

Pioneer Valley Performing Arts Charter Public School

Finance Committee Meeting

Published on April 28, 2023 at 2:19 PM EDT

Date and Time Tuesday May 2, 2023 at 5:00 PM EDT

Location

PVPA Charter Public School Room 304 15 Mulligan Drive South Hadley, MA 01075

Google Meeting ID meet.google.com/zkg-vctu-ikb Phone Numbers (US) <u>+1 240-532-3788</u> PIN: 783 984 031#

Agenda			
	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Marcy Conner	2 m
B. Call the Meeting to Order		Neil Hede	1 m

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes		5 m

Approve minutes for Finance Committee Meeting on April 4, 2023

II. Finance			5:08 PM
A. FY24 Tuition Budget - Update	Discuss	Marcy Conner	10 m
B. FY23 Capital Item	Vote	Marcy Conner	10 m
C. FY24 Budget	Vote	Marcy Conner	30 m

III. Other Business

IV. Closing Items			5:58 PM
A. Adjourn Meeting	Vote	Neil Hede	2 m

Coversheet

Approve Minutes

Section: Item: Purpose: Submitted by: Related Material: I. Opening Items C. Approve Minutes Approve Minutes

Minutes for Finance Committee Meeting on April 4, 2023



Pioneer Valley Performing Arts Charter Public School

Minutes

Finance Committee Meeting

Date and Time Tuesday April 4, 2023 at 5:00 PM

Location

PVPA Charter Public School Room 304 15 Mulligan Drive South Hadley, MA 01075

Google Meeting ID meet.google.com/zkg-vctu-ikb Phone Numbers (US) <u>+1 240-532-3788</u> PIN: 783 984 031#

Committee Members Present

Keith Black, Michael Davey (remote), Neil Hede (remote)

Committee Members Absent None

Committee Members who arrived after the meeting opened Keith Black

Guests Present Shannon Materka

I. Opening Items

A. Record Attendance

Keith Black arrived at 5:09 PM.

Call the Meeting to Order

Neil Hede called a meeting of the Finance Committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Apr 4, 2023 at 5:01 PM.

C. Approve Minutes

Michael Davey made a motion to approve the minutes from Finance Committee Meeting on 02-07-23.

Neil Hede seconded the motion. The committee **VOTED** unanimously to approve the motion.

Roll Call

Keith Black Absent Neil Hede Aye Michael Davey Aye

II. Finance

A. FY22 Tuition - 3rd Quarter Projection

3rd quarter DESE tuition projection was reviewed. Biggest obstacle for PVPA is the above foundation funding (ABF) - schools in red show a drop in ABF. Change in tuition from the 1st to 3rd quarter is -\$320,317. Fortunately the Finance Committee exercises a conservative approach and the change compared to budgeted tuition is \$120,712. PVPA is still on track to meet the language of the CBA that guarantees staff a retroactive pay increase in June.

B. FY23 P&L Budget Overview 3rd Quarter

The P&L Budget Overview for the 3rd quarter was reviewed:

Revenue Areas of note/concern:

- Auxiliary Revenue bus contracts may not be a high as currently reported and will be determined by collection activities.
- Fundraising overall contributions down, no activities planned.
- Miscellaneous Revenue not typical, received funds from a payroll error.

Expense Areas of note/concern:

- Education Other seems low at only 26.7% of budget spent. What is the cause?
- Technology Will not use all of budgeted funds a grant monies were used to purchase Chromebooks for students.
- Board of Trustees Expense awaiting reimbursement for legal expenses, should be closer to budget at end of year.
- Auxiliary Expenses 58.2% of budget spent. Transportation and food service invoices forthcoming from bus company and no charge for food this year.

C. FY24 Tuition Budget

How do we determine the tuition budget for FY24? Committee discussed continuing a conservative approach given the unknown adjustments to above foundation funding that may continue into FY24 due to ESSER funding (FY24 is the last year of the ESSER III funds). If sending districts use ESSER funds to supplant rather than supplement their school budgets it has a negative effect on above foundation for charter schools.

The last two years the tuition budget has been set at +4% of the current year 3rd quarter tuition as projected by DESE rather than projections from the legislature on the upcoming state budget. So far, the Governor's budget and the House Ways and Means budget include the 1/7 funding for the Student Opportunity Act. Management is recommending a 4.5% increase over the 3rd quarter tuition projected by DESE. 6,836,702 + 4.5% increase = 7,144,354.

Recruitment efforts for the 2023-2024 school year have brought the PVPA wait list back to pre-COVID levels. PVPA will enroll 72 seventh graders - all offers are currently out to prospective families and there are 56 students still on the wait list. At this time last year there was no wait list for the seventh grade and we held three supplemental lotteries to keep enrollment near 400. At this point there may be a need to a supplemental lottery for the tenth and eleventh grade. PVPA's good media coverage is partially attributable to the increase in applicants - Valley Advocates Best of the Valley and students from Pop R&B playing at the Shea Theater opening for Haley Reinhart. Alot of good things happening!

The Committee acknowledged the difficulty in determining the tuition budget when the numbers continually change. Through the COVID years the 4% increase on the prior years tuition has been successfully conservative and kept the financial health of the school strong. Neil Hede made a motion to set the FY24 tuition budget at a 4.0% increase over the FY23 third quarter tuition projected by DESE for a total of \$7,110,170. Keith Black seconded the motion.

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

Roll Call

Neil Hede Aye Michael Davey Aye Keith Black Aye

III. 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 5:51 PM.

Respectfully Submitted, Marcy Conner

Documents used during the meeting

- FY23 3rd Quarter Projection DESE 3-21-23.pdf
- PVPA P&L Budget Overview FY23 3rd QTE 3-30-23.pdf
- FY24 Tuition Budget 3-21-23.pdf

Coversheet

FY24 Tuition Budget - Update

Section: Item: Purpose: Submitted by: Related Material: II. Finance A. FY24 Tuition Budget - Update Discuss

FY24 Tution Budget - Updated 4-26-23.pdf

Tuition Budgeting History and FY24 Options

Updated 4-26-23

Five Year (FY19 - FY23) Budgeting History										
	FY19 Budgeted	FY19 Actual	FY20 Budgeted	FY20 Actual	FY21 Budgeted	FY21 Actual	FY22 Budgeted	FY22 Actual	FY23 Budgeted	FY23 Projected*
Pasa Tuitian	5,652,623		5,897,465		5,953,742		6 065 200		6 457 692	
Base Tuition	5,052,025		5,897,405		5,955,742		6,065,300		6,457,683	
Enrollment	400	394	400	397	394	396	400	392	400	396
% of tuition budgeted	2.00%		1.50%		-5.00%		4.00%		4.00%	
Tuition Income	5,765,675	5,721,039	6,133,053	5,956,489	5,656,055	6,131,222	6,307,912	6,512,379	6,715,990	6,896,702
Realized Increase		(44,636)		(176,564)		475,167		204,467		180,712

*DESE Q3 + \$60,000 (390 to 396 partial year tuition)

			FY24 Tuition Op	tions				
		DESE 3-17-23				DESE 3-17-23		DESE FY24
	DESE 3-17-23	FY23	DESE 3-17-232	DESE 3-17-23	DESE 3-17-23	FY22	DESE FY24	Projected
	FY23 Projection	Projection	FY23 Projection	FY22 Projection	FY22 Projection	Projection	Projected (Gov	(HWM
	+2.0%	+3.0%	+3.5%	+4.0%	+4.5%	+5.0%	Budget)	Budget)
Base Tuition	6,836,702	6,836,702	6,836,702	6,836,702	6,836,702	6,836,702	7,710,342	7,540,078
Enrollment	390	390	390	390	390	390	400	399
Increased % of tuition budgeted	2.00%	3.00%	3.50%	4.00%	4.50%	5.00%	0.00%	0.00%
Tuition Income	6,973,436	7,041,803	7,075,987	7,110,170	7,144,354	7,178,537	7,710,342	7,540,078
Potential Increase	136,734	205,101	239,285	273,468	307,652	341,835	873,640	703,376
94 In an an a							12 700/	0.120/
% Increase							12.78%	9.12%

Approved by Finance Committee 4/4/23 Recommended by Management 4/4/23 Gov Bud Mar 2023 vs HWM Apr 2023

Coversheet

FY24 Budget

Section: Item: Purpose: Submitted by: Related Material: II. Finance C. FY24 Budget Vote

FY24 Budget 5-2-23.pdf

Pioneer Valley Performing Arts Charter Public School FY 24 Budget

Finance Committee on 5/2/23 Recommended Budget Based on 4% Increase in Tuition

PVPA Mission Statement

• Pioneer Valley Performing Arts Charter Public School offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum.

FY 24 Budget - Revenue

	FY23 Budget	FY23 Projected	FY24 Proposed Budget	Budget (+/-) FY23 to FY24	% change
Income					
Comm of Mass Sources					
4000411 · Per Pupil Income	6,715,990.32	6,836,702.00	7,110,170.08 1	394,180	5.87%
4000412 · Grants	550,354.00	639,218.00	425,000.00 2	-125,354	-22.78%
4000413 · MassHealth Reimbursement	0.00	100.00	0.00	0	0.00%
Total Comm of Mass Sources	7,266,344.32	7,476,020.00	7,535,170.08	268,825.76	3.70%
Total 4000420 · Production Revenue	28,500.00	25,000.00	28,500.00	0.00	0.00%
Total 4000430 · Student Activities Revenue	70,000.00	22,200.00	54,500.00 3	-15,500.00	-22.14%
Total 4000440 · Auxiliary Revenue	32,950.00	30,000.00	30,000.00 <mark>4</mark>	-2,950.00	-80.00%
4000450 · Interest	6,000.00	5,800.00	6,000.00	0	0.00%
4000460 · Fundraising					
4000461 · Friends of PVPA-Restricted	0.00	4,000.00	0.00	0	0.00%
4000462 · Friends-Annual Fund for PVPA	0.00	0.00	0.00	0	0.00%
4000463 · Contributions-Unrestricted	30,000.00	5,500.00	30,000.00	0	0.00%
4000464 · Contributions-Restricted	0.00	0.00	0.00	0	0.00%
Total 4000460 · Fundraising	30,000.00	9,500.00	30,000.00	0.00	0.00%
4000470 · Miscellaneous Revenue	2,500.00	6,300.00	2,500.00	0	0.00%
4000480 · Summer Program Revenue	0.00			0	0.00%
4000490 Rental Income	4,000.00	1,450.00	4,000.00	0	0.00%
Total Income	7,440,294.32	7,576,270.00	7,690,670.08	250,375.76	3.37%

Revenue – Continued

(1)Tuition: 4% increase based on FY23 DESE 3rd quarter projection of \$6,836,702 with 400 students.

(2)Grant revenue: no increase in Federal Entitlement Grants over FY23 however all COVID grants have expired with the exception of ESSER III - funds are still available through FY24.

(3) Student Activity Revenue: adjusted yearbook and reclassified prom to reflect current practices

(4)Auxiliary Revenue: Increased transportation by \$5,000 and removed any income related to food service

FY 24 Budget - Expenses

	FY23 Budget	FY23 Projected	FY24 Proposed Budget	(+/-) FY23 to FY24	% change
Expense					
5200000 · Education Expense					
Total 5200500 · Salaries	3,098,700.85	2,845,898.00	3,160,995.31 1	62,294.46	2.01%
Total 5200560 · Taxes and Benefits	706,636.13	706,764.14	748,476.53 2	41,840	5.92%
Total 5200001 · Salaries and Benefits	3,805,336.98	3,552,662.14	3,909,471.85	104,134.87	2.74%
Total 5210600 · General Educational Expense	39,200.00	38,035.00	39,400.00	200.00	0.51%
Total 5220000 · Departmental Expense	34,520.00	34,520.00	34,520.00 <mark>3</mark>	0.00	0.00%
Total 5229500 · Grant Expenses	550,354.00	639,218.00	425,000.00 4	-125,354.00	-22.78%
Total 5290000 · Education-Other	136,000.00	117,626.00	138,300.00 5	2,300.00	1.69%
Total 5200000 · Education Expense	4,565,410.98	4,382,061.14	4,546,691.85	-18,719.13	-0.41%
5245000 · Production					
Total 5245500 · Salaries	50,000.00	40,711.00	48,410.00 1	-1,590.00	0.00%
Total 5245560 · Taxes and Benefits	5,359.67	5,359.67	5,133.29 2	-226.38	-4.22%
Total 5245600 · Production-Other	91,620.00	86,025.00	89,160.00	-2,460.00	-2.69%
Total 5245000 · Production	146,979.67	91,384.67	142,703.29 6	-4,276.38	-2.91%
Total 5250600 · Technology	79,380.00	44,071.00	57,062.00 <mark>7</mark>	-22,318.00	-28.12%
5300600 · Administrative					
Total 5300500 · Salaries	1,017,943.61	996,893.00	1,032,399.79 1	14,456.18	1.42%
Total 5300560 · Taxes and Benefits	227,322.96	227,322.97	226,013.11 2	-1,309.85	-0.58%
5300580 · Workers' Compensation Insurance	37,718.49	27,800.00	31,940.29	-5,778	-15.32%
Total 5300601 · General Administrative Expenses	69,000.00	61,868.00	89,000.00 <mark>8</mark>	20,000.00	28.99%

FY 24 Budget – Expenses (Continued)

-			FY24 Proposed		
_	FY23 Budget	FY23 Projected	Budget	(+/-) FY23 to FY24	% change
Total 5310600 · Recruitment-Students	8,200.00	8,250.00	8,200.00	0.00	0.00%
Total 5311600 · Recruitment/Students	11,000.00	11,000.00	14.000.00 9	3.000.00	27.27%
Total 5315600 · Business Office Expense	29,100.00	42,456.00	36,700.00 10	7,600.00	26.12%
Total 5320600 · Board of Trustees Expense	42,250.00	87,358.00	42,250.00	0.00	0.00%
Total 5300600 · Administrative	1,442,535.06	1,462,947.97	1,480,503.19	37,968.13	2.63%
Total 5330600 · Development	4,000.00	2,300.00	2,600.00	-1,400.00	-35.00%
5400000 · Facilities Expense					
Total 5400500 · Salaries	88,402.00	95,588.00	94,278.02 <mark>1</mark>	5,876.02	6.65%
Total 5400560 · Taxes and Benefits-Facilities	29,694.21	29,694.22	27,677.99 <mark>2</mark>	-2,016.22	-6.79%
Total 5400600 · Facilities Expense-Other	719,125.00	789,125.00	798,115.00 11	78,990	10.98%
Total 5400000 · Facilities Expense	837,221.21	914,407.22	920,071.01	82,849.80	9.90%
Total 5500700 · Depreciation Expense	114,000.00	114,000.00	114,000.00	0.00	0.00%
5600600 · Auxiliary Expense					
Total 5600700 · Transportation	180,800.00	226,750.00	231,290.00 <mark>12</mark>	50,490.00	27.93%
Total 5610000 · Food Service	63,311.44	51,426.44	<u> </u>	-40,130	-63.39%
Total 5600600 · Auxiliary Expense	244,111.44	278,176.44	254,471.42	10,359.98	4.24%
5700900 · Other Expense					
5700901 · Bad Debt Expense	6,500.00	6,500.00	6,500.00	0	0.00%
Total 5700900 · Other Expense	6,500.00	6,500.00	6,500.00	0.00	0.00%
66900 - Reconcilliation Discrepancies	0.00		0.00	0	0.00%
Total Expense	7,440,138.36	7,295,848.44	7,524,602.75	84,464.40 =	1.14%

Expenses – Continued

(1) Salaries:

- a. No salary increases for teaching staff (2023 2026 CBA being negotiated).
- b. No salary increase for non-teaching staff (2023 2026 CBA being negotiated).
- c. 3% increase for non-unit members & Administrators.
- d. 2.25 FTE increase in staffing (.60 Arts, .40 World Language, 2.45 Academic Support & 1.20 Facilities).

(2) Benefits:

- a. Health Insurance increase of 3% or 4%
- b. Dental Insurance no increase
- (3) Departmental Expense: no increase over FY23
- (4) Grant Expense: Expenses match revenue as grants are reimbursable in nature.

(5) Education Other: Overall increase 1.69%. Increases for AS Prof Dev, dual enrollment program with HCC and graduation expenses.

(6) Production: Overall decrease of 2.91%. Re-alignment of budget (no contracted work).

(7) Technology: Decreased by 28.12% (-\$22,318). Chromebook replacement program will be funded by remaining ESSER III funds for Fy24.

Expenses – Continued

(8) General Administrative: Increased 28.99% (\$20,000). Contract for 2 RJ Interns

(9) Recruitment/Retention of Employees: Overall increase of 27.27% (\$3,000) Recruitment efforts including relocation bonus and increased use of job platforms. Retention efforts include funds for staff awards and recognition.

(10) Business Office Expense: increased 26.12% (\$7,600). Contractual agreements for handbook revision and annual audit.

(11) Facilities Expense: increase of 9.9% (\$82,850) Increases to utilities and new contracts signed in FY23 for janitorial, snow plowing, landscaping & HVAC.

(12) Transportation: 27.93% (\$50,490) increase estimated for contract accepted in FY23.

(13) Food Service: -63.39% (-\$40,130) decrease in costs due to changes in food service programming

FY24 Net Income & Balanced Budget

	FY23 Budget	FY23 Projected	FY24 Proposed Budget	Budget (+/-) FY23 to FY24	% change
Total Income	7,440,294.32	7,576,270.00	7,690,670.08	250,375.76	3.37%
Total Expense	7,440,138.36	7,295,848.44	7,524,602.75	84,464.40	1.14%
Net Ordinary Income	155.96	280,421.56	166,067.33	165,911.36	
Net Income	155.96	280,421.56	166,067.33	165,911.36	
Salary/Tax Reserve	0.00		165,000.00	165,000.00	
Net Income	155.96		1,067.33	911.36	

FY24 Salaries & Benefits

	FY23 Budget	FY23 Projected	FY23 Difference	FY24 Proposed	FY23 Proj vs FY24	FY24 vs FY23 Budget
Total Salaries	4,255,046.46	3,979,090.00	-275,956.46	4,336,083.12	356,993.12	81,036.66
Total Benefits	969,012.87	969,141.00	128.13	1,007,300.92	38,159.92	38,288.05
Total Salaries & Benefits	5,224,059.33	4,948,231.00	-275,828.33	5,343,384.04	395,153.04	119,324.71
Grant Salaries	346,289.00	332,945.00		294,770.00		

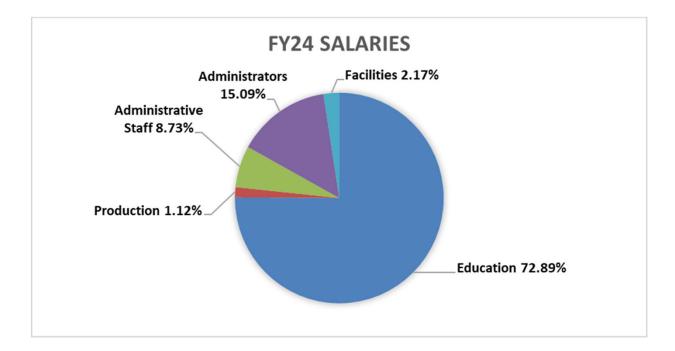
PVPA Salary Matrix 2020-2023

As agreed upon in the PVPA & International Union and UAW, Local 2322 - CBA - 2020-2023

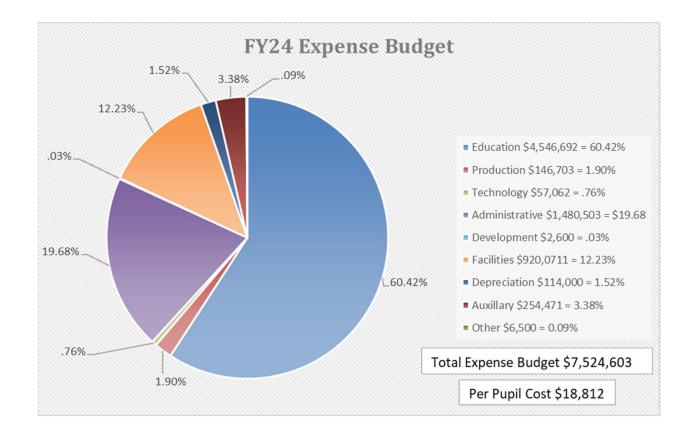
	BA			MA		
	2020-2023			2020-2023		MA over
STEP	CBA SALARY	Increase	STEP	CBA SALARY	Increase	BA
1	39,990	3%	1	41,975	0%	5%
2	40,469	1%	2	42,493	1%	5%
3	42,528	5%	3	44,654	5%	5%
4	43,962	3%	4	46,160	3%	5%
5	45,226	3%	5	47,488	3%	5%
6	47,011	4%	6	49,362	4%	5%
7	48,420	3%	7	50,841	3%	5%
8	49,394	2%	8	51,864	2%	5%
9	50,864	3%	9	53,407	3%	5%
10	52,876	4%	10	55,520	4%	5%
11	53,955	2%	11	56,653	2%	5%
12	56,311	4%	12	59,126	4%	5%
13	56,632	1%	13	59,464	1%	5%
14	56,853	0%	14	59,696	0%	5%
15	60,000	5%	15	63,000	5%	5%

*Longevity Increase - Salary levels beyond Step 15 will receive Longevity Increase of \$1,000

FY24 Budget By The Numbers



FY24 Budget By The Numbers



PVPA – 5 Year History of Cash Reserves

	2022*	2021	2020	2019***	2018
Cash (per Balance Sheet at June 30)	2,952,004	2,547,805	2,223,230	1,905,644	2,121,008
Operating expenses for 3 months	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Balance	1,452,004	1,047,805	723,230	405,644	621,008

Capital Budget – Review FY20-FY23

Capital Budget - for FY20 - Approved (Outstanding)

Location	ltem	<u>Cost</u>	Comments
Theater	Accoustical Theater Curtains for Side Wall Sub total	22,000 Part of ori 22,000	ginal configuration - increased sound quality & sound proofing
Capital Bu	dget - FY23 Approved by FC		
Lease-hold In	nprovements		
	3rd Floor Conference Rooms	25,000 Renovatio	n to creat 2 conference rooms
	2nd Floor School Counseling & Related Services Suite	30,000 Reovation	on second floor
	2nd & 3rd Floor Renovations	285,858 Increase b	ased on Architects Estimates - total \$340,858 - Approved 6-14-22 meeting
	2nd & 3rd Floor Renovations	136,442 Increase b	ased on low bid - total \$477,300 - Approved by BOT 8-7-22
		477,300	
Added Reque	est 1-3-23		
	Closed Circuit TV System Upgrade	22,910 Additiona	Camera Installation
	Facilities Project Design & Plans	30,000 Architectu	ral plans for sound dampening in dance classrooms
		52,910	
	Total Capital Budget FY23 =	530,210	

Capital Budget – FY24 Proposed

Capital Bu	dget - FY24 Proposed 1-3-23 - App	roved by FC 1-9-23
Lease-hold In	nprovements	
	2nd Floor Renovations	33,760 Total bid was \$511,060 - to be completed Summer 2023
	Dance Classrooms	100,000 Sound dampening project - Summer 2023
		133,760
Equipment		
	Classroom Furniture (5 rooms)	56,500 \$11,300 per room
		56,500
	Total Capital Budget FY24	190,260

Capital Budget – FY25 & FY26 Possible

Lease-hold I	mprovements	
	Facilities Project Design & Plans	30,000 Architectural plans for muisc rooms relocation/remodeling on 1st floor
	Main Entrance	15,000 Upgrade front entry landscaping - Fall 2024/Spring2025 45,000
Equipment		
	Classroom Furniture (5 rooms)	56,500 \$11,300 per room
		56,500
	Total Capital Budget FY25	101,500
		101,500
	replacement by FOPVPA - Summer 2024	
Capital Bu	replacement by FOPVPA - Summer 2024 udget - FY26 Possible	
Capital Bu	replacement by FOPVPA - Summer 2024	
Capital Bu	replacement by FOPVPA - Summer 2024 udget - FY26 Possible	<u>175,000</u> Work to be completed Summer of 2025 175,000
Capital Bu	replacement by FOPVPA - Summer 2024 udget - FY26 Possible mprovements	<u>175,000</u> Work to be completed Summer of 2025
Capital Bu	replacement by FOPVPA - Summer 2024 udget - FY26 Possible mprovements	<u>175,000</u> Work to be completed Summer of 2025