

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Meeting Minutes

February 3, 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, Peter Wood, Gina Ocasion, Elizabeth “Betty” Larivee, Edison Santana, Frank Soleimani, Ann Kochis, Student Representative Augusto Schwanz, and Faculty Representative Greg Rota.

Ying “Elaine” Wang joined the meeting about 7:30pm.

Absent: None

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, previous Board member Charles “Nick” Bagley, and Financial Auditor Anita Maloney.

### Documents used in this meeting:

1. Agenda with Zoom and Phone access information
2. Draft Minutes of the Board Meeting dated January 6, 2022
3. PVCICS Financial Statements dated December 31, 2021
4. RASP Claim Status for Grants during FY’20-FY’21-FY’22 as of January 6, 2022
5. Email to Board from ED Richard regarding Lottery Applications as of January 27, 2022
6. Final Summary of Review (SOR) dated February 2022 from DESE regarding the PVCICS Year 15 Charter Renewal Application including school’s response
7. Email dated January 10, 2022 from Mass. Public Charter School Assoc. (MCPSA) regarding results of PVCICS’s SOR Report
8. 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 January 6, 2021 Board Meeting were presented for review. No corrections were noted. Mike made a motion to approve the minutes; seconded by Edison. Roll call vote: Unanimous approval from: Cynthia, Edison, Betty, Peter, Mike, Gina, Greg, Ann, Frank, and Sujane. Motion passed.

Evaluation of Executive Director: Chair Cynthia stated that she had compiled all the responses for ED Richard’s 2020-2021 Evaluation – this document was sent to the Board last month for review. Betty noted that the coversheet had a January date that needed to be changed to today’s February date. Cynthia reminded the Board that this document was completed by Board members from the 2020-2021 school year and only those members will be voting. No comments

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or questions were offered. Betty made a motion, seconded by Peter, to approve the 2020-2021 Summative Evaluation of ED Richard. Roll call vote to approve the motion: Cynthia, Peter, and Betty. Abstaining due to Conflict of Interest: Edison: Elaine had not yet joined the meeting. Motion passed. (New Board members not voting on this motion: Gina, Mike, Sujane, Ann, Frank, and Greg)

## Committee and Task Force Reports:

*Trusteeship Committee:* Chairperson Frank reported:

- ✓ The committee held a meeting on Thursday, January 27<sup>th</sup>. Topics covered included upcoming Recruitment of New Board Members for 2022-2024; Discussion of a possible candidate for backfilling a vacant position; Returning to In-Person Board Meetings in April if the Governor does not extend his current Executive Order; next meeting to be held on 2/17/2022.

## Board Training: *Understanding Monthly Financial Reports*

- ✓ Anita Maloney reviewed the Financial Reports as presented to the Board each month. (1) *Balance Sheet* lists the current “Assets” (cash, equipment, and prepaid expenses) as well as “Liabilities” (vendor and payroll expenses, long term debt, and accounts for school clubs/groups). She said that it is important to look at the ratio between the “Total Current Assets” and “Total Current Liabilities” to understand the school’s ability to pay debts – currently at a positive 4.35%; therefore, the school has just over \$4.00 in assets to pay any \$1.00 of debt. (2) *Income Statement* is based on the Annually Approved Budget and lists yearly Revenues and Expenses for the operation of the school. Questions were asked about overspending in some line items; relationship of this budget to grant funding; and, “Bank Finance Charges” which are technically “Bank Processing Fees” (line item to be renamed in future reports).
- ✓ ED Richard spoke about the annual budget cycle; anticipated Income from State tuition payments; and, additional sources of Income from Grants. Annual surplus of funds (as allowed by DESE) is important to the school to cover general and unanticipated expenses; to offset any decreases in tuition reimbursements; and, to have funding in anticipation of expansion to another facility. Discussion occurred on the costs related to down payments and loans for another facility; sources of loans from previously used U.S. Dept. of Agriculture (USDA) versus a bank; and, costs to purchase land and build a facility rather than renovating an existing facility.

*Finance Committee:* Chairperson Elaine reported:

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

*Personnel and Grievance Committee:* Chairperson Gina reported:

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

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## Principal's Report: Principal Kathy reported:

- Just announced: Tomorrow will be a snow day due to anticipated ice and sleet storm. School will be closed.
- Power Point presentation covered the following topics:
  - 97 school days have been completed; Covid cases have declined since January; all staff received KN95 masks as supplied to schools from DESE.
  - DESE has changed Covid protocols; PVCICS has similarly updated their protocols; In-School Pooled Testing continues; Antigen Test Kits as supplied by DESE have been sent home with students.
  - The Final Report for the Charter Renewal has been received. The State Board (BESE) still has to review the document at their February meeting so the school awaits their final decision regarding renewal of the Charter.
  - Academic testing starts in March and continues through May: ACCESS, PSAT, MCAS, STAMP, SOPA, and IB exams.
  - The school celebrated the Chinese New Year and welcomed the “Year of the Tiger”. School mascot is a “dragon” which visited many classes on cold days when younger students could not be outdoors to use the playground.
  - Various photos of the students and school activities were also presented.
- During the college holiday break, some alum of PVCICS returned as “substitutes”. They were very helpful during this time as staffing was impacted by Covid issues.
- A question was asked about primary grade students learning a new language when staff cover their face with a mask. Discussion included: availability of clear face masks; aural versus oral learning and understanding of a language; requirements under current Covid protocols; mask wearing currently allows for developmentally appropriate social interaction rather than distancing; availability of on-line resources for videos without masks to assist visual modalities during language learning.

## Executive Director's Report: ED Richard reported:

- ❖ The Taiwan Normal University Relationship is still being developed. Type of VISA's needed for short versus permanent visits to USA, Costs, and various Legal Issues are being researched and discussed.
- ❖ At this time, no action has been taken on a possible Sister-School Agreement with Chengdu Shade High School.
- ❖ Action on another school facility and expansion of student headcount seems to be on hold for the moment. Current focus will be on investigating the feasibility of supporting the International Exchange of Students.
- ❖ As Principal Kathy mentioned. PVCICS is awaiting final response from DESE on our Charter Renewal Request. Also, see the email from the Charter School Association regarding our excellent results.
- ❖ An email was sent to all Board members regarding the status of Grants (funds allocated and spent) that PVCICS has received during Fiscal Years 2020-2021-2022.

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- ❖ Betty asked a question about follow-up with Atty. Kimberly Roche regarding her ability to continue as meeting scribe. ED Richard said he had not yet contacted Atty. Roche about this matter but would do so in the next few days.
- ❖ Discussion followed about the need to approve a new Board Secretary for the remainder of this Board term until Annual Board elections are held in July 2022.

## New Business:

- Betty mentioned that the current contract for ED Richard will expire on June 30, 2022. This contract has an annual roll-over clause so it will permanently stay in effect until (a) replaced with a new contract, (b) until the Board terminates his employment, or (c) ED Richard resigns or retires. The roll-over of this contract means that ED Richard will not have any salary increase unless the Board takes action on this specific matter.
- Peter questioned -- and Betty validated -- that this will be her last meeting as an official Board member. Various Board members thanked her for her six year involvement as a Board member.

Having no further business, Chair Cynthia called for a motion to adjourn the Meeting. Betty made the motion; seconded by Edison. Roll call vote was unanimous approval (12 votes). Meeting adjourned at 8:45pm.

Minutes approved by the Board of Trustees on March 3, 2022