

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

November 5, 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 and co-facilitated by Vice-Chair Aime DeGrenier.

In attendance: Board Chair Paula Quinn, Vice Chair Aime DeGrenier, Charles “Nick” Bagley, Peter Wood, Elizabeth “Betty” Larivee, Cynthia Farmer, Edison Santana, Dan O’Shea, Scott Livingstone, Mina Liang, and Student Representative Sebastian English

Absent: Faculty Representative Hannah Treworgy, Ying “Elaine” Wang, A. Juliet Larke, and Lian Duan,

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, and IB Program Coordinator Patrice MacPherson

Meeting was officially called to order by the Chair at 6:01 PM.

Public Comment: None

Paula welcomed new Board Trustee Mina Liang. She received approval from DESE on 11/3/2020 to be a PVCICS Board member and will complete the term vacated by Dana Parsons until 6/30/2021.

Principal Kathy spoke up and asked if Item #5 could be taken out of order. Board gave verbal consensus for this change to the agenda.

Principal’s Report: Principal Kathy reported the following:

- ✓ The Cross-Country Teams (boys and girls) just completed an undefeated season. Coach Kevin Brown was pleased to announce that previous course records were broken with these teams. The school will obtain a banner to hang in honor of this winning season.
- ✓ It is anticipated that information and decisions regarding the basketball season will be forthcoming next week.
- ✓ Chair Paula congratulated Student Rep. Sebastian for scoring in last week’s soccer game and she praised him for joining that Board meeting in lieu of celebrating the victory with his team.
- ✓ DESE has sent out a survey regarding “Structured Learning Time” which is due back to them tomorrow.
- ✓ Kathy introduced IB Program Coordinator Patrice MacPherson who gave an update on the Program:
 - End of Year Exams were canceled worldwide for all students due to the pandemic but all PVCICS Seniors did receive an IB Diploma.

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- Our students received an average score of 34 with worldwide average at 29.9 – another indicator of high quality academic achievement for our students.
- The anticipated 5 Year Site Review was not completed in person due to the pandemic. Positive comments about the successful PVCICS IB Program were generated from the virtual visit and submitted paperwork.
- PVCICS assumes the cost of all IB exams (about \$900 per student) so the “IB for ALL” model at PVCICS is accessible to all high school students.
- There is a National Ranking for high school IB Programs. The Washington Post has placed PVCICS as #4; US News and World Report has a ranking but they use data that is two years old. We now have a “blip” in this ranking due to the small class size for 2020 graduates. We can be included in future rankings because we will have the required minimum class size to be ranked.
- The staff works on cohesion and collaboration which makes for a strong culture leading to a very successful IB Program. Focus is on current student achievement to insure preparedness for life ahead in 10-15 years once out of school.
- Students in the current program have access to staff, student mentors, alumni, and programmatic history which has enhanced the success of the Program and diminished the anticipated anxiety of the students. The Alumni Group comes to school in December for a panel discussion with current students.

Administrative Items: Minutes of Previous Meeting(s):

Minutes of the October 27, 2020 Meeting were presented for review. Corrections were noted as follows: (page 1) Minutes from October 13th Special Board Meeting; (page 3) the need for a focused Communication Goal for ED Richard; (page 4) Scott asked Atty. Dupere a question not Paula. Peter made a motion to approve the minutes as amended; seconded by Aime. Roll call vote for approval: Aime, Nick, Paula, Betty, Peter, Cynthia, Edison, Scott; Abstaining from the vote: Mina and Dan. Motion passed.

Committee and Task Force Reports:

Finance Committee: Chairperson Elaine was absent:

- ✓ Chair Paula announced that the committee will be scheduling a meeting in January.

Trusteeship Committee: Chairperson Betty reported:

- ✓ The Trustee Handbook is awaiting a bio from new Trustee Mina Liang. It will be distributed as soon as possible.
- ✓ The Self-Evaluation of Board members will be sent out 11/9/2020 with a return date of 11/19/2020. Everyone should complete this self-evaluation. It will inform our decisions about future training topics for the Board.

Personnel and Grievance Committee: Chairperson Peter reported:

- ✓ On 10/27/2020, the committee reviewed the 2019-2020 Summative Evaluation for Principal Kathy. All indicators showed that she had “Met” her goals and had “Proficient” ratings in all categories. Based on the committee recommendation, Peter made a motion

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to approve this 2019-2020 Summative Evaluation Report; seconded by Paula. Roll call vote for approval: Betty, Peter, Aime, Dan, Cynthia, Nick, Mina, Scott, Paula; Abstaining from the vote: Edison. Motion passed – the report and supporting documentation will be placed on file.

- ✓ Chair Paula thanked the Personnel Committee for their work during the annual observations and Principal's Evaluation process.

Executive Director's Update: ED Richard reported:

- Recruitment for next school year has started on Face book. Next week radio announcements will start. Some applications have already been received.
- Reopening for students is anticipated to be late January to February. In preparation, the network fiber optics have been upgraded to handle infrastructure and anticipated technology needs.
- As required, standard reports are being submitted to DESE

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

- This evaluation of ED Richard is an on-line process. The document was sent out and needs to be returned by Monday, November 9, 2020. Betty reminded Board members that this is the 2019-2020 Evaluation so new Board members are not expected to complete the evaluation.

Board Development:

- ❖ Chair Paula shared information from the “Charter Public School Association Knowledge Center” regarding Webinars, Tools, and Operational Guidelines that are available for Board members. She encourage Board members to sign-up for trainings and sign-into this website to access the materials. She sent this information to Board members at the close of the meeting via e-mail.
- ❖ Discussion followed regarding possible topics for Board training. It was determined that the Board would wait for the results from the Self-Evaluation Survey and the election of a new Board Chair (pending Paula's announced resignation effective on 11/30/2020).

Expansion Status and Plans:

- Chair Paula reviewed the PVCICS lawsuit against DESE, the denial of our case, and the vote of the Board to end the appeal process. She asked about the future space and facility needs of the school involving plans for expansion. ED Richard stated that this is not a current priority because of the pandemic and planning for reopening. At this time, he is also hesitant to do expansion planning because of the uncertainty of the budget.
- There is currently full enrollment in Kindergarten and a waitlist of students for the school. The high school program has increasing enrollment which will impact future availability of slots throughout the school if enrollment continues to be capped at 584.

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- Principal Kathy spoke to the planning being done for reopening in regards to the mental and physical health needs of staff and students. The State definition of “at risk” students as priority groups for re-entry is being re-defined at PVCICS to include other considerations beyond academics.

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.
- Use of Zoom for meetings was discussed. The school uses Google Meets which may not support our meetings if they are co-facilitated. ED Richard will work with IT Director Mark to review options in Zoom and get extra accounts if appropriate.

Board Member Updates:

- ✚ Aime stated that she has found many on-line FREE seminars and trainings. She recommended that we look into our membership in any professional group and organization to see what they may offer in place of canceled in-person events.
- ✚ The PVCICS Service Club will be doing a food drive until November 20th. Donations can be dropped into the box at the front door of the school.

New Business:

- A question was asked about the election of a new Board Chair. Vice-Chair Aime stated that she would be taking over as Interim Chair (per Board By-laws) and would be making arrangements for the election of a new Chair.
- Peter thanked Chair Paula for her service to PVCICS. She then reflected on her years as a parent of the school and her time as a member of the Board.

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

The PVCICS Board of Trustees will enter into Executive Session 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. The Board meeting will not re-convene after Executive Session.

Dan made a motion to adjourn the Regular Meeting of the Board and go into Executive Session; seconded by Scott. Voice vote was unanimous approval from Paula Quinn, Dan O’Shea, Scott Livingstone, Elizabeth Larivee, Charles Bagley, Peter Wood, Aime DeGrenier, Edison Santana, Cynthia Farmer, and Mina Liang. Regular session of the Board of Trustees Meeting adjourned at 7:37 pm.

Minutes approved by the Board of Trustees on December 3, 2020

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