

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Special Meeting Minutes

October 13, 2020 at 6:00 PM

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

This meeting was held via Zoom and Telephone access due to the current school closure from the Coronavirus pandemic. The host for this meeting was Board Chair Paula Quinn.

In attendance: Board Chair Paula Quinn, Vice-Chair Aime DeGrenier, Faculty Representative Hannah Treworgy, Scott Livingstone, A. Juliet Larke, Peter Wood, Elizabeth “Betty” Larivee, Executive Director Richard Alcorn, and Principal Kathy Wang.

Absent: Dan O’Shea, Charles “Nick” Bagley, Lian Duan, Cynthia Farmer, Edison Santana, and, Ying “Elaine” Wang

Others in Attendance: Marilyn Kusek, Director of Student Services; Deirdre Yasutomo, School Nurse; and, Katharine Laventis, School Nurse

Meeting was officially called to order by the Chair at 6:06 PM.

Principal Kathy asked that the Board take up the EpiPen and Medication Policy first rather than last, as listed on the agenda, so the School Nurses could answer questions and then leave the meeting. Chair Paula indicated that other issues had to be addressed first but questions regarding the Policy (if needed) could be forwarded to the Nurses, as well as Attorney Dupere, because a vote on the Policy would not occur until the next Board Meeting on 10/27/2020. Paula said that she had not invited the School Nurses but was happy to have them attend and be part of this discussion.

Paula announced that tomorrow she would be submitting a Letter of Resignation from the Board of Trustees at PVCICS. At this time, she was giving verbal notice of this resignation which would be effective on November 30, 2020. Until that time, she will continue to perform her duties as Chairperson of the Board.

### Meeting Logistics:

- Paula spoke of the role of all Board members in relation to Policies of the School as defined by Charter School Regulations and the Board Bylaws. Links to these items had been provided prior to this meeting for review by all members. She spoke of the requirement for Board oversight in policy development, review, and, approval. The request for her signature as Board Chair on PVCICS’s application to the Mass. Dept. of Public Health to “train unlicensed school personnel to administer epinephrine via-auto injector in a life-threatening situation to those individuals with a prescription” had created a conflict for her because (a) the application required acknowledgement that the “school committee or chief administrative officer of a school district or school has approved policies governing the administration of epinephrine via auto-injector” when no proof existed that such policies were ever appropriately approved, and (b) the Communication

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page 2 of 2

Policy of the Board that states no one individual may speak on behalf of the Board without prior discussion and consent of the Board members.

- Discussion followed on when and how the Board reviews School Policies. Mention was made of the annual review of the updates made to the Family Handbook which includes many Policies but not all PVCICS Policies. Research will be done to determine if the annual review and approval of this Handbook also constitutes a review and approval of included specific policies.
- ED Richard and Chair Paula had a discussion of the legal requirements around the Chair's signing of PVCICS's application to the Mass. Dept. of Public Health to "train unlicensed school personnel to administer epinephrine via auto-injector in a life threatening situation to those individuals with a prescription" and the opinion offered by Attorney Dupere regarding this document.
- Nurse Deirdre outlined the development of revisions to these EpiPen and Medication Policies and the advice she received from the State Supervisor when she assumed this position in June 2020.
- Suggestions were offered to start a new Board Committee on "Policies" which would be tasked with receiving and reviewing all relevant policies and then submitting them to the Board for approval. This would insure that a formal process is in place for oversight of school policies.
- Questions were asked of Principal Kathy about what other Policies may need to be reviewed, updated, or approved. She indicated that the current Athletic Policy (Board approval in 2017) is under revision and will need to be updated and then approved by the Board.

At 6:48pm, ED Richard left the meeting.

At 7:10pm, A. Juliet Larke left the meeting

There being no further business, Chair Paula indicated that she would entertain a motion to adjourn. Peter made the motion to adjourn; seconded by Aime. Aime also stated that she wanted to thank Paula for her time on the Board and work as Chairperson; other Board members also indicated their thanks and best-wishes to Paula. Betty clarified that Paula's resignation would not be effective until 11/30/2020 so she still had several Board meetings ahead of her. Paula called for a vote on the motion to adjourn -- unanimous voice vote approval to adjourn.

This Special Meeting of the Board of Trustees adjourned at 7:15pm

Minutes approved by Board of Trustees on October 27, 2020

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