

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Long Range Planning Infrastructure Task Force

Date and Time

Tuesday February 1, 2022 at 5:00 PM

Location

The Pioneer Valley Performing Arts Charter Public School
15 Mulligan Drive
South Hadley MA 01075

<https://meet.google.com/gjo-djpa-dvn>

Committee Members Present

Brent Nielsen (remote), John Kulas, Marcy Conner, Mindi Winter, Thom Vreeland (remote)

Committee Members Absent

None

Committee Members who arrived after the meeting opened

Brent Nielsen

Guests Present

John McCarthy (remote), Mbridge@pvpa.org (remote), austinclark@pvpa.org,
dcorrea@pvpa.org (remote), jsanterre@pvpa.org (remote), lbjorkman@pvpa.org (remote)

I. Opening Items

A. Record Attendance

Frank Newton arrived (in person) arrived at 5:10pm.

Brent Nielsen arrived at 5:19 PM.

B. Call the Meeting to Order

John Kulas called a meeting of the Infrastructure/Facilities Committee Committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Feb 1, 2022 at 5:02 PM.

II. Infrastructure/Facilities Committee

A. Approve minutes from 12/7/2021 meeting

John Kulas made a motion to defer vote on minutes until next meeting.

no objection.

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

B. Friends verses PVPA Budget Purviews

Marcy explained (in order):

- PVPA is not owner of the building
- PVPA is responsible for repair and maintenance of building
- Friends responsible for structure plus items like HVAC systems.
- Capital Budget - large cost expenses (tearing down a large wall in the building, for example)
 - historically, \$100,000 is annually allocated to capital expenses.
 - items need to be planned, in advance, and included in the budget approved by the FinCom.
 - If this group determines more funds are necessary, we may be able to make the case to increase the \$100k through FinCom.
 - Reserve account must keep 3 months operating expenses (~1.5 million) - three months is a standard and has always been communicated as PVPA's reserve coverage.

C. New Items

Systems Replacement Plans

John shares one of his former SRPs on the screen to demonstrate what a SRP covers and what it looks like all laid out. The expectation is that this committee can flesh out a master SRP that covers building needs, theater equipment, technology, etc.

SRP is a portion of this committee's work - considering enhancements to expand the school's offerings is another part.

Team Drive Folders

This is where all of the work for this committee should be placed.

John reviewed the organizational structure and intent for the Drive's use. *Individual Goal/Idea Details* section is where each committee member can organize their thoughts - sharing them so the entire committee has access to them. This will allow for greater collaboration and tracking of ideas.

Projects currently under discussion @ PVPA

- Moving music to 1st floor
- Health services expansion
- Office moves/expansion

John shares a map of the building demonstrating potential office space expansion/AS classroom shrinkage.

John shows proposed expansion of health services room (nurse), relocating the business office.

John shows map of Music Relocation Plan (moving music to 1st floor).

** Offices in 132/134 will be left empty in current office move plan. This way, if the music dept. move is executed, those offices won't need to be relocated again.

III. Closing Items

A. Closing Statements

From Loris:

Would love to see what the building will be in a few years, then make incremental moves each year to accomplish it. This could avoid moving and re-moving things multiple times.

(John points out the number of redundant changes have been done to room 412 as an example).

John re-iterates that this is exactly what this committee should be trying to do, in a planful way.

John explains the bidding process for larger projects and how that gives a 2-3 month lead time for planning. So, summer projects need to get started now.

Jenn asked for clarification RE the counseling offices and who would go there. Current plan is:
the 2 school counselors, the adjustment counselor, the social worker, and the speech and language pathologist.

Brent brings up the need for a cafeteria - ideally one that doubles as a gym.

Brent also brings up the need for a better, safer main entrance.

B. Adjourn Meeting

Mindi Winter made a motion to adjourn.

seconded by Frank Newton.

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 6:07 PM.

Respectfully Submitted,
Thom Vreeland