

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

January 6, 2022 at 7:00 PM

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

This meeting was held via Zoom and Telephone access in accordance with current State guidelines regarding the Coronavirus pandemic. The host for this meeting was Executive Director Richard Alcorn.

In attendance: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Sujane Wu, Dan O’Shea, Peter Wood, Gina Ocasion, Elizabeth “Betty” Larivee, Ying “Elaine” Wang, Frank Soleimani, Ann Kochis, and Student Representative Augusto Schwanz. Edison Santana and Faculty Representative Greg Rota both joined the meeting at 7:10pm. Absent: None
Others in attendance: Executive Director Richard Alcorn and Principal Kathy Wang.

Documents used in this meeting:

1. Agenda with Zoom and Phone access information
2. Minutes of the Board Meeting dated December 2, 2021
3. Financial Statements dated October 31, 2021 and November 30, 2021
4. 2020-2021 Summative Evaluation Report for Principal Kathy Wang
5. 2021-2022 Annual Goals for Principal Kathy Wang
6. Draft Summary of Review (SOR) from DESE regarding the PVCICS Year 15 Charter Renewal Application
7. 2020-2021 Summative Evaluation Report for Executive Director Richard Alcorn

Meeting was officially called to order by the Chair at 7:02 PM. Chair Cynthia completed a roll call for attendance of Board members (11 members present).

Public Comment: None

Administrative Items:

Minutes of the December 2, 2021 Board Meeting were presented for review. No corrections were noted. Peter made a motion to approve the minutes; seconded by Mike. Roll call vote: Approval from: Cynthia, Betty, Dan, Elaine, Peter, Mike, Gina, Frank, and Sujane. Abstaining from the vote due to not attending this meeting: Ann. Motion passed.

Committee and Task Force Reports:

Trusteeship Committee: Chairperson Frank reported:

- ✓ The committee has not held a meeting in the last month. It is anticipated that one will be scheduled for Thursday, January 27th.

Finance Committee: Chairperson Elaine reported:

- ✓ The committee has not held a meeting. There is nothing to report.

317 Russell Street, Hadley, MA 01035

Phone: 413-582-7040 Fax: 413-582-7068 Email: info@pvcics.org Web: 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 Meeting Minutes of January 6, 2022

page 2 of 4

- ✓ Peter spoke about the Financial Statements that the Board had received via e-mail. He asked that the Board receive some training in how to properly read these statements and understand the financial implications because there were so many new Board members.
- ✓ ED Richard stated that he would set up the training for the next Board meeting and also invite Anita Maloney because she handles the budget information and financial reports.
- ✓ Betty said that she had some questions about the Financial Report dated 11/30/21 as e-mailed to the Board: (1) As asked last month, on the Balance Sheet – What is the “Suspense” line item? ED Richard stated this was like a “holding” place for income until it could be re-assigned to its proper line item; (2) On the Income Statement under Revenues there is a new line item “Insurance proceeds” – is this a rebate? ED Richard indicated that this was probably a reimbursement for a claim that was filed; (3) On the Income Statement under Expenses the line item for “Lunch Staff” has not been spent – do we have staff for lunch? ED Richard indicated that current staff is paid by the Lunch Company but the school is seeking to hire a person that will be paid from this line item.

Personnel and Grievance Committee: Chairperson Gina reported:

- ✓ Principal Kathy has submitted her 2020-21 Summative Evaluation Report and her 2021-22 Annual Goals. These documents were reviewed by the committee and are being brought to the Board for final approval.
- ✓ The 2020-2021 Evaluation of Principal Kathy started with her Annual Goals, included four observations as completed by the committee, and is now concluded with this Summative Evaluation. The committee is recommending acceptance of this evaluation. Cynthia made a motion to approve the 2020-21 Summative Evaluation of Principal Kathy; motion seconded by Peter. Roll call vote for approval: Dan, Betty, Elaine, Peter, Ann, Gina, Mike, Frank, Sujane, Cynthia. Abstaining from the vote due to conflict of interest: Edison and Greg.
- ✓ The 2021-2022 Annual Goals of Principal Kathy have been reviewed by the committee and minor edits were made with Kathy. The committee is recommending acceptance of these edited Goals. Dan made a motion to approve the presented Goals; motion seconded by Betty. Roll call vote for approval: Dan, Betty, Elaine, Peter, Ann, Gina, Mike, Frank, Sujane, Cynthia. Abstaining from the vote due to conflict of interest: Edison and Greg.

Principal’s Report: Principal Kathy reported via a PowerPoint presentation:

- Just announced: Tomorrow will be a snow day. School will be closed.
- The Boys Team dominated Hopkins Academy in a 42-19 win -- Congrats to them!!
- The current school year is only in-person learning for all K-12 students. Eighty school days have been completed.
- The school had an increase in Covid cases this week as students and staff returned from vacation. Pool testing is occurring at school; tracing contacts has been a time consuming

317 Russell Street, Hadley, MA 01035

Phone: 413-582-7040 Fax: 413-582-7068 Email: info@pvcics.org Web: 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 Meeting Minutes of January 6, 2022

page 3 of 4

practice; parents/families are on the “honor system” to report positive Covid testing results to the school.

- Information for parents/families is being updated as new guidelines are received and protocol changes are made.
- New staff has been hired as Paraprofessionals and an Elementary Music Teacher. A position for a Reading Specialist is still posted.
- Attendance rates are lower than normal due to Covid and parental anxiety.
- The preliminary Draft Response to the PVCICS Charter Renewal was received today. The document will be reviewed and factual correction will be sent to DESE in the next week. The State Board (BESE) will review this document at their next meeting and a final Report will be sent to PVCICS by the end of February.
- Thanks!! To all the staff and Leadership Team for their continuing efforts to make PVCICS such a successful school.

Executive Director’s Report: ED Richard reported:

- ❖ The Enrollment Policy was previously approved by the Board. DESE requested some technical changes that were completed. The Policy has now been accepted and approved by DESE.
- ❖ State Rep Dan Carey visited the school on Dec. 16th. ED Richard discussed school expansion with him and the possibility of an exchange program with overseas students. The legal cycle for legislative changes was also discussed.
- ❖ The Director of Education Cynthia Wong from TECO in Boston visited the school on Dec. 17th. She wants to make a connection with the staff from Taiwan for possible cultural and educational exchanges in a training program.
- ❖ PVCICS has developed a sister-school relationship with Chengdu Shade High School. A meeting is being arranged for later this month to discuss possible opportunities.

Evaluation of Executive Director: Chair Cynthia stated that she had compiled all the responses for ED Richard’s 2020-2021 Evaluation but was delayed in sending it to the Board for their review. Four of the possible six Board members completed the Evaluation document; new Board members were not involved in this process. She proposed waiting until next month’s meeting to vote on the document. Verbal consensus of the Board was to postpone the vote.

New Business: Betty mentioned the following items:

- The Governor’s Executive Order of March 12, 2020 regarding remote meetings, as extended on June 16, 2021, currently expires on April 1, 2022. If the Order is not extended again then the Board will have to return to in-person meetings as of April 2022.
- As per a legal opinion from Kimberly Roche in the office of Atty. Dupere, Betty cannot serve as an unofficial secretary for the Board once her term ends on February 28, 2022.

317 Russell Street, Hadley, MA 01035

Phone: 413-582-7040 Fax: 413-582-7068 Email: info@pvcics.org Web: 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 Meeting Minutes of January 6, 2022

page 4 of 4

In accordance with the Board Bylaws, this position must be filled by a Board Trustee because of the legal requirements carried with the position. This will therefore require a vote at the next Board meeting to elect a new Board Secretary for the remainder of this school year -- or -- appoint a temporary secretary at each Board meeting until new elections for Board Officers are held.

Betty mentioned that Dan's term as a Board Trustee ends at the end of January. This would probably be his last meeting with the group. She thanked him for his six-years of service as a Board member. Other Board members also expressed their appreciation to him.

Having no further business, Chair Cynthia thanked everyone for their participation in tonight's meeting. She then read the following statement: The PVCICS Board of Trustees will enter into Executive Session per Chapter 30A Section 21(a) 6 – To consider the purchase, exchange, lease or value of real property. Open session will not reconvene at the conclusion of the Executive Session.

Cynthia called for a motion to adjourn the Regular Meeting and move into Executive Session. Gina made the motion; seconded by Peter. Roll call vote was unanimous approval (12 votes). Meeting adjourned at 7:55pm.

Minutes approved by Board of Trustees on February 3, 2022