

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

January 4, 2024 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, Gina Ocasion, Ann Kochis, Faculty Representative Hsinpei Normand, and, Student Representative Francesca Barlow

Absent: Frank Soleimani and Greg Rota

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

Documents used in this meeting:

1. Meeting Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated December 7, 2023
3. Email dated 12/20/23 regarding Summative 2022-2023 Evaluation and supporting documents for Principal Kathy Wang
4. Email dated 1/3/24 regarding Updated PVCICS Family Handbook
5. Email dated 1/3/24 regarding Financial Statements dated November 30, 2023

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 “Nick”, Gina, Ann, Mike, Hsinpei, Francesca, and Cynthia.

Public Comment: None

Administrative Items: Minutes from the Board Meeting of December 7, 2023 were presented for review. No corrections were offered. Cynthia called for a motion to accept the minutes. Mike made the motion; seconded by Gina. Roll call vote for approval: Nick, Hsinpei, Gina, and Cynthia. Abstaining from the vote: Ann and Mike. Motion passed.

NOTE: Minutes from the November Board meeting are still pending completion.

Committee and Task Force Reports:

Trusteeship Committee: Committee Chair Frank was absent. Chair Cynthia stated that a fifth member was required on this committee per Board By-Laws and asked if any Board member was interested in this position. Nick spoke up to volunteer and self-nominated; Gina seconded the motion. Roll call vote was approved by Ann, Gina, Mike, Hsinpei, and Cynthia. Nick abstained from the vote.

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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Board of Trustees Meeting Minutes of January 4, 2024

Page 2 of 3

Finance Committee: No Report was given.

Personnel and Grievance Committee: Committee Chair Gina reported that the 2022-2023 Evaluation of Principal Kathy had been completed. The Summative Evaluation and supporting documents had been e-mailed to Board members for review. No discussion, questions, or corrections were offered. Gina made a motion to accept the Evaluation; seconded by Mike. Roll call vote was unanimous approval.

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

- ✓ The students have completed 80 days of school; the fall semester ends on 1/19/24.
- ✓ Winter athletics is going well with basketball, skiing, co-op programs for wrestling and ice hockey, and the Nordic cross-country ski club.
- ✓ Information Sessions have been held for enrollment in 2024-2025. The first enrollment lottery will be done in early March.
- ✓ ACCESS testing for EL students will be done next week. PSAT for Grades 8 and 9 will be done in March. Spring MCAS is still on the agenda for this school year.
- ✓ DESE staff was on-site December 6th and 7th to complete the Tiered Focus Monitoring (TFM). This is a multi-year process to review compliance with regulations for Special Education and Civil Rights. A Final Report is yet to be received. The Board will review the Final Report once it is received.
- ✓ In collaboration with DESE, the Family Handbook has been updated to match revised as well as new State Regulations. PVCICS Policies regarding Code of Conduct, Bullying Prevention and Intervention, and Physical Restraint were affected. Some other minor adjustments were also made to other areas of the Handbook. Following discussion regarding the Handbook, Gina made a motion to accept the updated Handbook; seconded by Mike. Roll call vote was unanimous approval. Principal Kathy stated that Parents/Guardians would not have to re-sign acknowledgement of the Handbook for this school year; due to the length of the Handbook, it is all on-line and translations are available in several languages.
- ✓ As a result of the State-wide Free School Lunch Program, more students are now having breakfast at school.
- ✓ There is a new scoreboard in the gym.
- ✓ Lunar New Year will be 2/10/24 to celebrate the Year of the Dragon. A Family Gathering will be held on 2/3/24 at Smith Vocational School to celebrate.
- ✓ The State's current emphasis on chronic absenteeism is being explored by increasing the weighted score of attendance in the Accountability System. Five Categories in this system include: Achievement, Student Growth, Language Proficiency, High School Completion, and a group of Additional Indicators including absenteeism. A period of Public Comment will be opened to discuss changing the score/weight of absenteeism for non-High School students from 10% to 25% and for High School Students from 10% to 20%. Chronic absenteeism is calculated as 10% or more days of absence in a school year. Further information on this initiative will be reported when it is received.

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Page 3 of 3

Executive Director's Report: ED Richard reported:

- ❖ Student recruitment for next year is going well; applications are about 35% ahead of this time last year. The Twitter account used for advertising is finally working correctly.
- ❖ The Transportation Policy is still being worked on so no action will be taken tonight.
- ❖ The Financial Report still shows a \$600,000 surplus related to State reimbursement for tuition of 584 students. Tuition payments related to the current enrollment of 550 students has not yet been adjusted by them. This lower student count is necessary because of the limited space and staffing issues in the current facility.

Evaluation of Executive Director: ED Richard reported that he has been unable to send out the required documentation for his Evaluation Process due to the time he has had to spend on other matters. The information will be coming to Board members.

New Business: For the Board's general information and understanding of requirements, Betty reported that the current Board has five members with terms ending on June 30th; they are Frank, Ann, Gina, Mike, and Greg. If desired, all five could stay on the Board for another term. Recruitment of new and additional Board members should be a priority in the upcoming months.

Having no further business, Chair Cynthia thanked everyone for their participation in tonight's meeting. She also mentioned that the Board should add an item to the agenda for a report from the Student Representative.

Chair Cynthia then read the following statement:

The PVCICS Board of Trustees will enter into Executive Session per M.G.L. Chapter 30A section 21(6) – To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. An Open Session will not reconvene at the conclusion of the Executive Session.

Chair Cynthia called for a motion to adjourn the Regular Meeting and move into Executive Session. Mike made the motion; seconded by Nick. Roll call vote was unanimous approval: Nick, Gina, Ann, Mike, Hsinpei, and Cynthia. The meeting adjourned at 7:09 pm.

Minutes approved by the Board of Trustees on February 1, 2024

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