

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Meeting Minutes

February 6, 2020 at 6:00 PM

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

In attendance: Board Chair Dana Parsons, Scott Livingstone, Elizabeth “Betty” Larivee, Roland Mandler, Charles “Nick” Bagley, A. Juliet Larke, Dan O’Shea, Lian Duan, Peter Wood, Aime DeGrenier, Faculty Representative Hannah Treworgy, Student Representative Sebastian English, Executive Director Richard Alcorn, and, Principal Kathy Wang (left the meeting after her report).

Absent: Vice Chair Paula Quinn

Meeting was officially called to order by the Chair at 6:03 PM.

Public Comment: None

Administrative Items: Minutes of Previous Meeting(s):

Minutes of the January 25, 2020 Board Retreat (Part One) Meeting were presented for review; no corrections were noted. Nick made a motion to approve the minutes; seconded by Juliet; Roland and Hannah abstained from the vote; motion passed.

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

Committee and Task Force Reports:

*Finance Committee:* Chairperson Roland reported:

- ✓ The committee met to review financial reports dated December 31, 2019. Financial Reports were e-mailed to the Board prior to this meeting and copies were available at the meeting. No discussion or questions on the reports.
- ✓ Committee reviewed the credit card audit.
- ✓ The possibility of setting up 403B accounts for staff was reviewed and not approved due to costs and required oversight.
- ✓ The UMass Five College Credit Union will be presenting a workshop to school staff during the Professional Development Day regarding options for retirement accounts.

*Trusteeship Committee:* Chairperson Betty reported:

- ✓ Ads for the recruitment of new Board members will be placed in the Saturday Gazette and Recorder as well as the Sunday Republican this weekend and again on the weekend of Feb. 22<sup>nd</sup> and 23<sup>rd</sup>.
- ✓ Two current Board members have terms that will expire on June 30, 2020. Last month the Board approved an extension of their terms. However, Attorney Dupere has indicated that our past practice of extending terms does not match our Bylaws. Therefore, the names of these incumbent Board members must be listed on the slate of candidates that is presented to the Board for consideration at the April meeting.

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*Personnel and Grievance Committee:* Chairperson Peter reported:

- ✓ The committee met earlier today.
- ✓ Observations for the Principal have been scheduled.
- ✓ The committee began a discussion for the development of a Succession Plan. The first step will be to review the job description of the Executive Director and Principal for possible updates.

As previously discussed and requested, Chair Dana gave the Board handouts from the last evaluation of ED Richard. He said that these would serve as examples of the document that is used in this process. He will be sending paperwork for the current evaluation of ED Richard in the next few days. All responses need to be returned to him in a timely fashion.

Principal's Update: Principal Kathy reported:

- Students have completed the first semester and report cards will be out shortly. Middle and High School cards are computerized on the Power School system. Grade five will be piloting the computerized cards this year. Grades K to 4 will continue to hand write the report cards and transfer to Power School in the future.
- The school has had many inquiries regarding the coronavirus. The CDC Guidelines are being followed and the school's nursing staff is monitoring the situation.
- Math Counts for the middle school students placed #1 in the region and will be competing in the State contest. Nick mentioned that a professor from UMass-Amherst is holding practice prep sessions for any interested student.
- On February 28<sup>th</sup> there will be a dinner and speaker in the school gym to honor Black History Month. This is being organized by students from the Black History Committee.
- The new bus schedule has been implemented with success. The cost for the additional bus service has been added to the current budget.
- Attendance Policy has been slightly changed so the middle school follows the same attendance process as the high school. In the past, all elementary and middle school students were tracked with daily attendance. Now, the middle school students will be tracked by the school day periods just like the high school students. The Family Handbook has been updated to reflect this change.

Executive Director's Update: ED Richard reported:

- ❖ There are binders in his office with "evidence" to support his evaluation process. A copy of this material will be emailed to Board members.
- ❖ In response to the coronavirus, the summer 2020 trip to China for students has been postponed until 2021; the planned visit by staff from Taiwan has been cancelled; families with any concerns have followed self-quarantine procedures.

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- ❖ Student recruitment for September 2020 continues. To date, there are 90 applications for Kindergarten, 30 for grade 6, and 7 for grade 9.
- ❖ DESE has not yet responded to the Charter Amendment previously submitted for the time change being made to the end of the school day.
- ❖ Arrangements are being developed with UMass-Amherst and Mt. Holyoke College to have students do practicums at PVCICS. This will assist in the VISA requirements which have been problematic for teaching staff.

Board Strategic Planning: Dana reported that the response to Doodle Poll for Part Two of the Board Retreat Sessions did not have a good response due to the dates of school vacation. Another poll will be sent to Board members to include dates from the week after vacation.

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 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.

Peter 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 Board Chair Dana Parsons, Scott Livingstone, Elizabeth “Betty” Larivee, Roland Mandler, Charles “Nick” Bagley, A. Juliet Larke, Dan O’Shea, Lian Duan, Peter Wood, Aime DeGrenier, Faculty Representative Hannah Treworgy, and Student Representative Sebastian English.

Regular session of the Board of Trustees Meeting adjourned at 6:55 pm.

Minutes approved by the Board of Trustees on March 5, 2020