

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Retreat (Part One) Minutes
January 25, 2020 at 10:00 am

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

In attendance: Board Chair Dana Parsons, Scott Livingstone, Elizabeth “Betty” Larivee, A. Juliet Larke, Dan O’Shea, Lian Duan, Peter Wood, Aime DeGrenier, Charles “Nick” Bagley (arrived 10:20am), and Executive Director Richard Alcorn

Absent: Vice Chair Paula Quinn, Roland Mandler, and Faculty Representative Hannah Treworgy

Meeting was officially called to order by Chair Dana at 10:05am

A brief discussion occurred about the Executive Director attending this Board Retreat. Chair Dana explained that this was a posted session, not Executive Session, so the Retreat was open to the public – including the Executive Director.

Self-Assessment: A handout was provided regarding the results of the twenty question self-assessment. This information was reviewed by the Board and then discussion followed regarding specific questions and responses.

- ✓ Dana indicated that seven (7) responses from twelve (12) Board members was a low return rate. Aime noted that she had completed the assessment earlier that morning so her results were not tabulated; Nick stated that he had not received the assessment to complete.
- ✓ Juliet and Lian spoke about the difficulty they encountered in attempting to complete the assessment. They indicated that it would have been helpful to have reviewed the document from the last assessment so they would have been prepared for this assessment. This led to a discussion of mentoring for new Board members which will be reviewed by the Trusteeship Committee.
- ✓ Question 8 and 16 both have an item about “immediate action on newly-raised complex issues” which was noted as a negatively worded statement that should be re-worded in the next assessment to be a more positively worded statement.
- ✓ Discussion occurred regarding the dual focus of the assessment using the same questions for (a) responses as a Board member and (b) responses as an individual. It was determined that self-reflection is important to the assessment process so the dual approach should remain.

Board Recruitment:

- Dana noted that Question 20 of the Self-Assessment listed the skill-set for Board members but it should not be considered as all-encompassing.
- ED Richard spoke about the need for diversity in new Board members to better reflect and represent the current student population at PVCICS.

317 Russell Street, Hadley, MA 01035

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Minutes of Board Retreat (Part One) on January 25, 2020

page 1 of 2

- Questions were asked about the number of Board positions that would be available in the upcoming recruitment process. This led to a discussion about current By-laws and the slate of candidate(s) presented to the Board by the Trusteeship Committee at the April meeting. As a follow-up to an opinion recently received from Atty. Dupere, it was determined that current Board members with terms that are expiring should be presented as part of the slate and listed as incumbent candidates – previous practice has been to renew their term by vote of the Board (if they desired to continue on the Board) before the recruitment process started.
- Nick questioned the possibility of developing guidelines which would allow certain Board members with specialized skills to remain as Board members beyond the allowable term limits. ED Richard spoke about the DESE regulations on this matter which ensures turn-over of Board members.

Executive Director Feedback: Dana had previously asked ED Richard to develop an overview of his perspective about the work of the Board. This was e-mailed to Board members previous to the Retreat and copies were available at this session. Members questioned Richard regarding his statements about diversity of the Board and the focus of the DESE lawsuit.

Executive Director Evaluation Update: Dana spoke about the process and format for the evaluation. ED Richard showed the form that would be used. He also had a one-page overview of his “evidence” in support of the attainment of his goals (which Dana asked him to e-mail to all Board members) and a binder of the complete evidence (which will also be e-mailed to Board members). Dana indicated that the evaluation form will be e-mailed to Board members in the next few weeks for completion and he will tabulate the responses into a final summary.

Retreat Session (Part Two): Dana will send Doodle Poll to determine best dates. Attorney Dupere will be attending to complete training with the Board so this session will be held on a weekday evening. Aime asked about holding the session off-site so she will investigate possible community rooms as alternatives to the school library.

New Business: NONE

A motion to adjourn the Retreat Session (Part One) was made by Dana and seconded by Lian; unanimous approval for adjournment at 11:45 am.

Minutes approved by Board of Trustees on February 6, 2020