

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes -- DRAFT

May 5, 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 Remote Board Meetings during the Coronavirus pandemic. The host for this meeting was Executive Director Richard Alcorn.

In attendance: Board Chair Cynthia Farmer, Secretary Peter Wood, Gina Ocasion, Frank Soleimani, Ann Kochis, Ying “Elaine” Wang, Student Representative Augusto Schwanz, Vice-Chair Mike Rooney (joined the meeting at 7:10pm), Chung Liu (joined the meeting at 7:15pm), and Faculty Representative Greg Rota (attended from 7:10 to 7:35pm).

Absent: Sujane Wu

Others in attendance: Executive Director Richard Alcorn, Principal Kathy Wang, previous Board member Elizabeth “Betty” Larivee (meeting scribe), and previous Board member Charles “Nick” Bagley.

Documents used in this meeting:

1. Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated April 7, 2022
3. PVCICS Financial Statements dated March 31, 2022
4. Email dated 4/17/2022 regarding application packet for Richard Alcorn as a new Board Trustee in Class A 2022-2025
5. Email dated 4/17/2022 regarding application packet for Greg Rota as a Board Trustee to backfill upcoming vacant position in Class C 2022-2024
6. Email dated 5/2/2022 regarding article in Washington Post about the 2022 list of the top 300 high schools in the country with PVCICS in top 1% of the schools

Meeting was officially called to order by the Chair at 7:02 PM. Chair Cynthia completed a roll call for attendance of Board members. 7 members were present: Cynthia, Peter, Elaine, Gina, Ann, Frank, and Augusto. Mike, Greg, and Chung joined the meeting a few minutes later.

Public Comment: None

Administrative Items: Minutes of the April 7, 2021 Board Meeting were presented for review. No corrections were noted. Gina made a motion to approve the minutes; seconded by Cynthia. Roll call vote: Approval from Cynthia, Peter, Gina, and Frank. Elaine and Ann abstained from the vote. Motion passed.

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Committee and Task Force Reports:

Trusteeship Committee:

- ✓ Chairperson Frank attempted to give his report but had technical difficulties with the audio connection. His report will be given later in the meeting.

Finance Committee: Chairperson Elaine reported:

- ✓ The committee held a meeting yesterday to discuss financial options related to the possible expansion of the school facility.
- ✓ Two committee members will follow-up with ED Richard as further actions are considered on this topic.

Personnel and Grievance Committee: Chairperson Gina reported:

- ✓ Principal Kathy's four Annual Observations have been completed. A committee meeting will be scheduled to work on the Final Evaluation Report.

Principal's Report: Principal Kathy reported:

- Power Point presentation covered the following topics:
 - The school celebrated National Teacher Appreciation Day. The school's mascot "Dragon" greeted all staff at the door when they entered the building. An appreciation luncheon will be served on Friday, May 6th.
 - 150 school days have been completed; senior class members are winding down towards graduation.
 - As of April 11th, PVCICS has had an "Optional Mask" Policy for students and staff except for the Health Office, positive Covid cases, and the unvaccinated.
 - There have been no updates from DESE regarding School Year 2022-23.
 - Assessment of students is ongoing; planning for summer 2022 sessions is being done.
 - Revisions to the school's Policies and Procedures will be undertaken for SY'23 regarding the Family Handbook and the Staff Handbook.
 - The school's Accountability Plan must be updated this summer, approved by the Board, and then sent to DESE for their approval in the fall.

Executive Director's Report: ED Richard reported:

- ❖ Financial Reports have been sent to Board members. The current surplus is positive and will improve once grant funds are drawn and transferred to the Operating Budget.
- ❖ Grant funding can be carried over for one month into the next fiscal year.
- ❖ Specific discussion on the surplus funds will occur in Executive Session.

New Business: None

Peter reminded the Board that the Governor's Executive Order for remote meetings would be expiring so in-person meetings would be resuming. Betty indicated that there is pending

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Legislation which could allow limited remote access to Board meetings; this matter will have to be followed for further information and clarification for remote sessions.

Trusteeship Committee: Chairperson Frank reported:

- ✓ The committee met on 4/14/22 to review applications and conduct interviews with two candidates for positions on the Board of Trustees.
- ✓ The first was Richard Alcorn as a candidate for the Board of Trustees in Class A 2022-2025 (three years). The second was Greg Rota who will be retiring from PVCICS and ending his term as the Faculty Representative; he has applied for a position on the Board to complete the term to be vacated by Sujane Wu in Class C 2022-2024 (two years).
- ✓ Questions were asked about the appropriateness of ED Richard being a Board Trustee. Discussion followed regarding his past involvement on the Board; other Charter Schools having their ED's as Board members; discussion with Legal Council on feasibility of this matter; reality of having DESE's Commissioner approve this position; and, Conflict of Interest issues for Richard when voting on certain topics.
- ✓ Motion was made by Frank, seconded by Elaine, to approve the nomination of ED Richard Alcorn as a Board Trustee for Class A 2022-2025. Vote was unanimous approval from Mike, Elaine, Peter, Ann, Gina, Frank, Chung, and Cynthia.
- ✓ Motion was made by Frank, seconded by Mike, to approve the nomination of Greg Rota to complete the term to be vacated by Sujane Wu in Class C 2022-2024. Vote was unanimous approval from Mike, Elaine, Peter, Ann, Gina, Frank, Chung, and Cynthia.

A question was asked about Augusto's term on the Board. His term officially ends with the close of the school year on June 17th. However, until his replacement is elected, he is welcomed to attend the Board meetings.

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. Peter made the motion; seconded by Mike. Roll call vote was unanimous approval: Peter, Gina, Mike, Frank, Ann, Chung, Elaine, and Cynthia. The meeting adjourned at 7:45pm.

Minutes approved by Board of Trustees on July 21, 2022

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