

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes
03 November 2022 @ 1800 Hours

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 Remote Board Meetings during the COVID-19 pandemic. The host for this meeting was Executive Director Richard Alcorn.

In attendance for this meeting: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Gina Ocasion, Ying “Elaine” Wang, Frank Soleimani, Faculty Representative Kim Lachance and Student Representative Augusto Schwanz.

Absent: Peter Wood, Greg Rota, and Ann Kochis.

Others in attendance: Executive Director Richard Alcorn and Principal Kathy Wang.

NOTES: Kim Lachance joined the meeting halfway into the ‘Zoom’ session.

Documents used in this meeting:

1. Agenda with information for Zoom and Phone access to the meeting.
2. Draft Minutes of the Board of Trustees Meeting dated: 20 October 2022.
3. 26 October 2022 Hampshire Gazette Hampshire Gazette Article regarding PVCICS’s plans for Worcester-area expansion.
4. Email dated 02 November 2022 with Massachusetts Charter School’s Comparison Guide regarding Executive Directors’ Salaries & Bonuses
5. Email dated 02 November 2022 with Executive Session Minutes & Venture Way Cost Analysis Document
6. Email dated 03 November 2022 with the Central Massachusetts Chinese Immersion Charter School (CMCICS) Expenditure Sheet & CMCICS’s Application for Public Charter School.

Meeting was officially called to order by the Chair at 1812. Chair Cynthia completed a roll call for attendance of Board members. Present were Augusto, Frank, Mike, Gina, Elaine, and Cynthia.

Public Comment: None.

Committee and Task Force Reports:

Trusteeship Committee: Chairperson Frank reported:

- ✓ Upcoming meeting to be scheduled in November.

Finance Committee: Chairperson Elaine stated:

- ✓ There is nothing to report at this time.

Personnel and Grievance Committee: Chairperson Gina reported:

- ✓ There are no new updates 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 03 November 2022

page 2 of 3

Administrative Items: Minutes from the 20 October 2022 Board Meeting were presented for review. No corrections were advised. Gina made a motion to approve the submitted minutes; seconded by Mike. Roll call vote: Approval from Frank, Mike, Gina, and Cynthia. Elaine abstained from the vote. Motion passed.

Principal's Report: Principal Wang reported;

- Power Point presentation covered the following topics:
- Search for a food vendor continues. Alternative options are being discussed. A new kitchen employee is going to be hired and PVCICS is planning to purchase the current vendor's oven, which is at the school. 'Revolution Foods' last day will be 11/23 and as of 11/28 PVCICS will be left to provide for student meals.
- Principal Wang answered Cynthia's inquiry that both kitchen employees hold 'Safe-Serve' Certificates.
- Principal Wang further discussed tomorrow marking the end of the 1st Quarter (45 School Days). She added that grades are still monitored in the absence of formal report cards, however, warning letters do go out if students' grades become of concern. Principal Wang stated that this is followed up with a meeting (w/ parents) usually.
- Principal Wang discussed the "Boo Bash" event hosted on the 30th of October at PVCICS. She stated that there were arts and crafts, as well as a mini bake sale held inside the gym at this event. She stated that turn-out was much higher than anticipated and mentioned the fun and enjoyment everyone got out of this social in-person event.
- Principal Wang discussed staffing shortages that schools are facing nationally and stated that PVCICS is bracing for the winter months during cold/flu season. She stated that the state will be providing COVID-19 kits to those students and staff who want them. ED Alcorn will be making a trip to Pittsfield later in the month to p/u the kits.
- Principal Wang stated that information sessions have resumed at PVCICS and that she and ED Alcorn will be helping to host them again (in-person) at PVCICS in the coming weeks. "Community Time" has also once again resumed and students are helping other students with "buddy reading," which is of significant importance in the learning process. Principal Wang showed pictures of "Community Time" and the "Boo-Bash" event.

Executive Director's Report: ED Alcorn reported the following:

- ❖ Venture Way property is still being actively pursued.
- ❖ Application for the new Central Massachusetts Chinese Immersion Charter School submitted to DESE.
- ❖ Hampshire Gazette article was good press for PVCICS and gets the conversation started (regarding expansion).
- ❖ The financials have been cleared up and the allocation of expenses is better than before. PVCICS continues to maintain a healthy surplus.

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 03 November 2022

page 3 of 3

New Business:

- Chair Cynthia stated that ED Alcorn has not had a raise in years. She stated that ED Alcorn works very hard and stood tall during the pandemic. ED Alcorn reiterated that he hasn't had any increases in two years and hasn't even participated in any bonuses either. Frank and Gina voiced their support for a salary increase for ED Alcorn. Mike Rooney stated he was in agreement too. Kim Lachance joined the meeting at this time. Elaine stated she is also on board with it, citing how hard ED Alcorn works behind the scenes and how he always strives to make PVCICS a better place. Cynthia called for a motion that the BOT discuss ED Alcorn's raise and a follow-up discussion to be had in Executive Session on the amount, after consulting w/ our attorney about our legal parameters. Gina made the motion; seconded by Mike. Roll call vote passed: Frank, Mike, Gina, Elaine, and Cynthia.

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 **MGL c30A s21(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 immediately move into Executive Session. Mike made the motion; seconded by Gina. Roll call vote passed for approval: Frank, Mike, Gina, Elaine, and Cynthia. This meeting adjourned at 1846 Hours.

Minutes approved by Board of Trustees on December 1, 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