

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Special Meeting Minutes

June 24, 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 guidelines 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, Ying “Elaine” Wang, and Dan O’Shea.

Absent: Vice-Chair Edison Santana, A. Juliet Larke, and Faculty Representative Hannah Treworgy.

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, and, Prospective Board Member Mike Rooney.

Meeting was officially called to order by the Chair at 6:09 PM. Roll call was done for attendance of Board members.

Public Comment: None

Administrative Items: Minutes of Previous Meeting(s): None

## Committee and Task Force Reports:

*Finance Committee:* Chairperson Elaine reported:

- The committee met to review the current FY’21 budget and proposed FY’22 Budget
- There was unanimous support for the proposed FY’22 budget

ED Richard also spoke about the current and proposed budget:

- Enrollment is allowed by DESE to be 584 students at an estimated tuition rate of \$16,280.68 per student for FY’22. However, the school is being conservative with 570 students at \$15, 575 for the FY’22 projections..
- Costs for staff appear to have skyrocketed but the reality is that there were no raises given due to budget uncertainties as the last school year started. However, once the financial picture was clearer, there was an End-of-Year (EOY) Bonus given in December 2020 as well as a 3% raise in spring 2021. Raises were also included in the FY’22 budget at 4% for most staff.
- Technology spending was very high this year as related to grants that were received and added as additional funds to these line items. These grant funds will now be reported in a separate line item for future budgets.
- The “wildcard” in FY’22 is the Federal Government Grant Money. ESSER II money came in at \$300,000. As previously discussed, this will be used for capital equipment and improvements: HVA/C system replacement in the gym; bus for student activities; bathroom touch-less faucets; and technology upgrades. ESSER III money is estimated to

317 Russell Street, Hadley, MA 01035

Phone: 413-582-7040 Fax: 413-582-7068 Email: [info@pvcics.org](mailto:info@pvcics.org) Web: [www.pvcics.org](http://www.pvcics.org)

This institution is an equal opportunity provider

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Special Meeting Minutes of June 24, 2021

page 2 of 2

be at \$600,000 and will probably be earmarked for lease of new space and required equipment.

- Grants for Special Education require a “maintenance of effort” meaning that yearly costs must be higher than the previous year. These line items may require some further tweaking to adjust costs for staffing but the bottom line will remain the same.

Questions were asked about specific line items:

1. What is “Other Income” under Revenue?
2. What “Consultants” are included under Student Expenses?
3. Are projected End-of-Year Expenses for “Student Health Services” and “Instructional Technology and Software” related to costs for Covid-19 requirements? Were grant funds added to these lines to cover the increased expenses?
4. Why are “Depreciation” costs so high under Facility Expenses?
5. Why are “Bank/Finance Charges” being tripled under Administrative Expenses?

ED Richard stated that the FY’22 Proposed Budget will have the Bank/Finance Charges changed from \$1200 to \$500. There may also be some adjustments to the Special Education line items but these adjustments will not change the bottom line.

Having no further discussion or questions, Peter made a motion to approve the FY’22 Projected Budget with the change to Bank/Finance Charges; motion seconded by Betty. Roll call vote was unanimous approval.

Having no further business, Chair Cynthia asked Betty to read the following statement into the record: The PVCICS Board of Trustees will enter into Executive Session per M.G.L. Chapter 30A Section 21(a) 6 – To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. The Board will not return to open session at the conclusion of the Executive Session.

Chair Cynthia called for a motion to adjourn. Peter made a motion to adjourn the Regular Board Meeting and go into Executive Session; motion seconded by Betty. Roll call vote was unanimous approval: Betty, Peter, Dan, Elaine, and Cynthia.

Meeting adjourned at 6:38 pm.

Minutes approved by Board of trustees on July 22, 2021

317 Russell Street, Hadley, MA 01035

Phone: 413-582-7040 Fax: 413-582-7068 Email: [info@pvcics.org](mailto:info@pvcics.org) Web: [www.pvcics.org](http://www.pvcics.org)

This institution is an equal opportunity provider