

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

November 2, 2023 at 6:00pm

School Location: PVCICS, 317 Russell Street, Hadley, MA 01035

The meeting was held with Zoom and Telephone access in accordance with current Massachusetts Open Meeting Law (OML) guidelines for remote access as extended by Governor Healey from March 2023 to March 31, 2025. The host for this meeting was Executive Director Richard Alcorn.

NOTE: The posted agenda for this meeting was entitled “ANNUAL MEETING NOTICE”. This was a clerical error – the Annual Meeting was held in June 2023.

In virtual attendance for this meeting: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Treasurer Charles “Nick” Bagley, and Gina Ocasion

Absent: Ann Kochis, Frank Soleimani, Greg Rota, and Student Representative Francesca Barlow

Others in virtual attendance: Executive Director Richard Alcorn, Principal Kathy Wang, and six parents and staff members

Documents used in this meeting:

1. Meeting Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated October 26, 2023
3. Email dated 10/30/23 with CCSL signed Financial Statements as approved by the Board of Trustees and submitted to DESE
4. Email dated 11/2/23 regarding Draft Letter of Invitation to Mass Secretary of Education Patrick Tutwiler to visit PVCICS
5. Email dated 11/2/23 regarding Draft Letter to DESE Commissioner Riley to reconsider denial of PVCICS’s Charter By-Law Amendment

The meeting was officially called to order by the Chair at 6:00 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Charles, Mike, Gina and Cynthia.

Public Comment: None

Administrative Items: Minutes from the Board Meeting of October 26, 2023 were presented for review. No corrections were noted. Mike made a motion to approve the minutes; seconded by Nick; Gina abstained from the vote. Roll call vote was approval of the minutes.

At this point, ED Richard Alcorn announced that this meeting was now being recorded for transcription by the meeting scribe who was not in attendance this evening. Chair Cynthia indicated that she would provide the scribe with information about actions taken at this meeting prior to the start of the recording.

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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Election of Faculty Representative to the Board of Trustees:

The Faculty at PVCICS has elected Hsinpei Lee Normand as their Representative to the Board. She now needs to be approved by the Board and DESE before she can officially assume that role. The Personnel Committee will hold a meeting on Thursday 11/9/23 to meet with her and review her resume. Once approved, ED Richard will send the required paperwork to DESE for her final approval as the Faculty Representative to the Board of Trustees.

Board E-mail Addresses:

ED Richard reported that in the past all Board members had separate email addresses at PVCICS. This became problematic because some emails were never checked. He is recommending that a central depository of emails be used with the “info@pvcics” address. Nick also spoke about his term as Board President and the difficulty with a separate email account; Cynthia echoed this same statement regarding the emails from when she started as Board Chair. Following discussion, Mike made a motion to have one Board email address using “info@pvcics”; motion seconded by Nick. Roll call vote was unanimous approval from Nick, Gina, Mike, and Cynthia.

Committee and Task Force Reports:

Finance Committee: Committee Chair Nick reported that two months of credit card statements had been audited. No issues or concerns were noted.

Personnel and Grievance Committee: Committee Chair Gina thanked Mike for giving the Committee report at the last Board meeting. She said that the committee will meet on 11/30/23 to complete Principal Kathy’s 2022-2023 Evaluation which will be presented to the Board at the December meeting.

Trusteeship Committee: Committee Chair Frank was absent so no report was given.

Principal’s Report: Principal Kathy reported via Power Point presentation:

- ✓ The students have completed 44 days of school; tomorrow is the end of the First Quarter; this is a critical time for seniors as they submit their college applications.
- ✓ On 10/29/23, the Family Association held the “Boo Bash”. This event, designed for K-5 students, was indoors due to the rainy weather. Thanks were extended to the High School students who volunteered their time to make this such a successful event.
- ✓ Winter athletics will be starting with basketball, skiing, and co-op programs for wrestling and ice hockey. The start of a Nordic cross-country ski club is being discussed.
- ✓ Parental concerns continue regarding transportation and funding for sports.

Executive Director’s Report: ED Richard reported:

- ❖ The Board received a DRAFT of the Invitation Letter to Secretary of Education Tutwiler. This letter will be sent out as is unless there are objections from the Board. No comments were offered; ED Richard will send this letter.
- ❖ Financial matters are good with no issues at this time. Grants are being processed.

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- ❖ Recruitment of new students and related advertisements have started. A Twitter account used for this purpose is having issues; Twitter is charging \$1000 monthly for this advertizing account.
- ❖ The documents needed as “evidence” for his 2022-2023 Evaluation have not yet been compiled. They should be sent to the Board next week. Ed Richard will be available to answer any questions and assist Board members in completing the Evaluation document if needed.
- ❖ At this time, the request to review the Commissioner’s denial of the Charter By-Law Amendment is on hold.

New Business: None

Chair Cynthia thanked all parents, staff, and Board members for their attendance at this meeting. She reminded everyone that the next meeting would be December 7th.

Cynthia called for a motion to adjourn the Regular Meeting. Mike made the motion; seconded by Gina. Roll call vote was unanimous approval: Nick, Gina, Mike and Cynthia. The meeting adjourned at 6:35 pm.

Minutes tabled by the Board of Trustees on December 7, 2023 pending completion of missing information regarding Administrative Item: Board Minutes from October 26, 2023.

Minutes approved by the Board of Trustees on April 4, 2024

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