

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

February 1, 2024 at 7:00pm

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, Student Representative Francesca Barlow, Frank Soleimani (joined the meeting at 7:20pm via phone) and Greg Rota (joined the meeting at 7:33pm).

Absent: Faculty Representative Hsinpei Normand

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

Documents used in this meeting:

1. Meeting Agenda with information for Zoom and Phone access
2. Draft Minutes of the Board Meeting dated January 4, 2024
3. Email dated 1/27/24 regarding Competitive CPPI Grant Opportunity through EEC
4. Emails dated 1/31/24 from ED Richard Alcorn regarding his 2022-2023 Summative Evaluation and supporting documents for evidence of attainment of his Annual Goals
5. Email dated 2/1/24 regarding Financial Statements dated December 31, 2023

The meeting was officially called to order by the Chair at 7:08 PM. Chair Cynthia completed a roll call for attendance of Board members. Present were Charles “Nick”, Gina, Ann, Mike, Francesca, and Cynthia.

Public Comment: None

Administrative Items: Minutes from the Board Meeting of January 4, 2024 were presented for review. No corrections were offered. Cynthia called for a motion to accept the minutes. Nick made the motion; seconded by Mike. Roll call vote for approval: Unanimous approval. 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 at this time. His report was given at the end of this meeting.

Finance Committee: Committee Chairperson Nick stated that the December Financial Reports were just received so they have not yet been reviewed by the committee

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Personnel and Grievance Committee: Committee Chair Gina reported that she had no committee updates.

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

- ✓ The students have completed 97 days of school; the fall semester ends on 1/23/24.
- ✓ Spring athletics will include Ultimate Tennis and Co-Op Teams for baseball and softball.
- ✓ Information Sessions have been held for enrollment in 2024-2025. The first enrollment lottery will be done on March 23rd.
- ✓ DESE staff was on-site December 6th and 7th to complete the Tiered Focus Monitoring (TFM). A Final Report was received today. The Report will be reviewed, corrections will be made as necessary, and a corrected Final Report will be completed. Upon brief inspection of the Report, it “looks positive so far”.
- ✓ The 2023 Special Education Determination, Part B of IDEA has been completed by DESE. PVCICS is listed as “Meets Requirements” of the assigned metrics.
- ✓ 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. Chronic absenteeism is calculated as 10% or more days of absence in a school year. The weighted score for absenteeism will change from 10% to 20% and a third year of data for non-high school students will change from 10% to 25%. Further information on this initiative will be reported when it is received.
- ✓ Lunar New Year will celebrate the Year of the Dragon. The Family Association event is a sell-out at 400 tickets.

Executive Director's Report: ED Richard reported:

- ❖ Student recruitment for next year is going well; applications are about 10% ahead of this time last year with 211 applications received to date.
- ❖ The Early Education Department of DESE has put out information about a competitive grant for Preschool Programs. ED Richard would like to explore the feasibility of opening a preschool program at PVCICS. Questions regarding management of the program, location of the classroom, and the need for a Charter Amendment have yet to be answered. Following discussion, Gina made a motion to allow ED Richard to explore this issue and apply for the grant if feasible; motion seconded by Frank. Roll call vote was unanimous approval.
- ❖ The Transportation Policy is still being worked on so no action will be taken tonight.
- ❖ Parking spaces are again an issue. An article in the Gazette newspaper indicated that cars were using the mall lot and creating hardships for store owners and customers. However, when contacted by Principal Kathy, the mall owners had no knowledge about any issues or information about the newspaper article.

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Evaluation of Executive Director: ED Richard reported that he sent out the required documentation for his 2022-2023 Evaluation Process. He briefly reviewed the document to be used and asked all Board members to complete the document and return it to Chair Cynthia. She will compile individual responses into a Summative Document which will be reviewed by the Board at the next meeting. Chair Cynthia asked that all responses be sent to her by February 16th so she has time to complete the Summative Evaluation Report.

New Business: None

Trusteeship Committee: Committee Chair Frank reported that he will be scheduling a meeting on the 6th or 13th depending on the availability of committee members. There is one candidate to interview and plans will be made about the recruitment of new Board members.

Having no further business, Chair Cynthia thanked everyone for their participation in tonight's meeting.

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 Greg. Roll call vote was unanimous approval: Nick, Gina, Ann, Mike, Frank, Greg, Francesca, and Cynthia. The meeting adjourned at 7:53 pm.

Minutes approved by Board of Trustees on March 14, 2024

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