



# Pioneer Valley Performing Arts Charter Public School

## Finance Committee

Published on March 1, 2019 at 11:54 AM EST

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### Date and Time

Tuesday March 5, 2019 at 8:30 AM EST

### Location

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

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:30 AM</b>
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		5 m
Approve minutes for Finance Committee on February 5, 2019			
<b>II. Finance</b>			<b>8:35 AM</b>
A. Family and Medical Leave Law, M.G.L. c.175M	FYI	Marcy Conner	10 m
New Law that goes into effect on July 1, 2019.			
B. FY20 Proposed Budget	Discuss	Marcy Conner	25 m
C. Staffing Analysis	Discuss	Laura Davis	15 m
D. Budget Next Steps	Discuss	Marc Kenen	10 m
<b>III. Other Business</b>			
<b>IV. Closing Items</b>			<b>9:35 AM</b>
A. Adjourn Meeting	Vote		

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee on February 5, 2019



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Finance Committee

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#### **Date and Time**

Tuesday February 5, 2019 at 8:30 AM

#### **Location**

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

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#### **Committee Members Present**

Bob Hann, Deborah Jacobson, Keith Black, Marc Kenen, Marcy Conner, Stephanie Burbine

#### **Committee Members Absent**

Elmo Wright, Owen Sordillo

#### **Committee Members Arrived Late**

Stephanie Burbine

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### **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 Feb 5, 2019 @ 8:36 AM at Room 304, 15 Mulligan Dr., South Hadley, MA 01705.

#### **C. Approve Minutes**

Stephanie Burbine arrived late.  
Discussion included a clarification in Section B Financial Report thru 12/31/18 about the projected tuition amount. No changes were made.

Deborah Jacobson made a motion to approve minutes from the Finance Committee on 01-08-19.

Keith Black seconded the motion.

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

## **II. Finance**

### **A. Request for Proposal - Auditing Services**

The Committee was presented with a draft Request For Quote for auditing services. This service falls under the Massachusetts procurement laws and as such should be placed out for bid. At the current time we have no contract with our current auditors, The MP Group. The Committee suggested including a link to the FY2018 financial statements and asking for any fees that may be associated with the Friends Form 990 and Form PC. Quotes will be due to the Business Office by March 15th and the Committee will review the proposals at the April meeting.

### **B. FY20 Budget - Tuition**

A couple of reports were given to the Committee as discussion points for the history of tuition:

1. DESE report showing the history of actual tuition paid from FY10 through FY19. Some additional information was added to the report reflecting what PVPA is projecting for FY19 and DESE's tuition projection for FY20 as of 12/21/18. The projected FY19 is lower than the DESE figure based on enrollment - DESE is projecting at 400 students vs actual of 394 that will be reported in March. Also it was pointed out that the 5% increase that is projected for FY20 is due to the Governor's proposal that is currently in the legislature - the maximum rarely becomes reality upon approval of the legislature.

2. Tuition Budgeting History and FY20 Options.

A. FY17 - FY19 Budgeting History - this section shows a three year history of the conservative budgeting approach that has been employed by the Committee vs the actual tuition dollars received. Ultimately, any funds that are received in excess of the budgeted tuition (with a balanced budget) become a part of the reserves. For FY19 with student enrollment lower than 400 the result is less excess tuition for the reserves plus there was a deficit budget of over -\$89,000. This means that no funding will be added to the reserves and with the projected deficit being even larger than the budget, funds will be taken from the reserves to meet financial obligations for FY19.

B. FY20 Tuition Options - this section shows possible options for budgeting the FY20 tuition. The options differ in student enrollment and percentage of increase. The Committee discussed budgeting the current 394 enrollment figure vs the 400 cap on enrollment. The lottery for FY20 will be held on February 15, 2019 with 360 students entered - this is slightly down from 400 in FY18. The pros and cons about sticking with the 1.5% of the prior years actual tuition were discussed. This year there will be a decrease in the reserves and the only way to continue to build funds for capital needs, or for circumstances such as this year, are through this conservative approach.

Deborah Jacobson made a motion to to use the DESE 12/21/18 FY19 projected tuition with 400 students as a base tuition with a 1.5% increase totaling \$5,985,927 as the tuition figure for the FY20 budget.  
Stephanie Burbine seconded the motion.

The committee **VOTED** unanimously to approve the motion.  
Moving forward with the remainder of the budget process (things to ponder):

1. The increase in budgeted tuition for FY20 (\$176,924) will cover the currently projected FY19 budget deficit of -\$158,825 if no changes are made in budget. This includes raises, health insurance premium increases and possible shortfalls in budgeted fundraising.
2. A review of spending trends can be done to see where funds are being spent - especially in light of the increasing expenditures in Academic Support.
3. Staffing - is there overcapacity in any departments?
4. Can we be more efficient? What are our priorities? What is our programming?
5. Union negotiations have not gotten to the point of discussing salaries or benefits. What approach should be taken in regards to raises - an across the board COLA increase or budgeting a sum of money specifically designated for raises?

In March we will continue to discuss these items and the Administration will present proposals for consideration around essential needs, unavoidable increases, staffing at the appropriate levels and options for pay increases.

### **III. Closing Items**

#### **A. Adjourn Meeting**

Bob Hann 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 9:36 AM.

Respectfully Submitted,  
Marcy Conner

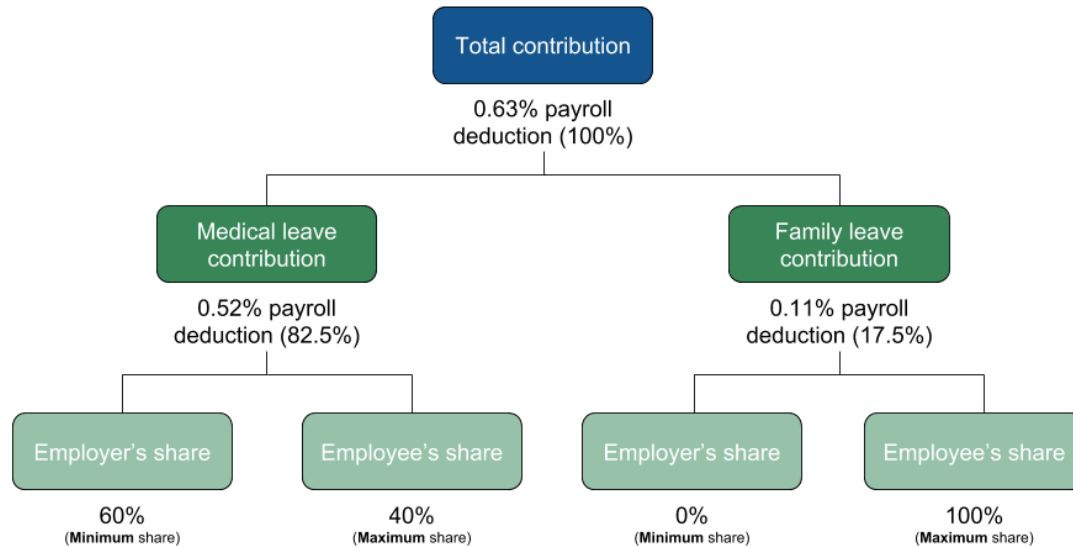
# Cover Sheet

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

**Section:** II. Finance  
**Item:** A. Family and Medical Leave Law, M.G.L. c.175M  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Family and Medical Leave Law.pdf

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

### Contribution rate split for employers with 25 or more employees



### Visual breakdown explained

Employers with 25 or more employees will be required to remit a contribution to the Department of Family and Medical Leave of 0.63 percent of eligible payroll. This contribution can be split between employee payroll deductions and an employer contribution and will support both types of leave.

#### Family leave

Up to 100 percent of the family leave contribution can be deducted from employee wages.

#### Medical leave

Up to 40 percent of the medical leave contribution can be deducted from employee wages. Employers are responsible for contributing the remaining 60 percent.

# Cover Sheet

## FY20 Proposed Budget

<b>Section:</b>	II. Finance
<b>Item:</b>	B. FY20 Proposed Budget
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Explanation of Poposals 2-28-19.pdf FY20 Preliminary Budget 2-26-19.pdf



## **PVPA Budget Explanation 2-28-19**

### **FY20 Proposed Budget:**

#### Increases:

Tuition based on 1.5% of \$5,897,465 - approved by Finance Committee = \$176,924

No staff pay raises of step increases

Late hire staff increases to full year salaries

Increase of 10% in health insurance

Increase of 5% in dental insurance

New Family & Medical Leave Law = increase of approx \$13,000

#### Cuts:

.20 FTE in Academic Support - student no longer at PVPA

Eliminate Consultant line in Business Office = \$21,000

Eliminate Marketing Firm = \$15,000

All other categories are status quo

### **Fy20 Proposed Budget with Cuts:**

#### Includes:

Elimination of soccer program = -\$1,800 in revenue + -\$4,5000 in expenses

5% cut in departmental expenses = \$5,280

Reduction in Speech & Language services = \$20,000

Elimination of Anytown Membership = \$3,500

Elimination of Paideia field trips = \$7,000

Production cut 10% = \$8,300

Board of Trusees legal fees reduced by \$10,000

Transportation - increase for Fy20 contract \$1,900 decrease in special needs transportation of \$25,000

### **Identified needs/increases not budgeted:**

Administrative Assistant for Director of Arts & Academics 1.0 FTE Salary & Benefits \$50,000

ELL Teacher .60 FTE Salary & Benefits \$45,000

Increase one Adjustment Counselor from .50 FTE to 1.0 FTE = \$23,000

Changes in fundraising?

Friends will continue \$75,000 support for Alumni & Outreach Coordinator?

## 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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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
<b>Total Comm of Mass Sources</b>	<b>5,920,915.00</b>	<b>5,964,864.00</b>	<b>6,141,787.98</b>	<b>6,141,787.98</b>
<b>Total 4000420 · Production Revenue</b>	<b>39,500.00</b>	<b>39,500.00</b>	<b>39,500.00</b>	<b>39,500.00</b>
<b>Total 4000430 · Student Activities Revenue</b>	<b>69,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>63,200.00</b>
<b>Total 4000440 · Auxiliary Revenue</b>	<b>96,000.00</b>	<b>93,600.00</b>	<b>93,600.00</b>	<b>93,600.00</b>
<b>4000450 · Interest</b>	<b>6,000.00</b>	<b>8,500.00</b>	<b>8,500.00</b>	<b>8,500.00</b>
<b>4000460 · Fundraising</b>				<b>0.00</b>
4000461 · Friends of PVPA-Restricted	25,000.00	25,000.00	25,000.00	25,000.00
4000462 · Friends-Annual Fund for PVPA		0.00		0.00
4000463 · Contributions-Unrestricted	50,000.00	50,000.00	50,000.00	50,000.00
4000464 · Contributions-Restricted	28,000.00	28,000.00	28,000.00	28,000.00
<b>Total 4000460 · Fundraising</b>	<b>103,000.00</b>	<b>103,000.00</b>	<b>103,000.00</b>	<b>103,000.00</b>
<b>4000470 · Miscellaneous Revenue</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
<b>4000490 Rental Income</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>4,000.00</b>
<b>Total Income</b>	<b>6,240,915.00</b>	<b>6,280,964.00</b>	<b>6,457,887.98</b>	<b>6,456,087.98</b>
<b>Gross Profit</b>	<b>6,240,915.00</b>	<b>6,280,964.00</b>	<b>6,457,887.98</b>	<b>6,456,087.98</b>
<b>Expense</b>				
5200000 · Education Expense				
5200001 · Salaries and Benefits				
Total 5200500 · Salaries	2,898,998.64	2,887,948.31	2,912,630.95	2,912,630.95
Total 5200560 · Taxes and Benefits	581,961.01	607,063.24	710,096.86	710,096.86
Total 5200001 · Salaries and Benefits	3,480,959.65	3,495,011.55	3,622,727.80	3,622,727.80
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	138,800.00
5200000 · Education Expense - Other				0.00
<b>Total 5200000 · Education Expense</b>	<b>3,868,999.65</b>	<b>3,918,051.55</b>	<b>4,045,767.80</b>	<b>4,005,487.80</b>
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
<b>Total 5245000 · Production</b>	<b>153,628.10</b>	<b>142,748.64</b>	<b>147,071.19</b>	<b>147,071.19</b>
<b>Total 5246000 · Summer Program</b>				<b>0.00</b>
<b>Total 5250600 · Technology</b>	<b>32,530.00</b>	<b>32,530.00</b>	<b>32,530.00</b>	<b>32,530.00</b>
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	39,503.26	39,503.26
Total 5300601 · General Administrative Exper	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
<b>Total 5300600 · Administrative</b>	<b>1,232,949.91</b>	<b>1,277,770.36</b>	<b>1,302,767.60</b>	<b>1,292,767.60</b>
<b>Total 5330600 · Development</b>	<b>6,000.00</b>	<b>21,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
5400000 · Facilities Expense				
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	41,349.59	36,457.79
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
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

**Pioneer Valley Performing Arts Charter Public School****FY19 Projected w/FY20 Proposals****February 28, 2019**

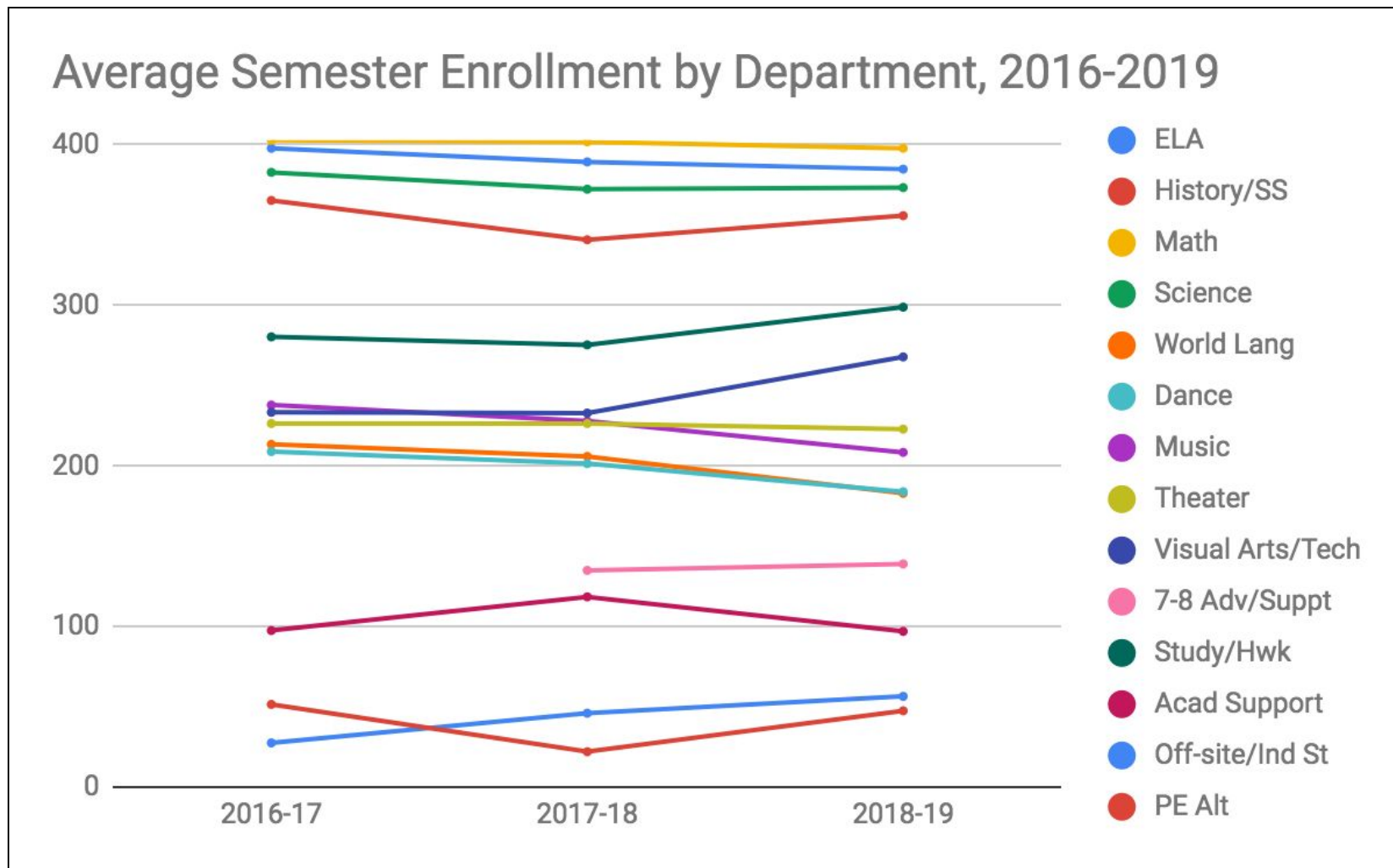
	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY 20 Proposed Budget</b>	<b>FY20 W/Cuts</b>
5400715 · Building Improvements	17,000.00	17,000.00	17,000.00	17,000.00
5400716 · Building Supplies				0.00
Maintenance	10,000.00	10,000.00	10,000.00	10,000.00
Theater	3,000.00	3,000.00	3,000.00	3,000.00
5400717 · 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	647,800.00	647,800.00	647,800.00	647,800.00
Total 5400000 · Facilities Expense	762,749.76	759,320.79	768,049.59	763,157.79
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	186,867.25	163,767.25
Total 5700900 · Other Expense	6,500.00	6,500.00	6,500.00	6,500.00
66900 - Reconciliation Discrepancies				0.00
Total Expense	6,330,224.67	6,439,788.59	6,590,553.43	6,512,281.63
Net Ordinary Income	-89,309.67	-158,824.59	-132,665.46	-56,193.66
Net Income	<b>-89,309.67</b>	<b>-158,824.59</b>	<b>-132,665.46</b>	<b>-56,193.66</b>

# Cover Sheet

## Staffing Analysis

**Section:** II. Finance  
**Item:** C. Staffing Analysis  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** finance committee presentation 3.5.19 (1).pdf

## PVPA Teaching Staff Analysis, February 2019



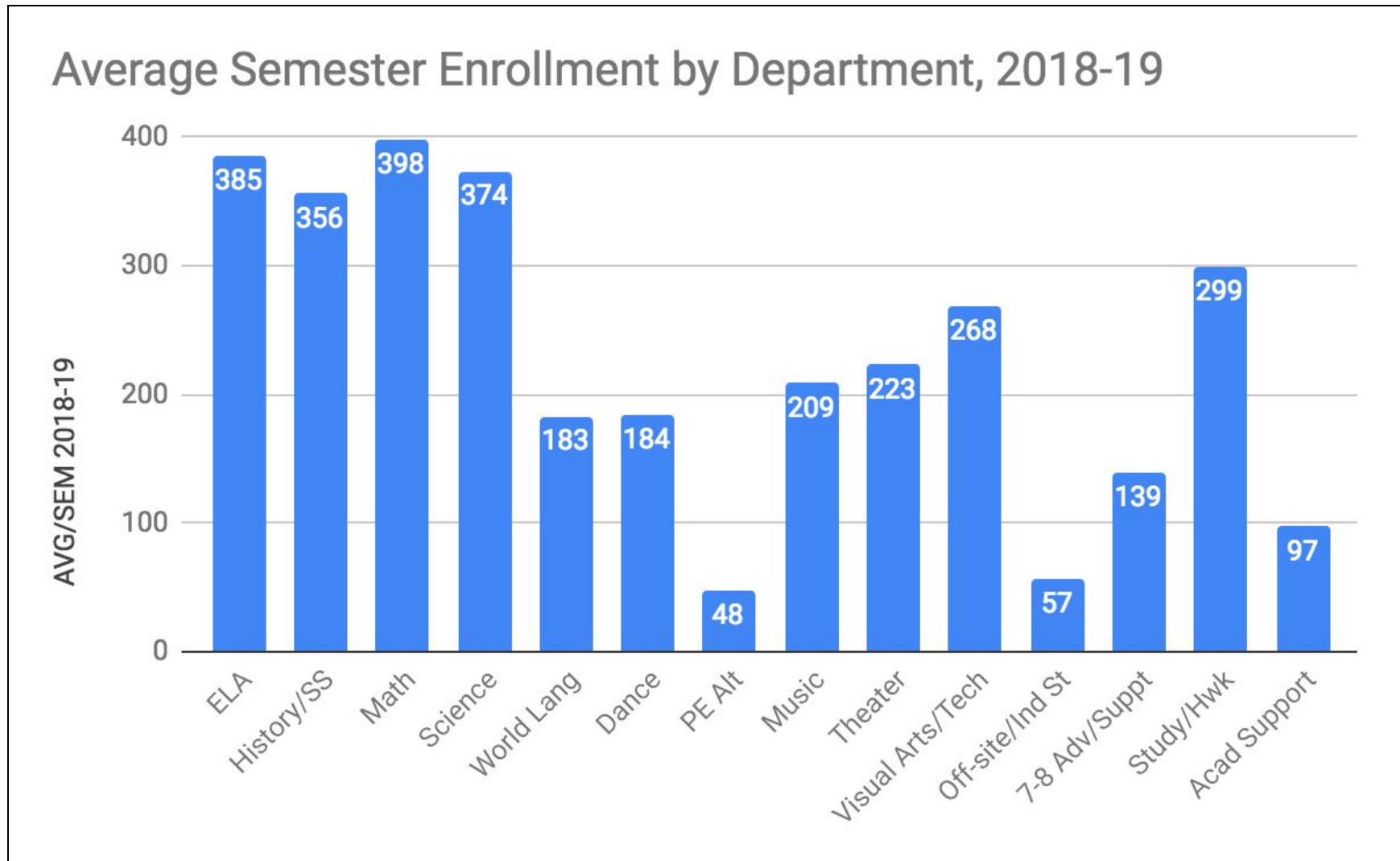
#### NOTES:

- 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**

<b>2018-19</b>	<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