

# 先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

## Board of Trustees Meeting Minutes Annual Meeting July 27, 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, Treasurer Charles “Nick” Bagley, Ann Kochis, Greg Rota, Faculty Rep. Kim Lachance, and Gina Ocasion (joined meeting at 6:40pm).

Absent: Frank Soleimani

Others in virtual attendance: Executive Director Richard Alcorn, Principal Kathy Wang, previous Board member Elizabeth “Betty” Larivee (meeting scribe), and Board Attorney Russell Dupere (departed meeting at 6:11pm).

### Documents used in this meeting:

1. Meeting Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated June 1, 2023
3. Email dated 6/2/23 regarding Gazette Newspaper article about the High School Graduation Ceremony at PVCICS.
4. Email dated 7/26/23 regarding the Draft version of the 2022-2023 Annual Plan
5. Email dated 7/27/23 regarding Complaint filed by a Parent

Meeting was officially called to order by the Chair at 6:01 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Greg, Mike, Kim, Ann, Nick, and Cynthia.

Election of Board Officers: Chair Cynthia indicated that this was the Board’s Annual Meeting and the time at which Officers are elected. Any Board member may self-nominate for a position or be nominated by another Board member.

- Position of Chairperson: Mike made a motion to nominate Cynthia Farmer; seconded by Nick. Cynthia agreed to accept the nomination and continue in this position. Roll call vote for approval: Mike, Nick, Ann, Greg, Kim, and Cynthia. Motion passed.
- Position of Vice-Chair: Cynthia made a motion to nominate Mike Rooney; seconded by Nick. Mike agreed to accept the nomination and continue in this position. Roll call vote for approval: Nick, Ann, Mike, Greg, Kim, and Cynthia. Motion passed.
- Position of Secretary: Cynthia made a motion to nominate Ann Kochis. Ann declined the nomination but then indicated that she would think about the position. Mike made a motion to table this item until the next Board meeting; seconded by Greg. Roll call vote for approval: Nick, Ann, Mike, Greg, Kim, and Cynthia. Motion passed.

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Cynthia asked Betty if she would continue to be the meeting scribe; Betty agreed to continue through the next Board meeting.

- Position of Treasurer: Cynthia made a motion to nominate Nick Bagley; Nick spoke up to say he would self-nominate and continue in this position. Cynthia seconded this self-nomination. Roll call vote for approval: Nick, Ann, Mike, Greg, Kim, and Cynthia. Motion passed.

Chair Cynthia stated that the assignment of Board members to various Committees would be done at the next Board meeting. All committees would remain the same until that time.

Public Comment: None

Chair Cynthia mentioned the email that the Board had received regarding a Parental Complaint and that she had expected the parent to address the Board during Public Comment. As Chair of the Board, she has responded to the Family to indicate that the Complaint had been received but the Board could take no action at this time because the family had obtained a lawyer and had already reached out to DFC and DESE for an investigation.

She asked Atty. Dupere if he had any input on this matter. He indicated that there was nothing to add at this time. Chair Cynthia thanked him for his participation; he left the meeting at 6:11pm.

Administrative Items: Minutes from the meeting of June 1, 2023 Board Meeting were presented for review. No corrections were noted. Mike made a motion to approve the minutes; seconded by Greg. Roll call vote: Approval from Mike, Ann, Kim, Greg, Nick and Cynthia. Motion passed.

Committee and Task Force Reports:

- Trusteeship Committee: Committee Chair Frank was absent so there was no report.
- Finance Committee: Committee Chair Nick reported that the committee met that morning to (1) review the Proposed FY'24 Budget and (2) discuss the rehiring of the MP Group as the school's Auditor. Following a brief discussion, Nick made a motion to rehire the MP Group; seconded by Ann. Roll call vote: Approval from Mike, Ann, Kim, Greg, Nick and Cynthia. Motion passed.
- Personnel and Grievance Committee: Committee Chair Gina was not present at this time but Committee member Mike mentioned that the required observations of Principal Kathy had been completed and the 2022-2023 Summary Report had yet to be done.

2022-2023 Annual Report with FY'24 Budget:

Ed Richard indicated that this DRAFT document had been emailed to Board members for their review and edits. Some minor edits were noted in regards to (1) the PVCICS Retention Rate data versus the State Retention Rate data (page 23), and (2) information on Board members (page 28). The FY'24 Budget planned for 572 students which anticipated a surplus of funds throughout the

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upcoming school year so there was no financial concerns at this time. Following discussion, Greg made a motion to approve the 2022-2023 Annual Report with edits as mentioned; seconded by Mike. Roll call vote: Approval from Mike, Ann, Kim, Greg, Nick and Cynthia. Motion passed.

## West Street Lease Renewal:

Chair Cynthia asked ED Richard to speak about this lease. He stated that this space had been used for offices and storage for a few years due to the limited space in the school building. It is currently used mostly for storage. Nick made a motion to approve the continued lease for up to one year; motion seconded by Greg. Roll call vote: Approval from Mike, Ann, Kim, Greg, Nick and Cynthia. Motion passed.

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

- ✓ Students completed the school year on 6/20/23 which included four (4) snow days.
- ✓ Staff worked an extra five days for meetings and to close out paperwork and rooms.
- ✓ Annual surveys of staff, families, and SPED related services have been sent out with returns due by 7/30/23.
- ✓ Planning continues for the 2023-2024 school year.
- ✓ Summer SPED Extended Year Services (per IEP requirements) just concluded. Students attended a four week session for four days per week.
- ✓ High School Credit Recovery was offered this summer as an on-line course by “Edugenity” because bus transportation was not available for in-person services.
- ✓ DESE approved the PVCICS Accountability Plan in July 2023.
- ✓ Building maintenance and cleaning is being done. A “mini crew” of staff and students has been hired for the summer to assist the traditional maintenance staff.
- ✓ Staff hiring is ongoing; positions are open for SPED staff, School Nurse, and Elementary teachers.
- ✓ At a recent trip to Taiwan, two Chinese teachers were hired. They will start in the fall.
- ✓ Food Service RFP did not have multiple responses; at this time, the same vendor will be providing food services for the upcoming school year.

## School Graduations:

- ✓ High School graduation had 19 students in this year's class.
- ✓ Grades K, 5, 8, and 12 graduations occurred fully in-person for the first time since 2019.
- ✓ Many families got into the building for the first time since their child was enrolled.

## IB Exams 2023:

- ✓ All of the senior class took the IB exams and passed.
- ✓ The global average DP score was 30.34; Global average grade was 4.84. PVCICS's average DP score was 34 with one student scoring 40; the PVCICS average grade score was 5.32.
- ✓ In the 2023-24 school year, Environmental Sciences will be added to the courses.
- ✓ Plans are underway to add additional IB staff for the 2024-25 school year.

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

- ❖ Recruitment is ongoing with 570 students currently enrolled for the fall. An additional lottery will be held to admit further students to fill in for summer attrition and open slots. The budgeted head count is 572 for the FY'24 school year.
- ❖ At this time, the ESSER III grant has \$398,000 for use in the upcoming school year. It is proposed that these funds will be used for renovation projects.
- ❖ The USDA has proposed a consolidation of loan repayments. This would close out the Easthampton Bank mortgage and consolidate it with a USDA loan which would offer lower interest rates and a favorable repayment schedule.
- ❖ A Bylaw Amendment was submitted to DESE in December 2022 to allow the Executive Director to be a voting member of the Board of Trustees. A ruling from the Ethics Commission was also requested and received. To date, no response has been received from DESE on this Amendment. ED Richard and Chair Cynthia will follow-up on this request.

## Annual Evaluation of the Executive Director:

Chair Cynthia stated that this evaluation will be done in the upcoming months. ED Richard needs to prepare his "documentation" to support the attainment of his 2022-2023 Annual Goals. Once done, she will send the Evaluation paperwork to Board members for their individual scoring and then complete the Summary Report based on their responses.

Other: Chair Cynthia asked Gina if she had a report from the Personnel Committee. Gina stated that the three required observations of Principal Kathy had been completed and will be sent to the Board. The final summary report is yet to be completed.

## New Business: None

Chair Cynthia reminded the Board that there was no meeting scheduled for August. However, one could be called if needed. The next Board meeting has been scheduled for Thursday, September 7<sup>th</sup>.

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: Ann, Mike, Nick, Greg, Kim, Gina and Cynthia. The meeting adjourned at 6:49pm.

Minutes approved by the Board of Trustees on September 7, 2023

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