

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Long Range Infrastructure Planning Task Force

---

**Date and Time**

Monday February 26, 2024 at 5:00 PM

---

**Location**

PVPA Conference Room 304

---

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

---

**Committee Members Present**

Alyson Miller (remote), Austin Clark, Brent Nielsen, Frank Newton, Jay Winter, John Kulas, Martin Bridge (remote), Mindi Winter

**Committee Members Absent**

Jennifer Santerre, Loris Bjorkman, Marcy Conner, Thom Vreeland

---

**I. Opening Items****A. 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 Monday Feb 26, 2024 at 5:09 PM.

**B. Record Attendance**

Mindi Winter made a motion to approve the minutes from Long Range Infrastructure

Planning Task Force on 01-22-24.

Austin Clark seconded the motion.

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

**Roll Call**

Frank Newton	Aye
Alyson Miller	Aye
Mindi Winter	Aye
Thom Vreeland	Absent
Martin Bridge	Aye
Marcy Conner	Absent
Brent Nielsen	Aye
Jennifer Santerre	Absent
Jay Winter	Aye
Loris Bjorkman	Absent
John Kulas	Aye
Austin Clark	Aye

**II. Infrastructure/Facilities Committee**

**A. Old Business**

Conceptional idea prioritization and brainstorming - did anyone add anything to that list?  
Jenn added the new Main Office security updates.

Has anyone reviewed the Brainstorming ideas?

A large list of items. that the committee has reviewed previously and some items that we need to add in the future.

The agenda calls for a plan on moving forward with items that would depend on. feasibility, timing, costs, and how much the Friends will contribute.

The purpose of this group is to help guide the school in how the building can be utilized to help support the mission and grow.

To go forward we will take a break on monthly meetings to accommodate the large number of ideas on how to help the school versus the reality of financial constraints.

To move forward Infrastructure will focus on the goals of the Friends and Admin to accommodate the most egregious of the issues facing the building.

Asking 3 different Vendors to come in to meet with the above group to discuss how to prioritize the major projects such as the roof and HVAC, then items to gain space and efficiency will be addressed.

Music moves are still a priority but will be on hold until this is completed.

Frank asked about what this group will produce and what we are asking them to focus on: financial prioritization, structural or functional.

- John says that all of these items will be considered and looked at as a whole so that we can accommodate a holistic approach.

A consultation with the vendor will not happen until the vendor is selected and a relationship created.

Funding for this engagement will come from the Friends and the School itself - assuming that the cost will be split 50/50 between the groups.

If the consultant comes back and asks for a wish list, how would you go about deciding that?

Additional instructional space and eating space so that we do not have to do anything in the Theater other than production-related activities.

Almost everything on the list is of equal importance, so the school needs to prioritize these items so that the contractor knows how to prioritize and create a viable design.

Brainstorming sessions need to be completed prior to hiring a contractor.

Prioritization of the Brainstorming list needs to be done

The Brainstorming list does have categorizations that can be applied to each item in the list - recommending that this be done prior to entering into an engagement. This group should complete that task prior to meeting with a Vendor.

John will take an initial stab at prioritizing the items

Should everyone on the committee take the list and prioritize the items individually then come back to the committee with their ratings to determine what the consensus will be on how the items are rated.

John asking for feedback and help on categorizing each item so that the conversation with the Vendor will be more detailed and helpful.

## **B. New Business**

Homework assignment to prioritize the Brainstorming list

John needs to clean up the Brainstorming list because there are items on there that have been completed or are in process.

Brent wants to go through the list and update and add items to the list during the meeting to ensure that everything is captured.

Using the Google Doc that is attached to the Agenda: [Brainstorming for LTPC - Google Sheets.url](#)

John will print the document and/or send the document to each committee member in order to avoid causing a deliberation within the sharing of the document to collaborate on the list.

Create more Confidential Space for meetings - Stay

Lunch Space w/out using the Theater - Stay - update number of students to 260 to 400

Updated Classroom spaces - In progress 3-5 classrooms per year refresh cycle - Stay

Relocate Music classrooms closer to the theater - weighing this against the fact that the Theater department doesn't have enough space to perform its curriculum

The theater department needs an additional space dedicated to it, one a performance space and the other a classroom.

Need Two to three dedicated spaces outside of the Theater in order to operate next year's schedule.

Change the black box to the above.

Lower the priority of the music move so that the theater is higher in priority.

Additional general classrooms - stay

Visual Arts classrooms - completed

Academic support classrooms with study carousels - done

Fashion/Costuming space - change to reflect set construction and costuming shops located off the theater (new space) with dressing rooms to use during productions, freeing up the existing space within the school.

Eliminate the use of the Theater as instructional space - other items on list - Remove

Safer Entryway - In progress will be done by June 30

Main Office area move to Costuming shop and make an Office - Add as separate line item

Self contain the MS program in one area of the building - Stay

PA System - Done

PE Space - Stay

Adequate power outlets - Issues with the availability of power in classrooms/Library in order to power one-to-one devices - currently addressing chrome banks in classrooms that have been renovated. Currently not getting complaints about inadequate power outlets. - Need better system for Chrome books and lending

- Stay

Update Library - Stay

Rug

Shelves

Less traffic

What format will it be in so that it can be prioritized individually? - John to create a Google Form with all the items and a drop down to select the prioritization for each committee member.

John will send the form out by the end of the week.

### **III. Closing Items**

#### **A. Closing Statements**

Will have another meeting to go over results of the prioritization and update.

Next meeting will be on March 18th at 5:00pm

Everyone needs to respond to Form prior to that meeting.

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:22 PM.

Respectfully Submitted,

Mindi Winter

---

#### **Documents used during the meeting**

- 2024\_01\_22\_long\_range\_infrastructure\_planning\_task\_force\_minutes.pdf
- Conceptual Idea Prioritization.xlsx - Google Sheets.url
- Brainstorming for LTPC - Google Sheets.url