

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

August 4, 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 the August meeting: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Ann Kochis, Ying “Elaine” Wang, Faculty Representative Greg Rota, and Frank Soleimani (joined meeting at 6:30pm).

Absent: Peter Wood and Gina Ocasion

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 (joined meeting at 6:55pm).

NOTE: As of August 1, 2022, Sujane Wu resigned from the Board of Trustees. The remainder of her term (Class C until 6/30/2024) will be filled by Greg Rota. His position as a Board Trustee starts as of August 17, 2022.

Documents used in this meeting:

1. Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated July 21, 2022

Meeting was officially called to order by the Chair at 6:11 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Ann, Mike, Elaine, Greg, and Cynthia.

Public Comment: None

Assignment of Board Members to 2022-2023 Committees:

Board Chair Cynthia announced the following assignments for Board Trustees:

- Trusteeship Committee: Frank Soleimani (current Chair), Greg Rota, Ann Kochis, Elaine Wang, and Cynthia Farmer. In accordance with the Board By-Laws, Cynthia made a motion to approve these five members for this committee; motion seconded by Greg. Roll call vote was unanimous approval from Mike, Ann, Elaine, Greg, and Cynthia.
- Finance Committee: As Board Treasurer, Elaine Wang is automatically the Chair of this Committee. Other members will be Board member Ann Kochis and Community Representatives Charles “Nick” Bagley and Harold Tramazzo.
- Personnel/Grievance Committee: Gina Ocasion (current Chair), Mike Rooney, Peter Wood, and Cynthia Farmer.

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Administrative Items: Minutes of the July 21, 2022 Board Meeting were presented for review. Corrections to be made on page one were noted: several emailed documents dated in July were listed under the cancelled June meeting – these belong under the July meeting documents. Greg made a motion to approve the minutes as edited; seconded by Mike. Roll call vote: Unanimous approval from Mike, Ann, Elaine, Greg, and Cynthia. Motion passed.

Chair Cynthia mentioned that the emailed Annual Report (final version) had some errors with the dates. ED Richard said no Board member had returned comments to him regarding this final version so the document was sent to DESE by the required August 1st deadline. He did expect that DESE would return comments and request that corrections and edits be made to this document so any errors would be addressed at that time.

Committee and Task Force Reports:

Trusteeship Committee: Chairperson Frank was absent at this time so Cynthia reported:

- ✓ There are several Board slots that are unfilled and should be considered for backfilling. The committee is working on this matter.

Finance Committee: Chairperson Elaine reported:

- ✓ The committee has not met this month, there is no report.

Personnel and Grievance Committee: Chairperson Gina was absent so Cynthia reported:

- ✓ A committee meeting was held to review Principal Kathy's Evaluation and Annual Goals. These will be presented to the Board for review at the September meeting.

Principal's Report: Principal Kathy reported:

- Power Point presentation covered the following topics:
 - Planning is underway for the 2022-2023 school year; the building is being cleaned and getting general maintenance services; no construction projects are occurring this summer
 - Summer academic services were provided for Special Education Students (as specified in their IEP's) as well as Chinese Credit Recovery for Middle and High School students. Enrollment was small this summer due to lack of bus services and many students and families chose to enjoy family time and vacations rather than summer school.
 - Many required reports were completed and submitted to DESE regarding students and staffing.
 - New Teachers will return August 17th; returning staff will start on August 22nd; Staff training will occur from August 17th to 30th
 - Kindergarten Screening will occur August 24th to 26th; Orientation for Grade 6 will occur on August 29th; Students start school on August 31st.
 - Hiring of staff is ongoing; Contingency Planning is also underway to use current staff as "subs" for any unfilled position(s) when school reopens.
 - Enrollment for the 2022-2023 year is very solid.
 - Morale is the #1 priority in planning and staffing for the upcoming year.

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Executive Director's Report: ED Richard reported:

- ❖ DESE Reports have been completed and filed: Annual Report; Student Opportunity Grant; Proven Provider Application.
- ❖ Enrollment is very good; a second lottery will be held for Grade 9; more Grade 6 students will be entered to increase enrollment at the current Middle and future High School levels.
- ❖ The relationship with the Taiwan National Normal University is on hold for the moment. There was a challenge to the MOU with Mount Holyoke College but this has been resolved. Further action on this relationship will occur once school reopens.
- ❖ Finances are strong; the Charter School Association has received extra money for schools.
- ❖ No movement has occurred on the possible acquisition of additional property – other property options may have to be considered.

Trusteeship Committee: Chairperson Frank reported:

- ✓ There is a possible candidate for backfilling a Board position. He will talk with the candidate and get required paperwork. The committee will then set up an interview and report back to the Board.

New Business:

- Chair Cynthia asked about the status of the 2022-2023 Parent Handbook. Principal Kathy said that this very lengthy document was just reviewed by the School Attorney and edits are being finalized by the Leadership Team. The Board should have the final document for review at the September Board meeting.
- Frank asked a question about safety and security of the school facility – especially in light of the recent school shootings. Principal Kathy gave a lengthy explanation of various protocols, procedures, and security measures that are in place. She also spoke of the relationship with the Hadley Police Department; ED Richard spoke about the funding for the School Resource Office (SRO) from the Hadley Police Dept.
- Frank offered his services as a “Visitor” or “Guest Lecturer” regarding proper procedures for boating and water safety.

Having no further business, Chair Cynthia thanked everyone for their participation in tonight's meeting and called for a motion to adjourn. Greg made the motion; seconded by Ann. Roll call vote was unanimous approval: Mike, Frank, Elaine, Ann, Greg, and Cynthia. The meeting adjourned at 7:04pm.

Minutes approved by Board of Trustees on October 20, 2022

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