

# **Irvine International Academy**

## **Meeting of the Board of Trustees**

Thursday, February 3, 2022, 6 p.m.

### **Board Meeting Agenda**

**1. CALL TO ORDER, ROLL CALL – 6:00 P.M.**

At this time, members of the public may seek clarification about any item on the agenda or address the Board regarding any item to be considered on the Open Session Agenda, or comment on issues within the jurisdiction of the Board. The Board may not take action or discuss any subject that is not on the agenda, but wishes to allow time for public participation in its meeting

**2. ROLL CALL**

Brett Freeman - present

Doug Husen - present

Ethan Kay - present

Glenn Rogers - absent

Ed Watson – present

Jolene Smith – present

Miller Zhuang - present

**3. PUBLIC COMMENTS**

**4. CLOSED SESSION**

**5. PLEDGE OF ALLEGIANCE**

**6. APPROVE LAST BOARD MEETING MINUTES**

Action: Motion – E. Watson

Second – D. Husen

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Joleen Smith - yes

Ed Watson – yes

Miller Zhuang - yes

## 7. BOARD AGENDA

7.1 The Board discussed and approved the establishment of an ad hoc committee, the Governance Committee, in addition to the following established committees: Finance committee (Ethan Kay, chair), Education/Curriculum Committee (Edward Watson, chair), Technology committee (Brett Freeman, chair), and Facilities Committee (Ethan Kay, chair). Under the Governance committee will be two sub-committees: the Policy and Procedures Sub-Committee and the other is the Employee Escalation Sub-Committee.

Board members who volunteered for the Policy and Procedures Sub-Committee this season are Doug Husen (lead) and Brett Freeman. Michael Scott, Executive Director, will also be involved. Parents will be invited and Nick Driver will be a consultant in this committee. An additional staff worker will be asked to be the Risk Management and Regulatory Compliance Officer (may be an HR employee). This team will create a unified process to document, review, and revise all Policies, Handbooks, and Procedures and publish for parents, public and board members. This team will also receive, document, and manage all issues and complaints that arise from parents, teachers, and staff via the Risk Management and Regulatory Compliance officer (HR Director). This sub-committee was initiated by Board member Ethan Kay who sensed the need for leadership and transparency in this aspect of school governance.

Action: Motion – B. Freeman

Second – D. Husen

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Joleen Smith - yes

Ed Watson – yes

Miller Zhuang - yes

7.2 The Board discussed and approved an ad hoc committee called the Employee Escalation Sub-Committee. Board members who volunteered for this sub-committee this season are Ed Watson and a second board member to be named later. Board member Ethan Kay explains that this sub-committee will help to address complaints against staff members in the school. Discussion was made as to whether a Charter counsel is necessary for this sub-committee. This team will exist as a “bypass valve” for employees who have exhausted their normal chain of command and would like to confidentially raise an issue with the board.

Action: Motion – E. Kay                      Second – J. Smith  
Vote: Unanimous  
Brett Freeman - yes  
Doug Husen - yes  
Ethan Kay - yes  
Joleen Smith - yes  
Ed Watson – yes  
Miller Zhuang - yes

**6. BOARD RECOMMENDATIONS**

Board member Ed Watson recommends drafting a revised organizational chart. Board member Brett Freeman recommends that the Risk Management and Compliance officer involved in the sub-committee should not be an internal HR staff but rather be an independent third-party personnel.

**7. ADJOURNMENT**

Meeting adjourned at 8:06 p.m.

Action: Motion – B. Freeman                      Second – E. Watson  
Vote: Unanimous  
Brett Freeman - yes  
Doug Husen - yes  
Ethan Kay - yes  
Joleen Smith - yes  
Ed Watson – yes  
Miller Zhuang - yes

Posted By: Marybeth Chen

Date: February 3, 2022

Link to the record video: <https://youtu.be/JYHG3FPNznY>