

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Meeting Minutes

October 3, 2019 at 6:00 PM

Location: PVCICS, 317 Russell Street, Hadley, MA 01035

In attendance: Board Chair Dana Parsons, Vice Chair Paula Quinn, Scott Livingstone, Elizabeth “Betty” Larivee, Roland Mandler, Charles “Nick” Bagley, Peter Wood, Aime DeGrenier, Dan O’Shea, A. Juliet Larke, Faculty Representative Hannah Treworgy, Student Representative Sebastian English, Executive Director Richard Alcorn, and, Principal Kathy Wang

Absent: Lian Duan

Others in attendance: None

Meeting was officially called to order by the Chair at 6:04 PM.

Public Comment: None

### Administrative Items:

#### (1) Minutes of Previous Meeting(s):

(a) Minutes of the June 6, 2019 Board Meeting were presented for review. No corrections were noted; Peter made a motion to approve the minutes; seconded by Roland.

Abstaining from voting: Nick, Betty, Dan, Hannah, Aime, and Juliet; motion passed.

(b) Minutes of the July 8, 2019 Special Board Meeting were presented for review. No corrections were noted; Juliet made a motion to approve the minutes; seconded by Nick.

Abstaining from voting: Betty, Dan, Hannah, Peter, and Aime; motion passed.

(c) Minutes of the July 29, 2019 Board Meeting were presented for review. A correction was noted for sentence listed as number 1; Peter made a motion to approve the corrected minutes; seconded by Dan. Abstaining from voting: Betty, Hannah, Nick, and Juliet; motion passed.

(d) Minutes of the September 5, 2019 Board Meeting were presented for review. No corrections were noted. Paula had questions about ED Richard’s report on page 3—item 4 regarding the increase in special needs students; she asked for an edit to include the important involvement of the Special Education Supervisor and staff. Nick made a motion to approve the edited minutes; seconded by Roland. Abstaining from voting: Dan and Juliet; motion passed.

(2) Student Representative: Chair Dana introduced Sebastian English as the new student representative to the Board. On behalf of the Trusteeship Committee, Betty Larivee spoke about Sebastian’s election by his peers, activities at PVCICS, community involvement outside of PVCICS, and siblings at PVCICS. She made a motion to approve the election of Sebastian; seconded by Scott; unanimous approval.

SEPAC Report: At this time, no one was present to give a report.

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## Committee and Task Force Reports:

*Finance Committee:* Chairperson Roland reported:

- ✓ The committee is seeking another member from the community that has knowledge of business and financial practices. One community member continues on this committee in addition to the Trustees.
- ✓ Board member Nick Bagley has been added to this committee.
- ✓ The committee will set a meeting once the Auditor's Report has been received and then a Special Board Meeting will be required to have the Board receive and approve the Audit before the end of month (October 30<sup>th</sup>) deadline.
- ✓ Financial Reports dated "Period ending Aug. 31, 2019" were e-mailed to the Board prior to this meeting. Copies were also distributed tonight for any member.

*Trusteeship Committee:* Chairperson Betty reported:

- ✓ The Board Handbook was e-mailed to all members. A copy will be sent to Sebastian.
- ✓ A committee meeting was scheduled for 9/25 but did not have a quorum.
- ✓ Two on-line training opportunities are available from MSPCA:
  - October 7, 2019: How Charter Boards Govern for Quality and Accountability
  - December 10, 2019: School Leader Hiring, Retention, and Succession Planning

*Personnel and Grievance Committee:* Chairperson Peter reported:

- ✓ The committee met on 9/20 to review Annual Goals (2019-2020) from ED Richard. At that time, edits were made to some goals. Paula asked about inclusion of a goal regarding communication between ED Richard and the Board; discussion followed but no changes were made.
- ✓ Peter made a recommendation to accept/approve Richard's 2019-2020 goals as submitted. Nick made a motion to accept this recommendation; seconded by Aime; unanimous approval.
- ✓ The committee will work with Principal Kathy on her End-of-Year Evaluation (2018-2019) and new Annual Goals (2019-2020) at the meeting scheduled for 10/18/19 at 9am.
- ✓ Board member A. Juliet Larke has been added to this committee.

Principal's Update: Principal Kathy reported:

- Family Handbook: The updated version of the Handbook is ready for approval. The 115 page Handbook is available on-line and includes a page that lists all the changes and updates that have been made. Roland made a motion to approve the updated Handbook as of the changes dated to 8/24/19; seconded by Juliet; Dan abstained from voting; motion passed.
- School operations have been smooth during the opening of school.
- Results of the "Next Generation" of MCAS have been released and students Grade 3 to 12 at PVCICS have again received excellent scores. All students took the computerized version of MCAS. Kathy reviewed the testing data by grade level and subject matter.
- A data report under the new DESE Accountability System is not available because of the small cohort that took the test.

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Principal Kathy and ED Richard spoke about the changes in transportation for afternoon dismissal of students. This operational change allows for staggered pick-up and dismissal for the (1) shuttle bus, (2) car line, and (3) remote bus services resulting in less traffic and parking issues on the campus and adjoining property; the change does not impact instructional time and all students have a teacher supervised study hall at the end of the school day; the change still allows for early dismissal of students by parent pick-up as tracked in the Power School Program. Richard stated that at this time, a Charter Amendment is probably not required, however, he will check with Atty. Dupere for a legal opinion regarding the need for an amendment.

Executive Director's Update: ED Richard reported:

- ✓ Enrollment target of 550 students is holding steady.
- ✓ November 2019 will start recruitment for the 2020-2021 school year.
- ✓ Dan questioned the anticipated enrollment figures. Richard stated it would be 44 in Kindg., 60 for elementary level classes, 40 for high school.
- ✓ The school has five Federal Grants that have been completed and submitted. Financial implications are evident as more detail is required to validate "Maintenance of Effort" for per pupil student costs.
- ✓ The Annual Report has been submitted but DESE had questions on the Recruitment Plan as it related to students with high needs (i.e.; English Language Learners, Special Education, and Economically Disadvantaged). The specific question related to the students that have "graduated" out of ELL services.
- ✓ Richard is looking into the possibility of having a new sister school in China that also has an IB Diploma Program. The previous sister school did not have such a program.

Board Strategic Planning: Paula reviewed the reason and goals for the March 2019 Board Retreat Day and the outcomes for that day. She asked that minutes of the Retreat be sent to all Board members for their review. Specific information will be reviewed at future Board meetings and Retreat.

Board Member Updates: None

New Business: None

There being no further business, Chair Dana read the following statement:

The PVCICS Board of Trustees will enter into Executive Session (1) per M.G.L. Chapter 30A Section 21(a) 3: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining position of the public body, and the Board so declares; and, (2) per M.G.L. Chapter 30A Section 21(a) 6: To consider the purchase, exchange, lease or value of real property. The Board meeting will not re-convene after Executive Session.

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Roland made a motion to end the Regular Meeting of the Board and go into Executive Session; seconded by Peter. Voice vote was unanimous approval from Paula Quinn, Scott Livingstone, Roland Mandler, Peter Wood, Dan O'Shea, Elizabeth "Betty" Larivee, Dana Parsons, Aime DeGrenier, A. Juliet Larke, Hannah Treworgy, and, Charles "Nick" Bagley.

Regular session of the Board of Trustees Meeting adjourned at 7:40 pm.

Minutes approved by the Board of Trustees on November 7, 2019

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