



Pioneer Valley Performing Arts Charter Public School

Finance Committee

Amended on January 29, 2019 at 12:17 PM EST

Date and Time

Tuesday January 8, 2019 at 8:30 AM EST

Location

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:30 AM
Opening Items			
A. Record Attendance and Guests		Marcy Conner	3 m
B. Call the Meeting to Order		Marcy Conner	5 m
C. Approve Minutes	Approve Minutes	Marcy Conner	5 m
Approve minutes for Finance Committee on December 4, 2018			
II. New Business			8:43 AM
A. Tuition & Enrollment	Discuss	Marcy Conner	20 m
B. Financial Report thru 12/31/18	Discuss	Marc Kenen	20 m
C. FY20 Budget - Tuition	Vote	Marcy Conner	10 m
III. Other Business			

	Purpose	Presenter	Time
IV. Closing Items			
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Finance Committee on December 4, 2018

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Finance Committee

Date and Time

Tuesday December 4, 2018 at 8:30 AM

Location

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

Committee Members Present

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

Committee Members Absent

Keith Black

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 Dec 4, 2018 at 8:35 AM.

C. Approve Minutes

Deborah Jacobson made a motion to approve minutes from the Finance Committee on 11-06-18 Finance Committee on 11-06-18.

Bob Hann seconded the motion.

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

II. New Business

A. Lights: Neighbor Complaint & Possible Expenditure

PVPA has received a complaint about the parking lot lights and the lights along the outside wall of the theater from a neighbor residing on Cedar Ridge Road. A meeting was held with the owners along with John Kulas, Facilities Manager, Marcy Conner, CFO and Marc Kenen, Interim Executive Director. PVPA committed to looking into a new timer for the parking lot lights and is informing the Finance Committee of a possible out of budget expenditure. We wish to be good neighbors and do our part but will follow through with a price estimate before committing to any changes in the lights.

A few days later on September 30th John and Marcy met with Micheal Sullivan, Town Administrator to the Town of South Hadley. Mr. Sullivan was aware of the issue as the property owner had been in several times to meet with him and other Town Officials. As far as the Town of South Hadley is concerned, PVPA is well within all regulations and by-laws concerning the lights.

B. FY19 Fundraising Plan

Marc Kenen submitted the fundraising plan for FY 2018 - 2019. There is a combined budget of \$103,000 designated as donations from the Friends and restricted and unrestricted donations from other donors. To date a total of \$28,000 has been raised. PVPA is currently doing a trial of a program called Salesforce for reporting and acknowledging donations. The Committee talked about the \$103,000 being a bit ambitious and discussed a few avenues that could be sought for donors.

III. Other Business

A. January

Just a reminder that in January Committee members will receive an updated Budget vs Actual report for the second quarter ending December 31, 2108. In January there will also be a review of the tuition numbers release by the state in late December and a discussion about the structural issues with the budget.

IV. Closing Items

A. Adjourn Meeting

Stephanie Burbine made a motion to adjourn the meeting.

Deborah Jacobson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:18 AM.

Respectfully Submitted,
Marcy Conner

Coversheet

Tuition & Enrollment

Section:	II. New Business
Item:	A. Tuition & Enrollment
Purpose:	Discuss
Submitted by:	
Related Material:	Fy19 Tution Estimate 12-21-18.pdf

Tuition Comparison October vs December, 2018
12/21/2018

DESE Projection October 29, 2018				DESE Projection December 21, 2018				Differences	
Sending District	FTE	Total Rate	Total Tuition	Sending District	FTE	Total Rate	Total Tuition	FTE	Tuition
AGAWAM	7.00	16,381	114,667	AGAWAM	5.00	16,691	83,455	(2.00)	(31,212)
BELCHERTOWN	24.00	13,150	315,600	BELCHERTOWN	21.00	13,212	277,452	(3.00)	(38,148)
CHICOPEE	28.00	13,006	364,168	CHICOPEE	34.00	13,368	454,512	6.00	90,344
EASTHAMPTON	9.00	12,859	115,731	EASTHAMPTON	10.00	12,859	128,590	1.00	12,859
EAST LONGMEADOW	5.00	15,018	75,090	EAST LONGMEADOW	5.00	14,698	73,490	0.00	(1,600)
ERVING	1.00	23,267	23,267	ERVING	1.00	23,653	23,653	0.00	386
GRANBY	3.00	14,669	44,007	GRANBY	4.00	14,669	58,676	1.00	14,669
GREENFIELD	11.00	14,537	159,907	GREENFIELD	10.00	14,537	145,370	(1.00)	(14,537)
HADLEY	12.00	15,232	182,784	HADLEY	11.00	15,025	165,275	(1.00)	(17,509)
HATFIELD	2.00	15,709	31,418	HATFIELD	4.00	16,226	64,904	2.00	33,486
HOLYOKE	20.00	12,388	247,760	HOLYOKE	22.00	12,388	272,536	2.00	24,776
LONGMEADOW	5.00	14,544	72,720	LONGMEADOW	3.00	14,395	43,185	(2.00)	(29,535)
LUDLOW	5.00	14,851	74,255	LUDLOW	5.00	14,741	73,705	0.00	(550)
MONSON	3.00	13,035	39,105	MONSON	4.00	13,035	52,140	1.00	13,035
NORTHAMPTON	43.00	14,610	628,230	NORTHAMPTON	40.00	14,435	577,400	(3.00)	(50,830)
PALMER	4.00	12,936	51,744	PALMER	3.00	12,936	38,808	(1.00)	(12,936)
SOUTH HADLEY	45.00	14,324	644,580	SOUTH HADLEY	51.00	14,147	721,497	6.00	76,917
SPRINGFIELD	50.00	12,769	638,450	SPRINGFIELD	54.00	12,769	689,526	4.00	51,076
WARE	3.00	12,254	36,762	WARE	1.00	12,560	12,560	(2.00)	(24,202)
WESTFIELD	8.00	13,412	107,296	WESTFIELD	8.00	13,412	107,296	0.00	0
WEST SPRINGFIELD	9.00	11,720	105,480	WEST SPRINGFIELD	8.00	11,738	93,904	(1.00)	(11,576)
AMHERST PELHAM	53.00	18,359	973,027	AMHERST PELHAM	52.00	18,472	960,544	(1.00)	(12,483)
CENTRAL BERKSHIRE	2.00	14,939	29,878	CENTRAL BERKSHIRE	3.00	14,553	43,659	1.00	13,781
FRONTIER	20.00	19,842	365,406	FRONTIER	16.00	19,842	317,472	(4.00)	(47,934)
GATEWAY	4.00	17,112	68,448	GATEWAY	3.00	17,224	51,672	(1.00)	(16,776)
GILL MONTAGUE	4.00	19,356	77,424	GILL MONTAGUE	1.00	18,454	18,454	(3.00)	(58,970)
HAMPDEN WILBRAHAM	3.00	15,512	46,536	HAMPDEN WILBRAHAM	4.00	15,817	63,268	1.00	16,732
HAMPSHIRE	9.00	16,633	149,697	HAMPSHIRE	10.00	17,217	172,170	1.00	22,473
MOHAWK TRAIL	3.00	17,511	52,533	MOHAWK TRAIL	2.00	18,099	36,198	(1.00)	(16,335)
RALPH C MAHAR	2.00	15,390	30,780	RALPH C MAHAR	2.00	15,241	30,482	0.00	(298)
SOUTHWICK TOLLAND GR	3.00	15,520	46,560	SOUTHWICK TOLLAND GR	3.00	15,204	45,612	0.00	(948)
Totals	400.00		5,913,310	Totals	400.00		5,897,465	0.00	(15,845)

Average Tuition per Pupil 14,744

Enrollment as of 12/21/18 394

Estimated Tuition Decrease (88,462)

Estimated FY19 Tuition 5,809,003

Coversheet

Financial Report thru 12/31/18

Section:	II. New Business
Item:	B. Financial Report thru 12/31/18
Purpose:	Discuss
Submitted by:	
Related Material:	FY19 BvA 12-31-18 w-Projection.pdf

FY19 Budget vs Projected

July through December 2018

	Budget	Jul - Dec 18	FY19 Projected	Proj vs Appr
Ordinary Income/Expense				
Income				
4000410 - Comm of Mass Sources				
4000411 - Per Pupil Income	5,765,675.00	2,977,960.00	5,809,003.00	43,328.00
4000412 - Grants	155,240.00	39,217.00	155,861.00	621.00
4000413 - MassHEalth Reimbursement	0.00	30.00	0.00	0.00
Total 4000410 - Comm of Mass Sources	5,920,915.00	3,017,207.00	5,964,864.00	43,949.00
Total 4000420 - Production Revenue	39,500.00	6,653.75	39,500.00	0.00
Total 4000430 - Student Activities Revenue	69,000.00	12,757.61	65,000.00	-4,000.00
Total 4000440 - Auxiliary Revenue	96,000.00	68,964.80	93,600.00	-2,400.00
4000450 - Interest	6,000.00	4,454.93	8,500.00	2,500.00
Total 4000460 - Fundraising	103,000.00	15,060.00	103,000.00	0.00
4000470 - Miscellaneous Revenue	2,500.00	89.23	2,500.00	0.00
4000490 - Rental Income	4,000.00	0.00	4,000.00	0.00
Total Income	6,240,915.00	3,125,187.32	6,280,964.00	40,049.00
Gross Profit	6,240,915.00	3,125,187.32	6,280,964.00	40,049.00
Expense				
5200000 - Education Expense				
Total 5200500 - Salaries	2,898,998.64	995,086.43	2,887,948.31	44,469.67
Total 5200560 - Taxes and Benefits	581,961.01	300,517.48	607,063.24	25,102.23
Total 5200001 - Salaries and Benefits	3,480,959.65	1,295,603.91	3,495,011.55	69,571.90
Total 5210600 - General Educational Expense	37,700.00	28,992.53	41,200.00	3,500.00
Total 5220000 - Departmental Expense	52,800.00	20,451.77	52,800.00	0.00
Total 5229500 - Grants	155,240.00	36,579.91	155,240.00	0.00
5290000 - Education-Other				
Total 5230600 - Academic Support	29,800.00	15,835.61	59,800.00	30,000.00
Total 5231600 - Guidance	3,200.00	1,411.59	3,200.00	0.00
Total 5232600 - Diversity	4,000.00	3,500.00	4,500.00	500.00
Total 5233600 - Library	2,500.00	0.00	2,500.00	0.00
Total 5234600 - Nurse	5,000.00	1,144.04	5,000.00	0.00
Total 5235600 - Student Activities	89,200.00	11,297.22	90,200.00	1,000.00
Total 5240600 - Paideia	8,600.00	126.00	8,600.00	0.00
Total 5290000 - Education-Other	142,300.00	33,314.46	173,800.00	31,500.00
Total 5200000 - Education Expense	3,868,999.65	1,414,942.58	3,918,051.55	104,571.90
5245000 - Production				
Total 5245500 - Salaries	57,027.80	24,998.40	51,884.30	-5,143.50
Total 5245560 - Taxes and Benefits	9,100.30	2,883.63	7,539.34	-1,560.96
Total 5245600 - Production-Other	87,500.00	31,677.42	83,325.00	-4,175.00
5245000 - Production - Other	0.00	-433.95	0.00	0.00
Total 5245000 - Production	153,628.10	59,125.50	142,748.64	-10,879.46
5246000 - Summer Program		-362.50		
Total 5250600 - Technology	32,530.00	19,788.98	32,530.00	0.00
5300600 - Administrative				
Total 5300500 - Salaries	882,493.57	440,211.91	872,392.06	-10,101.51
Total 5300560 - Taxes and Benefits	174,590.30	87,723.14	167,927.52	-6,662.78
5300580 - Workers' Compensation Insurance	36,916.04	21,225.53	38,750.78	1,834.74
Total 5300601 - General Administrative Expenses	62,500.00	35,571.64	62,500.00	0.00
Total 5311600 - Recruitment-Employees	1,200.00	744.04	1,200.00	0.00
Total 5320600 - Board of Trustees Expense	42,250.00	39,521.92	79,250.00	37,000.00
Total 5300600 - Administrative	1,232,949.91	656,181.74	1,277,770.36	44,820.45
Total 5330600 - Development	6,000.00	6,750.28	21,000.00	15,000.00
5400000 - Facilities Expense				
Total 5400500 - Salaries	79,641.00	36,749.47	76,521.00	-3,120.00
Total 5400560 - Taxes and Benefits-Facilities	35,308.76	11,830.16	34,999.79	-308.97
Total 5400000 - Facilities Expense	762,749.76	335,495.11	759,320.79	-3,428.97

Pioneer Valley Performing Arts Charter Public School

FY19 Budget vs Projected
July through December 2018

	Budget	Jul - Dec 18	FY19 Projected	Proj vs Appr
Total 5500700 - Depreciation Expense	95,000.00	0.00	95,000.00	0.00
5600600 - Auxiliary Expense				
Total 5600700 - Transportation	141,920.00	66,194.64	156,920.00	15,000.00
Total 5610000 - Food Service	29,947.25	9,192.44	29,947.25	0.00
Total 5600600 - Auxiliary Expense	171,867.25	75,387.08	186,867.25	15,000.00
5700900 - Other Expense				
5700901 - Bad Debt Expense	6,500.00	-6.00	6,500.00	0.00
Total 5700900 - Other Expense	6,500.00	-6.00	6,500.00	0.00
66900 - Reconciliation Discrepancies	0.00	-2,486.33	0.00	0.00
Total Expense	6,330,224.67	2,564,816.44	6,439,788.59	165,083.92
Net Ordinary Income	-89,309.67	560,370.88	-158,824.59	-125,034.92
Net Income	-89,309.67	560,370.88	-158,824.59	-125,034.92

FY19 Budget vs Projected July through December 2018

Comments:

Ordinary Income/Expense

Income

4000410 · Comm of Mass Sources

4000411 · Per Pupil Income

DESE 7/18 = 5,912,839

4000412 · Grants

DESE 12/21=5,897,465

4000413 · MassHEalth Reimbursement

Total 4000410 · Comm of Mass Sources

15,374

Total 4000420 · Production Revenue

Total 4000430 · Student Activities Revenue

Total 4000440 · Auxiliary Revenue

4000450 · Interest

Total 4000460 · Fundraising

4000470 · Miscellaneous Revenue

4000490 · Rental Income

Total Income

Gross Profit

Expense

5200000 · Education Expense

Total 5200500 · Salaries

Total 5200560 · Taxes and Benefits

Total 5200001 · Salaries and Benefits

Total 5210600 · General Educational Expense

Total 5220000 · Departmental Expense

Total 5229500 · Grants

5290000 · Education-Other

Total 5230600 · Academic Support

Total 5231600 · Guidance

Total 5232600 · Diversity

Total 5233600 · Library

Total 5234600 · Nurse

Total 5235600 · Student Activities

Total 5240600 · Paideia

Total 5290000 · Education-Other

Total 5200000 · Education Expense

5245000 · Production

Total 5245500 · Salaries

Total 5245560 · Taxes and Benefits

Total 5245600 · Production-Other

5245000 · Production - Other

Total 5245000 · Production

5246000 · Summer Program

Total 5250600 · Technology

5300600 · Administrative

Total 5300500 · Salaries

Total 5300560 · Taxes and Benefits

5300580 · Workers' Compensation Insurance

Total 5300601 · General Administrative Expenses

Total 5311600 · Recruitment-Employees

Total 5320600 · Board of Trustees Expense

Total 5300600 · Administrative

Total 5330600 · Development

5400000 · Facilities Expense

Total 5400500 · Salaries

Total 5400560 · Taxes and Benefits-Facilities

Total 5400000 · Facilities Expense

FY19 Budget vs Projected
July through December 2018

Comments:

Total 5500700 · Depreciation Expense
5600600 · Auxiliary Expense
Total 5600700 · Transportation
Total 5610000 · Food Service
Total 5600600 · Auxiliary Expense
5700900 · Other Expense
5700901 · Bad Debt Expense
Total 5700900 · Other Expense
66900 · Reconciliation Discrepancies

Total Expense

Net Ordinary Income

Net Income