

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

December 1, 2022 at 6:00 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 Remote Board Meetings during the Coronavirus pandemic. The host for this meeting was Executive Director Richard Alcorn.

In attendance for this meeting: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Secretary Peter Wood, Ann Kochis, Greg Rota, Frank Soleimani, Gina Ocasion, Faculty Rep. Kim Lachance, and, Student Rep. Augusto Schwanz

Absent: Ying “Elaine” Wang

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, previous Board member Elizabeth “Betty” Larivee

Documents used in this meeting:

1. Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated November 3, 2022.
3. Charter School/Executive Director/Head of School annual bases salary and bonuses.
4. Draft Executive Session minutes dated November 3, 2022
5. DESE response letter to CMCICS application.

Meeting was officially called to order by the Chair at 6:04 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Ann, Mike, Peter, Greg, Gina, Frank, Kim, Augusto and Cynthia.

Public Comment: None

Administrative Items: Minutes from the November 3, 2022 Board Meeting were presented for review. No corrections were noted. Peter made a motion to approve the submitted minutes; seconded by Ann. Roll call vote: Approval from Frank, Mike, Gina, Ann, Peter, Kim and Cynthia. Greg abstained from the vote. Motion passed.

Committee and Task Force Reports:

- Trusteeship Committee: Frank Soleimani (current Chair) reports that the committee met 11/29. By-law amendment allowing Executive Director to be on the Board was discussed at committee meeting. Peter made a motion to accept, seconded by Gina. All BOT members voted to pass the motion: Cynthia, Mike, Peter, Gina, Frank, Greg, Kim, Ann. The amendment will be submitted to DESE for final approval.
- Finance Committee: Committee Chair Elaine was not present. Ann (committee member) requested committee meetings be scheduled at a more convenient time. Cynthia will follow up with Elaine. ED Richard states that further work on this month’s financial report is required and will be available next week.

317 Russell Street, Hadley, MA 01035

Phone: 413-582-7040 Fax: 413-582-7068 Email: info@pvcics.org Web: www.pvcics.org

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All financial reports have been submitted on time thus far, with the Foundation Report still outstanding but within the required deadline.

- Personnel and Grievance Committee: Gina Ocasion (current Chair) stated that there is nothing to report at this time.

Principal's Report: Principal Kathy reported:

- Power Point presentation covered the following topics:
 - Day 61; 1/3 of the academic year is completed.
 - PVCICS has signed a contract with a new food vendor starting November 28, 2022.
 - Food appears the same as previous vendor thus far.
 - A monthly menu is expected for December
 - PVCICS is purchasing a heating oven
 - PVCICS is hiring .5FTE food server
 - Food quality will be monitored daily
 - Augusto reports poor ratings by fellow students
 - D/F letters and Attendance letters have been generated.
 - Etiquette/Cyber bullying presentation provided to MS/HS by new SRO focused on defining behaviors.
 - Staff training on Bullying provided to staff in August 2022 and further trainings scheduled for January 2023.
 - Staffing is short due to increased illness. PVCICS is using allocated funds for subs.
 - Health-Increased student illness in recent weeks. Antigen kits sent by DESE.
 - Books and Bread fundraiser 12/1/22 for school library.
 - HS theater performance scheduled 12/2 and 12/3. Tickets are on sale now.
 - NHS sponsored Hot Chocolate run is 12/4. Fundraising goal is surpassed and in top 50 orgs.
 - Lunar New Year planned for 1/22/23
 - Athletics-
 - Fall season ended and Awards Night held
 - Vertical rock wall purchased with phase 1 installation 12/22 and phase 2 scheduled for Jan./Feb.
 - Winter sports start 11/28/22 including:
 - MS Boys, HS Girls and HS Boys Basketball
 - MS & HS Alpine Skiing
 - Co-op wrestling with Granby

Executive Director's Report: ED Richard reported:

- ❖ DESE rejected CMCICS application. Will await appointment of new DESE Chair prior to considering appeal. ED considering reaching out to Worcester mayor for support. ED plans to invite local state senator back to PVCICS for support.

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New Business:

Chair Cynthia asked the Board to consider a raise for ED Richard.

All agreed that ED Richard works diligently on behalf of PVCICS and is deserving of a salary increase. There was discussion regarding the most effective and sustainable process for determining salary increases now, and in general, including the possibility of following past practices of delegating the responsibility to the Personnel Committee, considering a bonus, consulting the Finance Committee or having the full board determine either in public or executive session.

(Greg left the meeting at approximately 7:25pm)

(Augusto left at approximately 7:30pm)

Mike made a motion to submit a recommended salary increase for ED Richard to \$220,000 to be reviewed by the Finance Committee to determine any financial concerns. Seconded by Gina.

Voting “Yes” were: Mike, Gina, Peter, Ann

Voting “No” were: Cynthia, Frank, Kim

After further discussion, Mike submitted a motion to withdraw his previous motion, seconded by Ann. All voted yes: Cynthia, Mike, Peter, Gina, Frank, Ann, Kim.

After further discussion regarding salary amount, commencement of increase, relationship to future contract with ED Richard, Frank made a motion to submit a salary increase to \$220,000 for ED Richard to be reviewed by the Finance Committee to determine any financial concerns retroactive to July 1, 2022; motion seconded by Gina. All voted yes: Ann, Mike, Frank, Peter, Kim, Cynthia, Gina.

Cynthia and Richard agreed that there was no need for Executive Session at this time.

Having no further business, Chair Cynthia thanked everyone for their participation in tonight’s meeting and called for a motion to adjourn. Frank made the motion; seconded by Mike. Roll call vote was unanimous approval: Mike, Frank, Peter, Ann, Kim, Gina and Cynthia. The meeting adjourned at 7:48pm.

Minutes approved by Board of Trustees on January 5, 2023

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