

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes  
October 27, 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 State mandated 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, Charles “Nick” Bagley, Peter Wood, Elizabeth “Betty” Larivee, Cynthia Farmer, Edison Santana, Ying “Elaine” Wang, Scott Livingstone, Lian Duan (joined meeting at 7:12pm), Student Representative Sebastian English (joined meeting at 8:00pm).

Absent: Faculty Representative Hannah Treworgy, Dan O’Shea, and A. Juliet Larke

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, Director of Student Services Marilyn Kusek, School Nurse Deidre Yasutomo, School Nurse Katherine Laventis, Director of Operations Kevin Lawson, and Attorney Fred Dupere (joined meeting at 9:00pm). Throughout the meeting, several dozen unidentified people were also viewing and/or listening on-line.

This meeting had been rescheduled from the planned date of October 1, 2020. Meeting was officially called to order by the Chair at 6:00 PM.

Public Comment: One individual had registered for Public Comment but was not on-line as the meeting started. This person did not check-in at anytime for comments.

Administrative Items: Minutes of Previous Meeting(s):

Minutes of the September 3, 2020 Meeting were presented for review. No corrections were noted. Scott made a motion to approve the minutes; seconded by Aime. Roll call vote for approval: Aime, Nick, Paula, Betty, Peter, Elaine, Cynthia, Edison; Scott abstained. Motion passed.

Minutes of the October 13, 2020 Special Meeting were presented for review. Paula indicated that the bottom of page 1 should have some edits and offered possible language. Aime made a motion to approve the minutes with the edits; seconded by Peter. Roll call vote for approval: Aime, Peter, Scott, Paula, Betty; abstaining from vote: Cynthia, Edison, Nick, and Elaine. Motion passed.

The schedule for Regular Board Meetings needs to be finalized. The school website has the meetings posted for 6:00pm on the first Thursday of the month. This has been the traditional time and date for Board meetings. No one raised an objection to this schedule for Regular Board meetings so they will continue as in previous years.

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## Committee and Task Force Reports:

*Finance Committee:* Chairperson Elaine reported:

- ✓ The Finance Committee met on October 14, 2020 with the Auditor, Accountant, and Administrative Team. They reviewed the Independent Audit completed by the MP Group and asked clarifying questions. The Audit found the school to be in a strong financial position.
- ✓ ED Richard indicated that there was new language regarding Covid-19's impact on school finances. The MP Group recommends that the statement they offered be included as a footnote in the Audit. Discussion surrounded a possible change in wording but that did not occur.
- ✓ Nick made a motion, seconded by Elaine, to accept the Independent Audit as submitted by the MP Group and allow inclusion of the suggested footnote. Roll call vote was unanimous approval (9 votes).
- ✓ Ed Richard stated that the Audit had to be submitted to DESE by 11/2/2020.
- ✓ Elaine thanked her committee for the work they completed regarding the Audit.

Scott stated that many parents were viewing this meeting. He asked that the Principal's Report on School Re-opening be taken out of order for their convenience in light of our long agenda. Chair Paula said that there were significant discussions coming up so the agenda would have to remain as scheduled.

*Trusteeship Committee:* Chairperson Betty reported:

- ✓ Information for the Board has been updated on the school's website: Revised Bylaws have been posted; Bios for Board members have been updated; new Board members have bios listed.
- ✓ Sebastian English has returned for another year as our Student Representative because no other student applied for the position.
- ✓ The Trustee Handbook is still in the process of being updated.
- ✓ The open Board position has three candidates. Their applications were e-mailed to the Board members on 10/15/2020; candidates were interviewed on October 19<sup>th</sup> and 22<sup>nd</sup>. Board members discussed the various strengths and possible weaknesses of each candidate. Betty indicated that a roll call vote was required so each Board member could state the name of the candidate they were supporting; the candidate with a majority of votes would be the one to fill the vacated term. Roll call vote as follows: Supporting Mina Liang: Betty, Peter, Cynthia, Edison, Elaine, Nick, and Scott. Supporting Gonan Dori-Hacohen: Aime. Supporting Kai Hu: Paula. Mina received the majority vote and will have her application sent to DESE for final approval to join the PVCICS Board; her term will start upon approval by DESE and end on June 30, 2021.

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- ✓ The Self-Evaluation of Board members is ready to be sent out. This is a 20 minute survey about personal strengths and weaknesses of Board members. Once compiled, the results will be used to inform our decisions about training topics for the Board.

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*Personnel and Grievance Committee:* Chairperson Peter reported:

- ✓ On 9/24/2020, the committee reviewed the 2020-2021 Annual Goals for Principal Kathy. One edit was suggested and Principal Kathy has incorporated it into the document being presented tonight. The committee is recommending approval of her 2020-2021 Annual Goals. Paula stated that she felt a goal regarding communication needed to be added particularly in light of the parental concerns expressed during the past few months. Discussion followed on this matter but the goals were not changed. Betty made a motion, seconded by Cynthia, to approve the 2020-2021 Annual Goals for Principal Kathy as presented. Roll call vote to approve: Betty, Cynthia, Scott, Nick, Aime, Peter, Elaine, Lian; Abstaining from the vote: Edison; Voting against approval: Paula. Motion passed.
- ✓ On 9/24/2020, the committee reviewed the 2020-2021 Annual Goals for Executive Director Richard Alcorn. Edits were suggested; corrections to dates and timelines were made; many questions were asked. This revised document is being recommended for approval by the Board. Paula spoke of the need to add goal(s) focused solely on enhancing communication. She referred to the DESE Rubric for Administrative Evaluations in Communication and Professional Culture. Board members discussed this matter but did not make changes to the document. Peter made a motion, seconded by Aime, to approve the 2020-2021 Annual Goals for ED Richard as presented. Roll call vote to approve: Betty, Peter, Cynthia, Scott, Elaine, Lian, and Nick; Abstaining from the vote: Aime and Edison; Voting against approval: Paula. Motion passed.

Executive Director 2019-2020 Summative Evaluation: Chair Paula reported the following:

- This evaluation of ED Richard is an on-line process. The document will be sent out tomorrow with an approximate 10 day deadline for returning it.
- New Board members are not responsible for completing this evaluation.
- ED Richard spoke about the “evidence” he has compiled for this evaluation. He will put together one binder for permanent filing at school; an e-mail was sent to all Board members with this compiled evidence. He spoke about the three required areas and related documentation as supporting evidence of completion in (1) Professional Development, (2) Student Learning, and (3) District Improvement.

Principal’s Report: Principal Kathy presented a report regarding the current state of remote learning, expectations for re-opening the school, and, data from various sources regarding the infection rates of Covid-19 in the majority of cities/towns sending children to PVCICS.

- Her presentation was broken into four sections (1) Student Enrollment; (2) Remote Learning; (3) Health Updates; and (4) Re-opening.
- She is anticipating further information and directives from DESE, the CDC, and DPH regarding re-opening schools.

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- This presentation will be emailed to all parents.
- Virtual summer school sessions were held and paid for with Grant Funds. These focused on Students with Special Needs, Credit Recovery, and Chinese Language Support.

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- Questions were asked about staff turnover due to the pandemic. Kathy reported that out of the 103 staff at PVCICS, some did leave the school but only one in relation to the pandemic issues.

Chair Paula thanked Kathy for her work in (1) developing the Health Task Force, (2) doing research and correspondence with medical personnel regarding Covid's impact on PVCICS as a Regional School, (3) attention to the volatility of pivoting between remote learning, hybrid instruction, and in-school programs, and, (4) successful school days under remote learning for the fall session.

Betty spoke up to say that Student Representative Sebastian English had joined the meeting. He was delayed in joining earlier because of an athletic commitment. The Board welcomed him as a returning member and thanked him for once again being the Student Representative on the Board.

## Executive Director's Update: ED Richard reported:

- Enrollment is higher than anticipated. June 30, 2020 had 534 students; SY2021 Budget planning estimated 550 students; current enrollment is at 560 students.
- Facilities have been updated as planned: ventilation system, bathroom partitions, outdoor storage shed, fire alarm panel and main office hallway window.
- The program planned with the Northampton YMCA had limited applications so the children are attending the Y's facility and not PVCICS. Vouchers are being accepted for this program.

## PVCICS Epi-pen and Medication Administration Policies:

- ❖ The School Nurses have updated the two policies in accordance with current State Regulations and changed wording used to identify typical public school staffing to reference our specific Charter School staffing.
- ❖ Attorney Dupere stated that the State does require that the Administration Policy be adopted by the Board and signed by the Chair. Scott asked about the protocol if the Chair did not want to sign and he gave suggestions regarding other officers as signatories.
- ❖ Betty took the Board through a review of each policy to indicate the changes and updates that had been made to the previous policies.

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- ❖ Nurse Deidre addressed questions and added information regarding the required signatures for State Approval for Training of Non-Licensed Personnel and approval of the Medication Administration Policy.
- ❖ Betty made a motion to approve the updated Epi-pen Policy and the Administration of Medication Policy; motion was seconded by Nick. Roll call vote was unanimous approval (10 votes).

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Chair Paula addressed the issue of developing a “Policy Review Committee”.

- ✚ Betty asked if this was intended as an Ad-Hoc Committee or a Standing Committee
- ✚ Attorney Fred stated that one role of the Board is to approve policies for the school. It is then up to the Administration to develop procedures that insure implementation.
- ✚ Peter indicated that he had some discussions with ED Richard in an attempt to clarify what might be the most useful way to proceed.
- ✚ Attorney Dupere stated that the Board does in fact approve specific policies within the Family Handbook when we accept the Handbook during our annual review of the updates. Typically, policies are changed or updated due to changes in legislation. Notification regarding these changes would be sent to the school from DESE, Charter School Association, DPH, or Mass. Athletic Association.
- ✚ After discussion, consensus was reached to (1) allow Peter to act as a “clearinghouse” regarding information on school policies and (2) to report back to the Board on his findings. Scott stated that he would be happy to assist Peter, if needed.
- ✚ Paula thanked Atty. Dupere for his participation in this meeting and indicated that he did not have to participate in the remaining agenda items so he could leave the meeting.

## Expansion Status and Plans:

Chair Paula asked about the future needs of the school and plans for expansion. Response was not forthcoming due to the lateness of the hour. This item will be moved to the November meeting agenda.

## Board Practices and Processes: Chair Paula reported:

- E-mail accounts at “pvcics.org” have been set-up for all Board members but some people are not using them. Further information will be addressed on the e-mail usage.
- Use of Zoom for meetings was discussed. The school uses Google Meets so the meetings may be changed to this platform rather than paying for additional Zoom licenses.
- Aime requested that the next Board meeting be done in Google Meets to experience how it works.

Board Member Updates: None

New Business: None

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Having no further business, Chair Paula called for a motion to adjourn. Motion was made by Peter and seconded by Aime. Roll call vote was unanimous approval. Meeting adjourned at 10:02 pm.

Minutes approved by Board of Trustees on November 5, 2020

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