

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

April 6, 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.

In virtual attendance for this meeting: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Ann Kochis, Greg Rota, Frank Soleimani, Gina Ocasion, Charles “Nick” Bagley, and Faculty Rep. Kim Lachance. Absent: Ying “Elaine” Wang and Student Rep. Augusto Schwanz. Others in virtual attendance: Executive Director Richard Alcorn, Principal Kathy Wang, previous Board member Elizabeth “Betty” Larivee (meeting scribe).

Documents used in this meeting:

1. Meeting Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated March 2, 2023
3. Email dated 3/27/23 regarding Financial Statements dated February 28, 2023

Meeting was officially called to order by the Chair at 6:05 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Gina, Frank, Greg, Mike, Kim, Nick, Ann, and Cynthia.

Chair Cynthia welcomed new Board member Charles “Nick” Bagley – actually he is a returning Board member and brings many years of experience with previous terms on the Board of Trustees and various committees.

Public Comment: None

Administrative Items: Minutes from the Cancelled meeting of February 9, 2023 and the March 2, 2023 Board Meeting were presented for review. No corrections were noted. Greg made a motion to approve the minutes; seconded by Nick. Roll call vote: Approval from Frank, Mike, Ann, Kim, Greg, Gina, Nick and Cynthia. Motion passed.

Committee and Task Force Reports:

- Nick Bagley was asked about and agreed to being the Finance Committee Chair. A motion for approval of this position was made by Greg and seconded by Mike; roll call vote was unanimous approval.

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- Trusteeship Committee: Committee Chair Frank reported that the committee has not held a meeting. The committee is working on the recruitment of new Board members.
- Finance Committee: Committee Chair Elaine was not present. ED Richard stated that the Financial Reports continue to indicate a surplus but spending needs to be monitored for the next few months.
- Personnel and Grievance Committee: Committee Chair Gina stated the committee continues to work on the observations for the Evaluation of Principal Kathy.

Principal's Report: Principal Kathy reported:

Power Point presentation covered the following topics:

- ✓ Students are in the final semester of the school year.
- ✓ The first round of lottery for K-6 students has started.
- ✓ Student assessments started in January, MCAS grades 3-10 started in March, IB testing is done in May, and various Chinese testing will be done in January/April/May.
- ✓ DESE is doing a Tiered Monitoring at PVCICS. The Self-Evaluation is due on May 15th; Curriculum Review is due on May 1st; Equity Survey is yet to be done. No actual on-site review/visit will be done during this monitoring.
- ✓ Emergency restrictions related to Covid-19 Pandemic will end on May 11th. No updates have been recently received from DPH or DESE. PVCICS will continue to maintain flexibility for those students and staff that wish to wear masks.
- ✓ 2023 Graduation will be in-person and not virtual this year. Masks are optional at all events.
- ✓ One quarter of the current school year is left and planning has started for next year. Increase in transportation services and costs are expected; Lunch Program will be going out to bid so changes should occur; Athletic Program needs a bus for student transportation.
- ✓ Policies for the High School Dress Code and Cell Phone Use have been updated by the school staff. Both of these Policies had student input during the revision process. These Policies are part of the Family Handbook.

Gina asked a question about the Equity Survey. Principal Kathy indicated that this is an on-line survey but she could send a link to the Board so they could view it.

Cynthia asked if this survey is also completed by students. Principal Kathy indicated that it is an annual Parent Survey.

Gina asked about the process to analyze the collected data and how it is used. Principal Kathy indicated that this will be the first time they will be doing the Equity Survey so it will be used as a baseline for the staff and future training needs. The analysis process will be completed by the Administrative Team and shared by them with staff members.

Executive Director's Report: ED Richard reported:

- ❖ Further discussion regarding facilities will occur in Executive Session.

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- ❖ The PVCICS Bank Account has had several dozen fraudulent checks written and cashed. The Hadley Police and Insurance Company have been notified. Any loss will be covered by the Insurance Company. A stricter monitoring of checks to be issued from and deposited into this account has been initiated.
- ❖ Payroll and Budget Planning is up to date.
- ❖ Financial Reports indicate that everything is “OK” at this time.

New Business:

- Cynthia mentioned that the “Late Bus” has gotten to be very late and off schedule. Principal Kathy noted that they are aware of this issue and trying to resolve it.
- The return to on-site meetings with remote access needs to be discussed since fully remote meetings are not always indicated post-pandemic.

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 **MGL c30A s21(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 immediately move into Executive Session. Mike made the motion; seconded by Gina. Roll call vote was unanimous approval: Frank, Kim, Ann, Mike, Nick, Greg, Gina and Cynthia. The meeting adjourned at 6:44pm.

Minutes approved by Board of Trustees on June 1, 2023

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