

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

June 4, 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 Dana Parsons.

In attendance: Board Chair Dana Parsons, Roland Mandler, Aime DeGrenier, Faculty Representative Hannah Treworgy, Dan O'Shea, A. Juliet Larke, Peter Wood, Vice Chair Paula Quinn, Charles "Nick" Bagley, Elizabeth "Betty" Larivee, Lian Duan, Scott Livingstone, Executive Director Richard Alcorn and Principal Kathy Wang

Absent: Student Representative Sebastian English

Meeting was officially called to order by the Chair at 6:20 PM. The start of the meeting was delayed due to technical difficulties with Zoom and phone access.

Public Comment: None

Administrative Items: Minutes of Previous Meeting(s):

- A statement indicating the cancellation of the April 2, 2020 Meeting due to Covid-19 Pandemic and Governor Baker's Declaration of Emergency was reviewed. Peter made a motion to approve; seconded by Aime; Paula abstained from the vote; motion passed.
- Minutes of the May 7, 2020 Meeting were presented for review; no corrections were noted. Roland made a motion to approve the minutes; seconded by Nick; Betty abstained from the vote; motion passed.

Committee and Task Force Reports:

Finance Committee: Chair Roland reported:

- ✓ The committee met today to review financial reports and the projected FY'21 Budget.
- ✓ Financial documents had previously been e-mailed to all Board members. An update was made to one line item in the FY'21 Operating Budget and was emailed to the Board this afternoon. The Projected FY'21 Budget is preliminary and subject to change. Discussion followed on staff salaries and cost of living increases; ED Richard said that salaries would be reviewed before the end of the calendar year once the projected budget can realistically be reviewed. Betty made a motion to approve the Projected FY'21 Operating Budget; seconded by Paula; Dana abstained from the vote; motion passed.
- ✓ A new contract with the MP Auditors was received and emailed to the Board. They have performed the PVCICS audits for the past two years. Their work during the past two years has been more than satisfactory; this contract costs less than last year. Roland made a motion to accept the contract with the MP Group; seconded by Betty; unanimous vote to approve.

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Trusteeship Committee: Chairperson Betty reported:

- ✓ The committee met last week to interview new applicants for the Board.
- ✓ A slate of four candidates is being recommended by the committee for three year terms of July 1, 2020 to June 30, 2023:
 - Peter Wood: He is a current Board member seeking a second three-year term. Peter has been a member of and is currently Chair of the Personnel Committee. Betty made a motion to approve Peter; seconded by Paula; Peter abstained from voting; motion passed.
 - Cynthia Farmer: She is a resident of Springfield with a career in the Springfield Schools—both regular and charter. She started her career as a paraprofessional and then became licensed to be a teacher. She has three grandchildren currently attending PVCICS in grades K, 6 and 8. She is known in Springfield as a community advocate and is actively involved in various aspects of her church. During her interview, Cynthia spoke about her experiences in Springfield with changing goals and visions for schools; family involvement as related to student success; and, the need for understanding and respecting diversity as well as the important use of available resources. Betty made a motion to approve Cynthia; seconded by Lian; unanimous approval.
 - Ying (Elaine) Wang: She is a resident of Belchertown with a career at UMass-Amherst. She currently holds a tenured position as an Associate Professor in the Isenberg School of Management. She has a child currently attending PVCICS in Grade One and another in the Amherst Montessori Preschool. Her husband is at UMass Medical School in Worcester so during her interview Elaine expressed concern about the time commitment she anticipates as a Board member given her current family and job responsibilities. Discussion occurred with her about the various aspects of being a Board member; duties as a committee member; and, use of her skill set in finance and accounting if approved as a Board member. Betty made a motion to approve Elaine; seconded by Peter; unanimous approval.
 - Edison Santana: He is a resident of Holyoke with a career as a Councilor and School Psychologist. He has worked in the Springfield Schools as well as Private Practice and is currently employed full-time at PVCICS while also being an Adjunct Faculty at UMass-Amherst. He spoke about his personal experiences as a youth in Springfield and the path he took to change his life as the impetus for his current work with students; he also mentioned the importance of family dynamics in student success and the reactivity of students to stressors at home and school. As a Board member, he hopes to support the diversity of PVCICS. During his interview, discussion occurred regarding the Conflict of Interest that he would have as an employee and possible Board member of PVCICS. Some

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Board members also had questions regarding this conflict; Chair Dana stated that he had similar issues when he joined the Board so he would be happy to meet with Edison and Atty. Dupere to resolve the matter. Scott made a motion to approve Edison; seconded by Lian; unanimous approval.

- ✓ Information on the four approved Board candidates will be sent to DESE for review and approval.
- ✓ Betty reviewed service terms for some Board members: (1) Roland Mandler will be leaving the Board at the end of June -- he did not renew for a second term; (2) Dana Parsons has stated that he will leave the Board after the July meeting – his term would have expired on June 30, 2021; (3) Charles “Nick” Bagley and Scott Livingstone have terms that will expire on January 29, 2021 -- they have both completed six years of service to the Board.
- ✓ There is the possibility of filling the one-year slot left by Dana’s departure. Board members were requested to contact ED Richard or Betty with any possible candidates for this one year term.
- ✓ At this time, there is no news from DESE on the approval of the revised Bylaws.

Personnel and Grievance Committee: Chairperson Peter reported:

- ✓ The committee met this morning via Zoom and phone access.
- ✓ Given current circumstances, the development of a Succession Plan has been put on hold.
- ✓ The five year contract (July 2017 to June 30, 2022) for ED Richard expires in two years but does not have salary listed for the final two years. In collaboration with ED Richard, the committee is recommending level funding of his salary at this time with a review by the end of this calendar year to determine adjustments. Atty. Dupere was contacted about the need for an addendum to Richard’s contract but indicated that an addendum would not be needed. Paula made a motion to level fund ED Richard’s contract with a review for possible adjustments; seconded by Scott; unanimous approval.

Principal’s Update: Principal Kathy reported:

- There are 10 days of school left for this year. Remote learning is wrapping up. There are no final exams but end-of-year assessments will be given to students. Report cards will be distributed on June 18th.
- On 5/21/2020 there was a car parade to celebrate the senior class. On 5/29/2020 there was a parade for seniors in the school parking lot; they wore caps and gowns; band music was provided. Seniors also got gift bags and had lawn signs at home. A graduation ceremony is planned for 8/21/2020 – DESE guidelines will be followed.
- Awards Night was held virtually for the Junior and Senior classes. Kudos to Ms. Paoletti for organizing this event!!

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- Staff has been allowed into the school on a planned schedule to pack their rooms.
- It is anticipated that summer classes will be held for special needs students and for Chinese Recovery Credit. These will be virtual or on-line.
- Reopening will be in accordance with DESE guidelines which have yet to be published. The CDC Guidelines have been reviewed by the staff. Items to be considered: daily temperature checks; facemasks; hygiene; class size; social distancing; remote learning options; attendance and grading.
- The school was notified about two site visits for 2020-2021 school year: (1) DESE Consolidated Compliance Review and (2) IB Five Year Review. Schedules are not known at this time.
- A survey was sent to staff and students with questions about re-opening the school. Returns were due yesterday.
- Costs for re-opening are being reviewed. Where is the best place to put the money? Will continued remote learning be more cost effective than partitions and social distancing requirements in the building?
- Juliet said that she works in a virtual school and would be happy to be a resource as the school looks towards the fall.
- Kudos were given to Kathy for her leadership during the past few months.

Executive Director's Update: ED Richard reported:

- ❖ Student recruitment for September 2020 continues. Follow-up is being done with all applicants and current students to determine acceptances and withdrawals.
- ❖ Facility Plan and Renovations have already been discussed. There are updates to the costs and style of the shed. The low bid came from Compora Construction Co. in Ludlow; the shed is being provided by Klotter Farms in Ellington, CT. Discussion followed about the need and costs for renovations at this time. ED Richard stated that this is the time for renovations because the school is closed; interior space is a critical need so the creation of these smaller class areas must be done; costs will be amortized over several years so it will not make a major impact on the budget.
- ❖ The Memorandum of Agreement (MOU) with Mt. Holyoke College has been signed. This will allow three staff members to remain at PVCICS who would have otherwise left the school because they did not have Visa's to remain as teachers.

Executive Director's Evaluation: Chair Dana indicated that he has received Board responses for the 2018-2019 Evaluation of ED Richard. The Summary Report indicates scores in the "Proficient" to "Exemplary" range. He will review the Summary Report with ED Richard and forward it to the Board.

Board Member Updates: None

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New Business: Betty asked about the traditional Board Letter that is sent to our Student Representative at the end of their term on the Board. Dana indicated that he would develop the letter and send it to Sebastian.

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.

Chair Dana made a motion to adjourn the Regular Meeting of the Board and go into Executive Session; seconded by Peter. Roll call vote was unanimous approval: Board Chair Dana Parsons, Roland Mandler, Aime DeGrenier, Faculty Representative Hannah Treworgy, Dan O'Shea, A. Juliet Larke, Peter Wood, Vice Chair Paula Quinn, Charles "Nick" Bagley, Scott Livingstone, Elizabeth "Betty" Larivee, and Lian Duan.

Regular session of the Board of Trustees Meeting adjourned at 7:24 pm.

Minutes approved by the Board of Trustees on August 6, 2020