Support classes (7-10) and Reading Workshop classes (7-8)
 - ii. Generalized support for assignment completion and organization in Homework Support and Study Skills classes
 - iii. In-class support teachers and/or co-teachers
 - iv. Specialized instruction for students with IEPs in Academic Support classes and/or other settings
2. Communicating about PVPA's participation in Title I and its requirements by:
 - a. Convening a meeting annually at the fall Open House to discuss these topics
 - b. Providing opportunities to discuss this compact available twice per year at parent/guardian-teacher conferences (typically November and April) as it relates to individual student achievement
3. Communicating student progress and achievement by:
 - a. Providing reports on all students' progress in all courses at fall mid-semester, mid-year, and spring mid-semester
 - b. Providing Late Notice reports between mid-semester and end-of-semester for students who are not yet on track to earn credit in a course
 - c. Providing final reports on all students' achievement at the end of each course

- d. Expecting teachers to communicate concerns individually to students and parents/guardians as they arise
4. Providing families meaningful access to administrators, staff, and faculty members via email, telephone, and in-person meetings by appointment
5. Providing families opportunities to volunteer and participate in school programs such as productions, field trips, and classroom events/activities with prior arrangement

Family Responsibilities

Parents, guardians, and other caregivers will support their students' learning and achievement by:

1. Monitoring and ensuring school attendance
2. Monitoring academic and arts progress through the PowerSchool Portal
3. Engaging in two-way communication with faculty and staff members about student progress
4. Participating in decisions relating to their students' education
5. Serving, to the extent possible, on advisory or policy groups such as the PVPA Board of Trustees and/or Board committees or task forces

Student Responsibilities

Students will support their own learning and achievement by:

- Practicing Habits of Work and Learning (HoWLs) that include:
 - PREPARATION (being prepared for class and arriving on time with organized materials and any needed attire)
 - PARTICIPATION (participating in learning by engaging actively, contributing productively, and collaborating respectfully and safely)
 - PERSONAL RESPONSIBILITY (managing school work by monitoring assignment completion, meeting deadlines for assigned work and revisions, and/or successfully navigating the extension process if necessary)
- Putting effort into assignments, and actively preparing for all assessments
- Communicating with teachers and other school staff members by clarifying expectations, asking questions, and self-advocating
- Contributing positively to a safe and supportive school environment by following the PVPA Code of Conduct