



# Pioneer Valley Performing Arts Charter Public School

## Finance Committee Meeting

Published on September 7, 2023 at 8:35 AM EDT

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### Date and Time

Saturday September 9, 2023 at 9:00 AM EDT

### Location

No in person meeting - fully remote.

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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>9:00 AM</b>
<b>A.</b>	Record Attendance	Marcy Conner	2 m
<b>B.</b>	Call the Meeting to Order	Neil Hede	1 m
<b>C.</b>	Approve Minutes	Approve Minutes Neil Hede	5 m

Approve minutes for Finance Committee Meeting on May 2, 2023

	Purpose	Presenter	Time
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<b>II. Finance</b>			<b>9:08 AM</b>
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<b>A.</b> Annual Timeline	Discuss	Marcy Conner	10 m
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<b>B.</b> Capital Budget - Amendments	Vote	Marcy Conner	10 m
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<b>III. Other Business</b>			
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<b>IV. Executive Session</b>			
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To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

<b>V. Closing Items</b>			<b>9:28 AM</b>
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<b>A.</b> Adjourn Meeting	Vote	Neil Hede	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 Meeting on May 2, 2023

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Finance Committee Meeting

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#### Date and Time

Tuesday May 2, 2023 at 5:00 PM

#### Location

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

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#### 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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#### Committee Members Present

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

#### Committee Members Absent

Sasha Viands

#### Committee Members who arrived after the meeting opened

Keith Black

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#### Guests Present

Brent Nielsen, Marcy Conner

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## I. Opening Items

### A. Record Attendance

### B. 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 May 2, 2023 at 5:02 PM.

Keith Black arrived at 5:04 PM.

### C. Approve Minutes

Michael Davey made a motion to approve the minutes from Finance Committee Meeting on 04-04-23.

Neil Hede seconded the motion.

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

#### Roll Call

Michael Davey	Aye
Sasha Viands	Absent
Neil Hede	Aye
Shannon Materka	Aye
Keith Black	Aye

## II. Finance

### A. FY24 Tuition Budget - Update

The Tuition Budgeting History and FY24 Options report was updated to include the House Ways & Means budget that was presented in April. The difference between the Governor's tuition rate and the House rate was a decrease of \$170,264. The difference is that the House version has some real number as the basis: FY23 quarter 3 above foundation rates and April 1st pre-enrollment numbers. Both version fully fund the third year of the Student Opportunity Act implementation plan and level funded the facilities per pupil allocation at \$1,088 per pupil.

The House version also included other favorable priorities:

- Full & permanent funding for universal free meals
- Funding for district reimbursement
- Increased funding for early college - the proposal is for \$15 million for the development and implementation of high-quality early college programs -this will be available to charter schools.
- New funding for clean energy infrastructure

- Funding for early education & care

The Mass Charter Public School Association along with the Department of Elementary and Secondary Education are urging caution and fiscal conservatism with the above foundation portion of the FY24 projected tuition. DESE included messaging that pointed out that historically when foundation budget increases were implemented, foundation budgets grew faster than net school spending. This results in lower above foundation for many districts and may occur in FY24.

The next version of the FY24 state budget is expected from the Senate in May.

## B. FY23 Capital Item

Management brought forth a request for a \$6,500 capital expenditure to replace an outer door; the double metal doors lead to the music lab in room 129 and the frame has rotted to the point that replacement has been recommended. PVPA has already obtained a quote for the work.

Michael Davey made a motion to approve \$6,500 for the replacement of the outside door to room 129.

Neil Hede seconded the motion.

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

### Roll Call

Keith Black	Aye
Neil Hede	Aye
Michael Davey	Aye
Sasha Viands	Absent
Shannon Materka	Aye

## C. FY24 Budget

The PVPA FY24 Budget Proposal was reviewed. The major pieces discussed are the footnotes indicated in yellow with the corresponding notes. The report also includes a projection for the end of FY23.

Heading the cautions that both DESE and the MCPSA are citing, the Committee is opting to continue its fiscal conservatism in regards to setting the tuition projection. The projection for FY24 is based on a 4% increase over the FY23 third quarter projection from DESE (\$6,836,702 + 4% = \$7,110,170). The big question facing Massachusetts school districts right now is with all of the Federal COVID money drying up, what will be the fiscal effects to communities?

There are no salary increases for Unit positions within this budget proposal because PVPA is currently negotiating with the United Auto Workers for a contract that will cover

2023-2026 and the current collectively bargained agreement does not have a provision for salary increases beyond FY23. This budget creates a salary reserve account totaling \$165,000 for that purpose.

A review of salaries for budgeted years and the projections was discussed. The variances between a budget and projected numbers have many variables; vacant positions/mid year hires, converting mid-year hires to full year salaries the following year, net difference due to attrition/rehiring and grant funding.

One area of concern is the cash reserves. The Committee recommended to review the amount reserved for the three months of operating expenses in the fall of 2023 when we have final numbers from FY23. With expense and salary increases \$1.5 million may not be enough for three months of expenditures.

Possible FY25 and FY26 Capital Budgets are included in the proposal to show the work being done by the Infrastructure Committee and how it relates to budget and timeline. Michael Davey made a motion to recommend that the Board of Trustees accept the FY24 Budget Proposal as presented.

Neil Hede seconded the motion.

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

**Roll Call**

Shannon Materka	Abstain
Keith Black	Aye
Michael Davey	Aye
Neil Hede	Aye
Sasha Viands	Absent

### 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 5:56 PM.

Respectfully Submitted,  
Marcy Conner

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#### Documents used during the meeting

- FY24 Tution Budget - Updated 4-26-23.pdf
- FY24 Budget 5-2-23.pdf

# Coversheet

## Annual Timeline

<b>Section:</b>	II. Finance
<b>Item:</b>	A. Annual Timeline
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	FY24 Annual Timeline 9-6-23.pdf





15 Mulligan Drive  
South Hadley, MA 01075  
413-552-1580  
[www.pvpa.org](http://www.pvpa.org)

## FINANCE COMMITTEE ANNUAL TIMELINE

(September 6, 2023)

Committee meets the first Tuesday of every month during the school year at 6:00pm.

<b>October</b>	Presentation by Auditors of audit for previous Fiscal Year
<b>November</b>	Timeline of Annual Work Current FY 1 <sup>st</sup> Quarter Budget vs Actual Annual Tuition Timeline DESE Tuition (FY Projected + Oct 1 if avail)
<b>December</b>	DESE Tuition (Oct 1) Charter School End of Year Financial Report Review (for previous fiscal year)
<b>January</b>	Current FY 2 <sup>nd</sup> Quarter Budget vs Actual Budget Process Overview for next FY Salary discussion for FY25 Budget
<b>February</b>	Capital Budget for Next FY DESE FY 2 <sup>nd</sup> Quarter Tuition Projection
<b>March</b>	Governor's State Budget Tuition Review Expenditure Budget
<b>April</b>	Current FY 3 <sup>rd</sup> Quarter Budget vs Actual w/EOY Projections House & Senate State Budget Tuition Review Expense Budget (next FY) Tuition Budget (next FY)
<b>May</b>	Final State Budget Tuition Review Finalize Next FY Budget – presentation to Board of Trustees
<b>June</b>	Reserved for additional Budget needs and extension of deadline as approved by Board of Trustees

# Coversheet

## Capital Budget - Amendments

<b>Section:</b>	II. Finance
<b>Item:</b>	B. Capital Budget - Amendments
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Capital Budget Propsed Changes 9-6-23.pdf

## Capital Budget - FY20-24 Outstanding & Revised

### 1. Capital Budget - for FY20

<u>Location</u>	<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Theater	Accoustical Theater Curtains for Side Wall	22,000	Part of original configuration - increased sound quality & sound proofing
		-3,150	Accoustical/Sound Evaluation
	<b>Sub total</b>	<b>18,850</b>	

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### 2. Capital Budget - FY23 approved by FC 1-3-23

Facilities Project Design & Plans	30,000	Architectural plans for sound dampening in dance classrooms
	-3,150	Accoustical/Sound Evaluation
	<b>26,850</b>	

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### 3. Capital Budget - FY24 Proposed 1-3-23 - Approved by FC 1-9-23

#### Lease-hold Improvements

2nd Floor Renovations	33,760	Total bid was \$511,060 - to be completed Summer 2023
Dance Studios	100,000	Sound dampening project - Summer 2023
	<b>133,760</b>	

#### Equipment

Classroom Furniture (5 rooms)	56,500	\$11,300 per room
	<b>56,500</b>	

Total Capital Budget	<b>190,260</b>
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#### Proposed Change 9-6-23

Outstanding FY20 - FY24	235,960
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#### Reallocate Previously Approved

Balance from FY23 sound dampening	26,850
Reduce dance studio sound dampening	50,000
Balances reallocated	<b>76,850</b>

#### New Projects Proposed 9-5-23

Front Entrance Upgrade	17,000
Replace Theater House Lighting	53,725
New Projects	<b>70,725</b>

<b>Total FY24 &amp; Outstanding Capital Projects</b>	<b>229,835</b>
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