

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

April 1, 2021 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 regulations and closures from the Coronavirus pandemic. The host for this meeting was Executive Director Richard Alcorn.

In attendance: Board Chair Cynthia Farmer, Peter Wood, Elizabeth “Betty” Larivee, A. Juliet Larke, Mina Liang, Vice-Chair Edison Santana (joined the meeting at 6:08pm), Dan O’Shea, Ying “Elaine” Wang, Faculty Representative Hannah Treworgy, and, Student Representative Sebastian English. Absent: Lian Duan

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, and Athletic Director Greg Rota.

Meeting was officially called to order by the Chair at 6:03 PM. Roll call was done for attendance of Board members.

Public Comment: None

Administrative Items: Minutes of Previous Meeting(s):

Minutes of the March 4, 2021 Meeting were presented for review. No corrections were noted. Peter made a motion to approve the minutes; seconded by Hannah. Roll call vote for approval: Betty, Hannah, Peter, Juliet, Mina, and Cynthia. Dan and Elaine abstained from the vote.

Committee and Task Force Reports:

Finance Committee: Chairperson Elaine reported:

- ✓ The committee had not met so she had no report.

Trusteeship Committee: Chairperson Betty reported:

- ✓ Recruitment for new Board Trustees is underway. The application process closed as of March 19th with five candidates. Letters of Reference are now being obtained for all candidates. The committee will interview the candidates the week of April 12th. The full Board will receive a brief bio for each candidate as well as the proposed slate for the May Board meeting.

Personnel and Grievance Committee: Chairperson Peter reported:

- ✓ Two planned observations of Principal Kathy have been completed and reports were written. Thanks to Betty for compiling the reports.
- ✓ One unannounced observation is yet to occur in this evaluation cycle for Principal Kathy.

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Principal's Report: Principal Kathy reported:

- ❖ Kathy put up a PowerPoint presentation of 14 slides regarding the current state of Covid-19 cases, vaccine schedules, recent guidelines from DESE, and re-opening the school for in-person learning.
- ❖ Congrats !! to staff for a smooth re-opening on March 29th. There are about 105 to 110 staff and substitutes currently working.
- ❖ There was a multitude of meetings for preplanning the opening as well as a “dress rehearsal” to work out any issues.
- ❖ A multifunctional outdoor space has been set up in the pavilion with picnic tables and Adirondack chairs. This space can be used for recess, lunch, gym classes, and academic sessions.
- ❖ To date, about 80% of the students have returned to in-person learning with 20% remaining in remote sessions. These numbers are dynamic as more children are still returning to in-person classes.
- ❖ The high-school students put signs up on bulletin boards to welcome back the elementary students and handed out goody bags.
- ❖ There are 45 school days left in this year. The school will be emphasizing stability and continuity for all students and staff.
- ❖ Summer Program is being planned and will be supported by grant funds.
- ❖ April will include schedules for testing: revised MCAS for Grade 11, IB exams, and Chinese proficiency exams.

Executive Director's Update: ED Richard reported:

- Lottery Enrollment numbers were sent to the Board via email. There are currently 265 applications – an increase of 25 since last month's report. Admissions to date are 44 for Kindergarten; 9 for 6th Grade; and, 3 for 9th Grade, which fills all available seats (authorized headcount). It is anticipated that attrition will occur in the upcoming months so some more applicants may be admitted to the school for the 2021-2022 school year.
- Technology includes classroom cameras, wireless microphones, and additional computers. The school network has also been upgraded. There are some problems because of the overload on the system but these issues are being resolved.
- Verizon Company has approached PVCICS regarding locating an antenna on top of the school. No further updates are available at this time.
- The school applied for a \$300,000 grant to support summer learning. Tuition reimbursements are still being adjusted by the State. The Student Opportunity Act is a competitive grant that will also allocate funds to PVCICS.
- This school year, staff did not receive any raises. Given the current stable financial situation at PVCICS, a 3% to 4% raise will be given to all staff retroactive to July 1, 2020. This raise is only for staff and does not include ED Richard or Principal Kathy.

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Quarantine Policy: Executive Director Richard reported:

- ✚ Last month the Board voted to approve a Provisional Policy pending further information and clarification of questions.
- ✚ Attorney Dupere has reviewed the Policy and addressed the questions. The staff also reviewed the Policy and made comments. At this time, the Provisional Policy can become the Final Policy.
- ✚ Juliet made a motion to approve the Quarantine Policy as submitted; seconded by Peter. Voting in favor: Betty, Juliet, Mina, Dan, Elaine, Peter and Cynthia. Edison and Hannah abstained from the vote.

ED Richard mentioned that the Athletic Director Greg Rota was in the meeting and asked him to speak to the Board. AD Greg stated:

- This was a challenging year for all athletic programs but the school's sports teams are doing okay.
- Fall soccer has been completed. Basketball is doing better than expected. Spring sign-ups are underway. Tennis may add a boy's team this year.
- Athletic Directors have been meeting weekly via Zoom to determine teams and schedules as well as to address issues related to the pandemic's impact on sports.
- Games have been scheduled with schools in Vermont and New Hampshire so traveling has been problematic. Consideration is being given to changing MIAA Leagues and Divisions to keep the school's teams to a more local schedule.
- Phys Ed classes will be held outside as weather permits for the remainder of this school year.
- Student Rep Sebastian stated that outdoor Phys Ed would be good for this year. However, other outdoor activities may be an issue.... And what happens with students during rain/lightening/wind/high temperature days?

New Business: Betty asked a question about the financial statement dated 2/28/2021 that had been e-mailed to the Board. She acknowledged that the "Bottom Line" was financially stable but asked why several line items were excessively overspent. ED Richard indicated that these were probably related to expenditures for Covid-related equipment and technology. Some of these costs are being paid by grant funds but may not yet be transferred to the correct cost center. He will review this report and speak with the appropriate staff.

Having no further business, Chair Cynthia called for a motion to adjourn. Peter made a motion to adjourn; seconded by Juliet. Roll call vote was unanimous approval: Edison, Betty, Juliet, Mina, Dan, Hannah, Elaine, Peter and Cynthia.

Meeting adjourned at 7:13 pm.

Minutes approved by Board of Trustees on May 6, 2021

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