

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

July 22, 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, Elizabeth “Betty” Larivee, Ying “Elaine” Wang, Mike Rooney, Frank Soleimani, Gina Occasion, and Sujane Wu.

Absent: Vice-Chair Edison Santana, A. Juliet Larke, Peter Wood, Ann Kochis, and Dan O’Shea.

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, and, Student Representative Sebastian English.

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

Election of Board Officers: Chair Cynthia stated that Board members could nominate others for any position as well as self-nominate.

- ✚ For the position of Board Chair: Betty nominated Cynthia Farmer and Mike seconded the nomination. Cynthia accepted the nomination to continue as Board Chair. Roll call vote was six (6) in favor with Cynthia abstaining.
- ✚ For the position of Vice Chair: The current Vice-Chair was absent from this meeting. No nominations were put forth. The Board’s consensus was to postpone the election for this position until the next meeting.
- ✚ For the position of Treasurer: Betty reminded the Board that the Treasurer is also the Chair of the Finance Committee. She nominated Elaine Wang and Cynthia seconded the nomination. Elaine accepted the nomination to continue as the Board Treasurer. Roll call vote was six (6) in favor with Elaine abstaining.
- ✚ For the position of Secretary: Cynthia nominated Betty Larivee and Sujane seconded the nomination. Betty accepted the nomination to continue as the Board Secretary. Roll call vote was six (6) in favor with Betty abstaining.

Public Comment: None

Administrative Items: Minutes of Previous Meeting(s):

Minutes of the June 3, 2021 Meeting were presented for review. No corrections were noted. Cynthia made a motion to approve the minutes; seconded by Frank. Roll call vote for approval: Betty, Frank, and Cynthia; Abstentions from Elaine, Gina, Mike, and Sujane because they were not at the meeting.

Minutes of the June 24, 2021 Meeting were presented for review. No corrections were noted. Cynthia made a motion to approve the minutes; seconded by Elaine. Roll call vote for approval: Betty, Elaine, and Cynthia; Abstentions from Gina, Frank, and Sujane because they were not at the meeting. Mike Rooney lost his Zoom connection and could not vote.

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Committee and Task Force Reports:

Trusteeship Committee: Chairperson Betty reported:

- ✓ All new Board members have completed required paperwork with DESE regarding Financial Disclosure and Conflict of Interest.
- ✓ Training on Open Meeting Laws will be done for the Board at an upcoming meeting.
- ✓ The Board Handbook is currently being edited and will be distributed once committee assignments are finalized.

Finance Committee: Chairperson Elaine reported:

- ✓ The FY'22 Budget was completed and approved at the June 24th Board meeting.
- ✓ The committee will be reviewing the school's credit card reports at their next committee meeting.
- ✓ The Auditors are working on the FY'21 audit. This will be presented to the Board in the fall for review and approval before it is sent to DESE.

Personnel and Grievance Committee: Chairperson Peter was absent so Chair Cynthia reported:

- ✓ A new contract has been developed, approved by the Board, and accepted/signed by Principal Kathy. This contract covers four years: July 1, 2021 to June 30, 2025.
- ✓ Copies of this public document can be obtained by contacting Exec. Director Richard.

Annual Report: ED Richard reported:

- An apology was given to the Board for the late delivery of this document for their review.
- Some people had difficulty printing out the document so it will be sent in a PDF format in the future.
- Board members should further review this document over the weekend and send edits as well as comments to him by Monday.
- Questions were asked to clarify the following: (1) Is a topic missing from the Table of Contents regarding pages 15/16? Richard will review the original format for possible corrections. (2) On page 5, the total number of students does not match the total for boys and girls. Principal Kathy indicated that she had also noticed this error. However, this information is taken directly from DESE Reports and could not be changed. (3) On page 15, a statement is included about submitting an expansion request but this has not been discussed by the Board. ED Richard will change the sentence to: explore the possibility of submitting an expansion request. (4) On page 21, a sentence says "PVCICS supports the efforts of the charter association to change legislation..." – this support has not been reviewed/discussed by the Board in several years. ED Richard will change this sentence and the Board will put it on the agenda for a future meeting.
- The Board was requested to approve the Annual Plan with edits so another special meeting would not be needed next week. This document must be submitted to DESE by July 30, 2021. This motion was made by Frank; seconded by Betty. Roll call vote was unanimous approval from all Board members.

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Application for Charter Renewal: ED Richard reported:

- A preliminary DRAFT document was sent to the Board today. This includes information from the previous Renewal Document as submitted to DESE in 2016 which minimally needs to be updated.
- DESE sent new guidelines for this document to schools on Monday, June 19th so these must be reviewed and then incorporated into the final document.
- Per DESE requirements, the lengthy document that was sent to the Board must be condensed to 25 pages; Appendix and attachments are not included in the 25 pages. Some of the “Criterion 4: Dissemination” information will be highlighted within the document and the entire list of dissemination efforts (currently 8 pages long) will be moved to an Appendix. All “directions” will also be deleted to free up space for responses.
- The Board was requested to approve the Charter Renewal Application with edits rather than holding another special meeting next week. This document must be submitted to DESE by July 30, 2021. This motion was made by Mike; seconded by Betty. Roll call vote was unanimous approval from all Board members.

Office Lease Renewal: ED Richard reported:

- ❖ The current lease dated June 2019 for 1000 sq. ft. office space will expire but this space is still needed.
- ❖ ED Richard and Youko Parsons share this space as a Business Office because their space at PVCICS is now required for classroom space.
- ❖ DESE required and approved a Charter Amendment in 2019 so another one will be prepared and sent with a request for a two-year approval to continue use of this space.
- ❖ After further discussion, Chair Cynthia made a motion to authorize ED Richard to accept the offered one year Lease Renewal at \$1300 per month and complete the Charter Amendment for DESE; motion seconded by Mike Rooney. Roll call vote was unanimous approval from all Board members.

Principal's Report: Principal Kathy reported:

- Summer School is currently in session. Thanks to the staff that are working in this program!! There is a two week and a four week session — both are grant funded. Instruction includes academic assistance, Chinese support, and IEP services.
- Graduation occurred as an in-person event. The 28 graduates have all gone onto college programs.
- IB Programme testing was completed in May and results have recently been received.
 - 27 of the 28 Grade 12 Seniors took the IB exams. 92% of them (22 students) passed and received the IB Diploma -- worldwide the average is only 78 to 80%.
 - One student had a perfect score of 45 points. Four students had scores of 40 or above. The PVCICS class average was 35.6 points.
- Board members asked questions about the IB exams in comparison to AP exams; the use of IB exams for college entrance; and, use of PSAT and SAT tests at PVCICS.

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- On June 16th, the school received the final documentation of the Tiered Focused Monitoring (TFM) that DESE recently completed regarding Civil Rights, English Learners, and Special Education at PVCICS. The EL report indicated that a 15 credit course offered to staff was not adequately documented in the report so this item was corrected. The sections on Civil Rights and Special Education did not have any exceptions or non-compliance items.
- During the week of October 24th, DESE expects to be on-site to complete observations and focus groups related to the Charter Renewal. One focus group will be set up for Board members – exact date to be determined.

Executive Director's Report: ED Richard reported:

- ❖ There are currently 386 applications on the waitlist to PVCICS. The approved headcount is at max so no new students can be accepted until attrition occurs. No advertising has been done in the past six months.
- ❖ The Esser I Grant was \$50,000 and used for instructional cameras and wireless upgrades to the school. The Esser II Grant was \$300,000 and used for Capital Expenses such as bathroom touch less faucets, technology, HVA/C replacement in the gym, and purchase of a small school bus. Additionally, the Esser III Grant is anticipated to be \$600,000 and can be spent over a three to four year period. Portions of this grant will be directed towards supporting students as they return to school.
- ❖ The End of Year Report for FY'21 has a budget surplus.
- ❖ It is anticipated that the State will make adjustments to the tuition reimbursements during the FY'22 year.

Evaluation of Executive Director: ED Richard stated:

As usual, Board members are responsible for completing the 2020 -- 2021 evaluation of ED Richard. He will compile a binder of "evidence" to indicate how he has met his Goals. The form for this evaluation will then be sent to each member for completion. All results will be compiled by the Trusteeship Committee into a final document which the Board must then approve.

As a side note, Betty reminded the Board that the annual evaluation of Principal Kathy is completed by the Personnel Committee. Kathy was reminded about doing her own End-of-year Summary once the Annual Plan and Charter Renewal documents have been submitted.

New Business: Chair Cynthia discussed the following:

- ✚ Board meetings have been held remotely due to the pandemic and Governor's Emergency Order. The Governor's Order has been extended until April 1, 2022 if Board's wish to continue in remote mode. What does this Board want to do? After discussion, Cynthia made a motion to continue with remote meetings; motion seconded by Gina. Roll call vote was unanimous approval from all Board members.

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- ✚ The established schedule for Regular Board meetings has been the first Thursday of the month except for June and July when major reports are due to DESE. Did this Board want to continue with this schedule? After discussion, Betty made a motion to continue the current schedule; motion seconded by Frank. Roll call vote was unanimous approval. Principal Kathy indicated that this schedule would be posted on the school's website.

Chair Cynthia thanked Board members for giving up their summer night to attend this meeting. She reminded members to send their requests for committee assignments to her (mamafarmer@gmail.com) or to Betty (eg.larivee@comcast.net) so assignments can be made at the next meeting.

Having no further business, Chair Cynthia called for a motion to adjourn. Betty made a motion to adjourn the Regular Board Meeting; motion seconded by Elaine. Roll call vote was unanimous approval: Betty, Frank, Mike, Sujane, Gina, Elaine, and Cynthia.

Meeting adjourned at 7:53pm.

Minutes approved by Board of Trustees on August 5, 2021