



# Pioneer Valley Performing Arts Charter Public School

## Finance Committee

Amended on January 11, 2022 at 4:20 PM EST

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### Date and Time

Wednesday January 5, 2022 at 5:00 PM EST

### Location

PVPA  
Room 304 - Conference Room  
15 Mulligan Drive  
South Hadley, MA 01075

Google Meeting ID

[meet.google.com/zkg-vctu-ikb](https://meet.google.com/zkg-vctu-ikb)

Phone Numbers

(US) [+1 240-532-3788](tel:+12405323788)

PIN: 783 984 031#

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A. Record Attendance</b>		Marcy Conner	2 m
<b>B. Call the Meeting to Order</b>		Andrea Nathanson	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Andrea Nathanson	7 m
Approve minutes for Finance Committee on December 1, 2021			
<b>II. Finance</b>			<b>5:10 PM</b>
<b>A. FY22 2nd Quarter Budget vs Actual</b>	Discuss	Marcy Conner	10 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>B.</b> DESE FY22 2nd Quarter Tuition	Discuss	Marcy Conner	15 m
<b>C.</b> Funding Head of School Search	Discuss	Marcy Conner	20 m

### **III. Other Business**

### **IV. Closing Items**

**5:55 PM**

<b>A.</b> Adjourn Meeting	Vote	Andrea Nathanson	2 m
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# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance Committee on December 1, 2021

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Finance Committee

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#### Date and Time

Wednesday December 1, 2021 at 5:00 PM

#### Location

PVPA  
Room 304 - Conference Room  
15 Mulligan Drive  
South Hadley, MA 01075

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#### Committee Members Present

Andrea Nathanson (remote), Neil Hede (remote), Stephanie Burbine (remote)

#### Committee Members Absent

Janice Pamphile, Keith Black

#### Guests Present

Brent Nielsen, Marcy Conner

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Andrea Nathanson called a meeting of the Finance Committee of Pioneer Valley Performing Arts Charter Public School to order on Wednesday Dec 1, 2021 at 5:11 PM.

### C. Approve Minutes

Neil Hede made a motion to approve the minutes from Finance Committee on 11-03-21.

Andrea Nathanson seconded the motion.

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

#### Roll Call

Keith Black	Absent
Janice Pamphile	Absent
Stephanie Burbine	Abstain
Andrea Nathanson	Aye
Neil Hede	Aye

## II. Finance

### A. FY21 Charter School End of Year Financial Report - Surplus Calculation

The Committee reviewed the Surplus Calculation page from the FY21 End of Year Financial Report that was submitted to DESE on November 30, 2021. The law that instituted the surplus calculation was implemented in July 2010 - to date no charter school has been required to return funds. It is important to monitor the calculation so that the amount carried forward from year to year does not build and over time put PVPA at risk of having to return tuition dollars. Per the request of the Committee, attached to the minutes is an explanation on how to read the surplus calculation form.

### B. FY21 End of Year Reserves

A five year review of cash reserves was discussed. The cash balance as of June 30th, a liquid asset, is reflected here and not the fiscal year change in net assets or net annual income. Approximately \$323,xxx was added to our cash balance. Marcy reviewed the operating expenses to see if the hold back for three months of operating expenses needed to be adjusted (costs over the years have increased) and reported that \$1.5 million is still a comfortable amount. Having this amount is vital to being able to meet the schools obligations in the event that tuition funds are not distributed on a monthly basis by the state - which could very well have occurred during the COVID shut down.

### C. Funding Head of School Search

The Finance Committee was asked by the Board of Trustees to evaluate whether the school could incur an unbudgeted amount of \$30,000 or more for the Head of School search. Two options were presented for discussion on how the FY21 budget may be amended to accommodate the expenditure. The first option reflected some areas of the budget where the projected numbers are not being spent as predicted - these shifts could gain \$41,000 that could be reallocated to the Board of Trustees expenditure lines. The second option was to pull the needed funds from the FY21 retained earnings - this option would require a revision to the budget where we would be budgeting for a loss in FY22. Caution is recommended with this option as PVPA and the Friends are required to meet the debt covenant on the mortgage. The current calculation shows that a combined loss of \$95,000 - \$100,000 would keep us in compliance. The major risk here is that we have not seen the adjustments to FY22 tuition for changes in the above

foundation rates - these changes could very well mean that a loss (maybe substantial) is possible. Updated tuition numbers (based on student demographics and the first adjustment in above foundation numbers) will be published by DESE around December 23rd.

Overall the Committee agreed to communicate to Board that \$30,000 for the Head of School search was a reasonable request. Work will be done in January to decide how the Committee will choose to fund the expenditure.

### III. Closing Items

#### A. Adjourn Meeting

Neil Hede made a motion to adjourn.  
Stephanie Burbine seconded the motion.  
Next meeting scheduled for January 5, 2022 at 5:00pm.  
The committee **VOTED** to approve the motion.

##### Roll Call

Andrea Nathanson	Aye
Neil Hede	Aye
Janice Pamphile	Absent
Stephanie Burbine	Aye
Keith Black	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:02 PM.

Respectfully Submitted,  
Marcy Conner

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#### Documents used during the meeting

- FY21CSEOYFR\_Surplus Calculation Page.pdf
- Commonwealth Charter Schools Excess Surplus Report for Fiscal Year 2020 - Massachusetts Charter Schools.pdf
- FY21 Cash Reserves 5 Year History.pdf
- FY22 Budget Revision Options.pdf

# Coversheet

## FY22 2nd Quarter Budget vs Actual

<b>Section:</b>	II. Finance
<b>Item:</b>	A. FY22 2nd Quarter Budget vs Actual
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	FY22 P&L Budget Overview QTR 2 12-31-21.pdf

## Profit & Loss Budget Overview

July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
4000410 · Comm of Mass Sources				
4000411 · Per Pupil Income	3,269,118.00	6,307,912.00	-3,038,794.00	51.83%
Total 4000412 · Grants	201,061.00	550,354.00	-349,293.00	36.53%
4000413 · MassHealth Reimbursement	30.00			
Total 4000410 · Comm of Mass Sources	3,470,209.00	6,858,266.00	-3,388,057.00	50.6%
Total 4000420 · Production Revenue	1,258.60	28,500.00	-27,241.40	4.42%
Total 4000430 · Student Activities Revenue	3,341.00	70,000.00	-66,659.00	4.77%
Total 4000440 · Auxiliary Revenue	77,805.00	27,950.00	49,855.00	278.37%
4000450 · Interest	1,979.53	8,500.00	-6,520.47	23.29%
4000460 · Fundraising				
4000463 · Contributions-Unrestricted	300.00	30,000.00	-29,700.00	1.0%
Total 4000460 · Fundraising	300.00	30,000.00	-29,700.00	1.0%
4000470 · Miscellaneous Revenue	5,928.02	2,500.00	3,428.02	237.12%
4000490 · Rental Income	0.00	4,000.00	-4,000.00	0.0%
Total Income	3,560,821.15	7,029,716.00	-3,468,894.85	50.65%
Gross Profit	3,560,821.15	7,029,716.00	-3,468,894.85	50.65%
Expense				
5200000 · Education Expense				
Total 5200500 · Salaries	1,036,741.48	3,081,139.47	-2,044,397.99	33.65%
Total 5200560 · Taxes and Benefits	334,525.12	659,414.10	-324,888.98	50.73%
Total 5200001 · Salaries and Benefits	1,371,266.60	3,740,553.57	-2,369,286.97	36.66%
Total 5210600 · General Educational Expense	23,740.28	39,200.00	-15,459.72	60.56%
Total 5220000 · Departmental Expense	9,598.40	42,220.00	-32,621.60	22.73%
Total 5229500 · Grants	219,992.83	550,354.00	-330,361.17	39.97%
Total 5290000 · Education-Other	23,800.21	151,200.00	-127,399.79	15.74%
Total 5200000 · Education Expense	1,648,398.32	4,523,527.57	-2,875,129.25	36.44%
5245000 · Production				
Total 5245500 · Salaries	0.00			
Total 5245560 · Taxes and Benefits	0.01	854.27	-854.26	0.0%
Total 5245600 · Production-Other	14,745.17	91,620.00	-76,874.83	16.09%

## Profit & Loss Budget Overview

July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Total 5245000 · Production	14,745.18	92,474.27	-77,729.09	15.95%
Total 5250600 · Technology	13,742.59	41,559.96	-27,817.37	33.07%
5300600 · Administrative				
Total 5300500 · Salaries	450,026.06	952,335.40	-502,309.34	47.26%
Total 5300560 · Taxes and Benefits	74,298.65	153,436.23	-79,137.58	48.42%
5300580 · Workers' Compensation Insurance	20,970.16	34,537.44	-13,567.28	60.72%
Total 5300601 · General Administrative Expenses	35,934.19	62,500.00	-26,565.81	57.5%
Total 5310600 · Recruitment-Students	2,764.17	8,200.00	-5,435.83	33.71%
Total 5311600 · Recruitment-Employees	3,448.08	2,500.00	948.08	137.92%
Total 5315600 · Business Office Expense	6,786.28	30,100.00	-23,313.72	22.55%
Total 5320600 · Board of Trustees Expense	9,338.83	42,250.00	-32,911.17	22.1%
Total 5300600 · Administrative	603,566.42	1,285,859.07	-682,292.65	46.94%
Total 5330600 · Development	230.00	6,000.00	-5,770.00	3.83%
5400000 · Facilities Expense				
Total 5400500 · Salaries	44,021.23	80,850.04	-36,828.81	54.45%
Total 5400560 · Taxes and Benefits-Facilities	13,087.01	24,628.75	-11,541.74	53.14%
Total 5400600 · Facilities Expense-Other	298,101.14	689,425.00	-391,323.86	43.24%
5400000 · Facilities Expense - Other	30.00			
Total 5400000 · Facilities Expense	355,239.38	794,903.79	-439,664.41	44.69%
Total 5500700 · Depreciation Expense	0.00	112,000.00	-112,000.00	0.0%
Total 5600600 · Auxiliary Expense	61,371.32	165,496.34	-104,125.02	37.08%
66900 · Reconciliation Discrepancies	27,080.10			
Total Expense	2,724,373.31	7,028,321.00	-4,303,947.69	38.76%
Net Ordinary Income	836,447.84	1,395.00	835,052.84	59,960.42%
Net Income	836,447.84	1,395.00	835,052.84	59,960.42%

# Coversheet

## DESE FY22 2nd Quarter Tuition

<b>Section:</b>	II. Finance
<b>Item:</b>	B. DESE FY22 2nd Quarter Tuition
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	FY22 DESE 2nd QTR Tution Projection for 1-4-22.pdf

	1st Quarter 7-21-21*						2nd Quarter 1-4-22**						Difference
Sending District	Foundation Rate	Above Foundation Rate	Facilities	Total Rate	FTE	Total Tuition	Foundation Rate	Above Foundation Rate	Facilities	Total Rate	FTE	Total Tuition	
AGAWAM	11,590	5,413	938	17,941	4	71,764	11,590	5,723	938	18,251	3	54,753	(17,011)
BELCHERTOWN	10,831	2,160	938	13,929	20	278,580	10,831	2,920	938	14,689	21	308,469	29,889
CHICOPEE	13,367	730	938	15,035	34	511,190	13,367	846	938	15,151	31	469,681	(41,509)
EASTHAMPTON	10,675	1,687	938	13,300	22	292,600	10,675	1,635	938	13,248	18	238,464	(54,136)
EAST LONGMEADOW	11,802	4,244	938	16,984	4	67,936	11,802	5,076	938	17,816	5	89,080	21,144
ERVING	11,023	15,291	938	27,252	2	54,504	11,023	14,281	938	26,242	1	26,242	(28,262)
GRANBY	12,500	3,022	938	16,460	7	115,220	12,500	3,053	938	16,491	8	131,928	16,708
GREENFIELD	11,023	2,724	938	14,685	2	29,370	11,023	2,724	938	14,685	2	29,370	0
HADLEY	11,521	5,422	938	17,881	13	232,453	11,521	5,870	938	18,329	12	219,948	(12,505)
HATFIELD	11,567	5,161	938	17,666	7	123,662	11,567	5,957	938	18,462	7	129,234	5,572
HOLLISTON	10,879	3,244	938	15,061	1	15,061	0	0	0	0	0	0	(15,061)
HOLYOKE	11,849	0	938	12,787	31	396,397	11,849	0	938	12,787	27	345,249	(51,148)
LONGMEADOW	11,023	5,107	938	17,068	1	17,068	11,023	5,382	938	17,343	1	17,343	275
LUDLOW	11,555	4,848	938	17,341	6	104,046	11,555	4,856	938	17,349	6	104,094	48
MONSON	11,194	3,386	938	15,518	7	108,626	11,194	3,386	938	15,518	7	108,626	0
NORTHAMPTON	12,276	3,893	938	17,107	20	342,140	12,276	5,073	938	18,287	22	402,314	60,174
PALMER	12,132	3,655	938	16,725	8	133,800	12,132	3,534	938	16,604	6	99,624	(34,176)
SOUTH HADLEY	11,790	2,175	938	14,903	47	700,441	11,790	2,709	938	15,437	51	787,287	86,846
SPRINGFIELD	14,179	644	938	15,761	55	866,855	14,179	0	938	15,117	57	861,669	(5,186)
WARE	12,682	1,343	938	14,963	3	44,889	12,682	1,211	938	14,831	4	59,324	14,435
WESTFIELD	12,119	1,732	938	14,789	17	251,413	12,119	1,743	938	14,800	18	266,400	14,987
WEST SPRINGFIELD	12,105	934	938	13,977	9	125,793	12,105	1,006	938	14,049	10	140,490	14,697
AMHERST PELHAM	12,050	8,351	938	21,339	34	725,526	12,050	8,351	938	21,339	34	725,526	0
CENTRAL BERKSHIRE	15,661	6,956	938	23,555	1	23,555	15,661	6,466	938	23,065	1	23,065	(490)
FRONTIER	11,589	8,204	938	20,731	10	207,310	11,589	8,892	938	21,419	9	192,771	(14,539)
GATEWAY	12,913	4,184	938	18,035	3	54,105	12,913	5,252	938	19,103	3	57,309	3,204
GILL MONTAGUE	15,655	6,216	938	22,809	7	159,663	15,655	8,167	938	24,760	9	222,840	63,177
HAMPDEN WILBRAHAM	13,056	4,650	938	18,644	6	111,864	13,056	4,892	938	18,886	7	132,202	20,338
HAMPSHIRE	11,107	7,931	938	19,976	9	179,784	11,107	9,712	938	21,757	10	217,570	37,786
MOHAWK TRAIL	11,857	4,903	938	17,698	1	17,698	11,857	4,903	938	17,698	2	35,395	17,697
PIONEER	9,220	5,838	938	15,996	1	15,996	9,220	5,838	938	15,996	1	15,996	0
QUABBIN	11,794	4,871	938	17,603	1	17,603	11,794	4,896	938	17,628	1	17,628	25
RALPH C MAHAR	9,821	4,645	938	15,404	4	61,616	9,821	4,519	938	15,278	4	61,112	(504)
SOUTHWICK TOLLAND GRANVILLE	11,023	3,322	938	15,283	3	45,849	11,023	3,989	938	15,950	2	31,900	(13,949)
					400	\$6,504,377					400	6,622,904	118,526

\*Rates, Enrollment &amp; Demographics based on FY21 final statistics

\*\*Rates, Enrollment &amp; Demographics based on Oct 1st enrollment

Statistical Review:							
1st Quarter Projection				2nd Quarter Projection			
FY21 Actual Tuition		\$6,131,222		FY22 DESE 1st Quarter Projection		\$6,504,377	
FY21 3rd QTR Projection		\$6,065,300		FY22 DESE 2nd Quarter Projection		6,622,904	
Diff(Projected vs Actual)**		\$65,922		Difference		\$118,527	
FY22 DESE Projection 7-21-21		\$6,504,377		FY22 DESE 2nd QTR Projection 1-4-22		6,622,904	
FY22 Budgeted Tuition***		\$6,307,912		FY22 Budgeted Tuition ***		\$6,307,912	
Diff (Projected vs Budgeted)		\$196,465		Diff (Projected vs Budgeted)		\$314,992	
CBA Salary Scenario:							
FY21 Actual Tuition		\$6,131,222					
4% Increase		\$245,249					
Required for Salary Increases		\$6,376,471					

\*\* Due to partial year enrollments accounted for with February reporting and any final above foundation rate changes.

\*\*\* Tuition budget based on FY21 3rd QTR \$6,065,300 + 4%