

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Meeting Minutes

March 5, 2020 at 6:00 PM

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

In attendance: Board Chair Dana Parsons, Scott Livingstone, Elizabeth “Betty” Larivee, Charles “Nick” Bagley, 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, A. Juliet Larke, and Roland Mandler.

Others: Morgan Terres (Parent of Grade 2 student)

Meeting was officially called to order by the Chair at 6:00 PM.

Public Comment: None

### Administrative Items: Minutes of Previous Meeting(s):

Minutes of the January 2, 2020 Meeting were presented for review; no corrections were noted. Nick made a motion to approve the minutes; seconded by Peter; Scott and Hannah abstained from the vote; motion passed.

Minutes of the February 6, 2020 Meeting were presented for review; no corrections were noted. Nick made a motion to approve the minutes; seconded by Scott; no one abstained; motion passed.

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

### Committee and Task Force Reports:

*Finance Committee:* Chairperson Roland was absent so Board Chair Dana reported:

- ✓ 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.
- ✓ The committee has not had a meeting in the last month.

*Trusteeship Committee:* Chairperson Betty reported:

- ✓ The committee is in the midst of recruitment for new Board members. Applications have been received and interviews of candidates will occur on March 16<sup>th</sup>. The Board will receive a slate of candidates in late March and vote on the candidates at the April meeting.
- ✓ Updates to the Bylaws were sent to ED Richard several weeks ago – he will send them for a legal review by Attorney Dupere. Once this is completed, the Board will receive the Bylaws for their review and a vote. Current changes in the Bylaws relate to the move of the Annual Meeting from April to June.

*Personnel and Grievance Committee:* Chairperson Peter reported:

- ✓ The job description for Executive Director has been sent to ED Richard for review and updating as needed. This description will be needed as the Committee reviews the salary schedule for the upcoming fiscal year.

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- ✓ The development of a Succession Plan continues with Betty and ED Richard having a discussion about possible sources of assistance in a search for a new Exec. Director.

Chair Dana stated that the Summary Report of the 2018-19 Evaluation for ED Richard has not been completed because only five Board members have completed the report as of this date. As a follow-up, he will contact those members that have not yet responded.

Principal's Update: Principal Kathy reported:

- On February 28<sup>th</sup> there was a dinner and activities in the school gym to honor Black History Month attended by 200 people and organized by students from the Black Student Union. Many comments were made about the excellent event and obvious diversity of the students and their families that make up the PVCICS community.
- This is Parent-Teacher Conference week. As always, turnout has been excellent. There is also a clothing drive during these conference days.
- March is test season. MCAS testing will all be done on computers.
- The Admin team has begun work on defining space requirements and issues for the 2020-21 school year. Small instructional spaces are a definite need. Parking spaces are appropriate for the moment but need adjustments for next year.
- The school received a letter from the Federal Government regarding COVID-19 (coronavirus) and the impact on Asian students and families from racism and bullying. The school is following all CDC policies; the school nurses are monitoring all students as needed; extra cleaning supplies are in all classrooms.
- Conversations are being held regarding staff and family travel plans for the April school vacation and possible need for self-quarantine following vacations.

Lian asked a question about the SEPAC because no one has been to Board meetings for several months. Principal Kathy explained the history of the parent group; the three year waiver from DESE because of the inactive group; the current Parent Support Group that has seemed to replace SEPAC; and, the other avenues used by parents to contact school administrators to discuss and resolve issues.

Executive Director's Update: ED Richard reported:

- ❖ Student recruitment for September 2020 continues with the first lottery being completed and the second one scheduled for next week. Enrollment will be maxed-out at 584 but this count will be impacted with student attrition. There are still students on the waitlist that can be considered for any future open slots.
- ❖ Handouts of the proposed facility renovations were given to the Board – and had previously been emailed to them. Discussion revolved around (1) changes in the first floor of the building to create small instructional spaces/offices by dividing larger areas; (2) very costly expansion of the second floor to create four classroom spaces; and (3) changes to the school grounds to create additional parking spaces and a new storage area.

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- ❖ These changes would not impact the off-site Business Office -- that space will still be required.
- ❖ The Board discussed the possible use of the proposed storage shed; size and shape of the unit; and location on school grounds. The consensus of the Board was to approve this purchase and placement as indicated on the site drawings.
- ❖ Access to the Bike Trail is available next door behind the mall and on the other side behind the Subaru car dealer. The car dealer has agreed to allow the track team to access the bike path via their grounds as long as there is adult supervision. The Board discussed creating an access from the school to the bike path. This would require a petition to and permission from the Conservation Commission because of the wetlands. Consensus of the Board indicated that there should not be access behind the school because this might create a safety issue if strangers came onto school property.
- ❖ Discussions are being developed with Mt. Holyoke College to have students do practicums at PVCICS. This will assist in the H1B VISA requirements which have been problematic for teaching staff. It is hopeful that a similar arrangement can be developed with UMass.
- ❖ The State will be redeveloping Route 9 with an expansion of the road to three lanes with sidewalks and bike paths. Construction is expected in about two years. Some property will be taken for this work from the school property along Route 9 (Russell Street).

Board Strategic Planning: Dana reported that the response to Doodle Poll for Part Two of the Board Retreat Sessions did not have a quorum for dates in February. Another poll will be sent to Board members for dates during April.

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.

Aime 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 Chair Dana Parsons, Dan O'Shea, Scott Livingstone, Elizabeth Larivee, Charles Bagley, 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 7:15 pm.

Minutes approved by Board of Trustees on May 7, 2020

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