

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Meeting Minutes

May 4, 2023 – Meeting Cancelled

June 1, 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.

The Board of Trustees Meeting scheduled for May 4, 2023 was postponed on April 30, 2023 and was never rescheduled that month.

### Documents received for the May meeting:

1. Email dated 4/18/23 regarding DRAFT PVCICS Accountability Plan for 2022-2027 as provisionally approved by DESE on 4/13/23
2. Email dated 4/26/23 regarding Financial Statements dated March 31, 2023
3. Email dated 5/2/2023 regarding Renewal of Three Year Term for two current Board Trustees Class B – terms expiring 6/30/2023

In virtual attendance for the June meeting: Board Chair Cynthia Farmer, Vice-Chair Mike Rooney, Treasurer Charles “Nick” Bagley, Ann Kochis, Gina Ocasion,. Absent: Ying “Elaine” Wang, Greg Rota, Frank Soleimani, and Faculty Rep. Kim Lachance

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

NOTE: Kim Lachance did sign into this meeting but had technical difficulties so she could not continue her participation.

### Documents used in this meeting:

4. Meeting Agenda with information for Zoom and Phone access
5. Draft Minutes of the Board Meeting dated April 6, 2023
6. Email dated 5/23/23 regarding Financial Statements dated April 30, 2023

Meeting was officially called to order by the Chair at 6:16 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Gina, Mike, Nick, Ann, and Cynthia.

Public Comment: None

Administrative Items: Minutes from the meeting of April 6, 2023 Board Meeting were presented for review. No corrections were noted. Nick made a motion to approve the minutes;

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Motion seconded by Mike. Roll call vote: Approval from Mike, Ann, Gina, Nick and Cynthia. Motion passed.

## Committee and Task Force Reports:

- Trusteeship Committee: Committee Chair Frank was absent so Chair Cynthia reported that two current Board members had terms that would expire on June 30<sup>th</sup>. Both members submitted paperwork to indicate that they wanted to continue on the Board for a second term of 7/1/2023 to 6/30/2026. Ann made a motion to approve Cynthia Farmer and Charles Bagley for another term as Board members; motion seconded by Mike. Roll call vote gave unanimous approval. ED Richard will submit required paperwork to DESE.
- Finance Committee: Committee Chair Nick reported that the committee met to (1) review current accounts and financial statements. They found no issues and everything was in good order. (2) As requested in a previous Board meeting, they reviewed the proposed salary increase for ED Richard and found that it was financially sustainable. Chair Cynthia indicated that the Board had previously approved this salary increase at the December Board meeting, pending review by the Finance Committee, so another vote at this time was not needed. ED Richard's salary will be retroactive to July 2022 and change from \$189,000 to \$220,000.
- Personnel and Grievance Committee: Committee Chair Gina stated the committee had nothing to report at the time.

## Principal's Report: Principal Kathy reported via Power Point presentation:

- ✓ Students have 12 days left in this school year; June 20<sup>th</sup> is the last day of school
- ✓ Academic Testing is completed except for MCAS Biology which is next week
- ✓ Operationally, field trips and student activities resumed in the spring
- ✓ In Person Graduation for the High School occurred on 5/31; Graduations for Grades K/5/8 will be held in mid-June
- ✓ Planning for the 2023-2024 school year includes (1) a contract renewal for bus services with a possible new stop in Northampton and extra bus services to the southern routes; (2) RFP has been sent out for a new Food Vendor; (3) hiring of staff for open positions is underway; and, (4) Building and space configuration is being reviewed.
- ✓ The Tiered Focus Monitoring by DESE was completed on 5/15/23. They will compile a report and send it to PVCICS.
- ✓ All grade levels had a variety of field trips and out of school activities. Some guest speakers and activities were also brought into/onto the school site.
- ✓ Various photos were posted showing the school garden and rain water collection system as well as posters hanging throughout the school
- ✓ Information has been sent out to Families regarding the "White Paper" from the Surgeon General regarding Cell Phone Usage and the impact on Student Learning and Mental Health. More information will be coming from DESE on this topic.

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

- ❖ Preliminary application for a USDA Loan has been submitted. This included support letters from Congressmen Richard Neal and James McGovern as well as authorization from DESE Commissioner Jeffrey Riley.
- ❖ USDA is asking for an updated appraisal of the current school facility.
- ❖ Student enrollment is being monitored for attrition and lottery enrollment.
- ❖ End of Year Financial surplus exists but is a bit lower than originally anticipated.
- ❖ ESSER III Grant money of \$400,000 has been reallocated to FY'24 expenses

## New Business:

Accountability Plan for 2022-2027 has been provisionally approved by DESE. The Board must also approve the Plan before final approval from DESE. Following discussion, Nick made a motion to approve the Plan as submitted without any corrections; motion seconded by Cynthia. Roll call vote was unanimous approval.

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. Gina made the motion; seconded by Mike. Roll call vote was unanimous approval: Ann, Mike, Nick, Gina and Cynthia. The meeting adjourned at 6:56pm.

Minutes approved by Board of Trustees on July 27, 2023

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