

Irvine International Academy

Meeting of the Board of Trustees

Tuesday, February, 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 - present

Ed Watson – present

Jolene Smith – absent

Miller Zhuang - present

3. PUBLIC COMMENTS

4. CLOSED SESSION

REPORT OUT OF CLOSED SESSION:

Hiring of Librarian pending

Discussion on the importance of supporting teachers

5. PLEDGE OF ALLEGIANCE

6. APPROVE LAST BOARD MEETING MINUTES

Action: Motion – G. Rogers

Second – B. Freeman

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Glenn Rogers - yes

Ed Watson – yes

Miller Zhuang - abstain

APPROVE NEXT MEETING'S PROCEDURES

Action: Motion – B. Freeman

Second – D. Husen

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Glenn Rogers - yes

Ed Watson – yes

Miller Zhuang - abstain

7. UPDATE FROM MICHAEL SCOTT

Renaissance Testing. IIA students tested proficient. 93% in Math. 82% in Reading. Tests were all online. Those who underperformed will be retested and their weak areas identified. All IIA 5th graders are on grade-level in Math and Reading. State testing in April will begin and 3rd-5th grade students will be tested.

Enrollment 2022-23. There are currently 197 applicants for 160 openings. There will be a lottery for TK, K, 1st, and 3rd grade. Irvine residents have priority. IIA will open another 1st grade class for a total of 4 classes in the Fall. Projection is 500 students for next year. Based on past data, a conservative estimation is approximately 75% of our current students will come back. If all grades are full capacity, IIA projects a total of 510 students, provided 6th grade is also filled which is unlikely.

HR Update. Rachel Carrillo has been streamlining policies and procedures for all employees, including on-boarding, employee training, health benefits, timesheets, relations, reimbursements, etc. She has also been working on the Employee handbook, updating content according to the needs of the school.

Director of Curriculum. Petition requires for the director to speak mandarin and have four years of prior experience. The petition will be modified due to the stringent requirements that may or may not bring in a qualified candidate to our school. Kennedy Rocker will not be serving in this capacity this school year.

Clarification that the February newsletter stating that IIA is an “international” school is not meant to take away from the mandarin aspect of IIA education.

Interim Director of Curriculum. Four candidates are currently available for this position. Two have been interviewed. Candidates were taken from a pool of Asst. Principal applicants on Edjoin. Principal Chuang will be involved in the interview process.

8. UPDATE FROM PRINCIPAL CHUANG

Lunch tables. IUSD has provided us with 10 additional lunch tables for our students. This will help with more social distancing during snack and lunch time. Free lunch. IIA application is pending but hopeful the school will be approved for next year so that our students will be provided with free lunch everyday next school year.

ESSR II and ESSR III applications are approved under the LCAP plan. This is by reimbursement only and will need to be spent within the designated year. School-site Council Committee. This will comprise of 5 parents, 4 teachers, and 1 classified staff member who will serve as a resource and provide guidance to the Principal. This committee will report recommendations to the Board.

9. FISCAL AND BUSINESS UPDATE

E. Kay reports the IIA Financials and January Resource. IIA is financially stable according to data. D. Jones reports that 1st installment of ADA released and 37% has already been received. P1 was certified last Friday and more consistent funding will start in March according to our current ADA.

10. BOARD AGENDA

10.1 The Board approved the request by PTO to hold an Open Forum with Board members. Nick Driver confirms that as long as there is no quorum, this is allowed according to Brown Act. M. Scott and S. Chuang agree that they will participate in the Open Forum.

Action: Motion – E. Kay Second – M. Zhuang

Vote:

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Glenn Rogers - yes

Ed Watson – yes

Miller Zhuang - yes

10.2 The Board approved the Parent/Student Handbook. Since this is considered a living document, it is subject to change throughout the year. IIA law firm YM&C first drafted this handbook and Athena Advanced had a chance to review. It was then made available to stakeholders. Any and every modification will be subject to review. This is good for one year and open to parent input. School-site Council Committee will be a major contributor to any revision moving forward.

Action: Motion – G. Rogers

Second – B. Freeman

Vote:

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Glenn Rogers - yes

Ed Watson – yes

Miller Zhuang - yes

10.3 The Board approved the Employee Handbook to be submitted to the Orange County Board of Education. Since IIA has over 70 employees including the after school program, this handbook also applies to WonderKids. HR will be keeping a log of who edits, approves, and modifies the handbook. It will include clear processes for the sub-committees.

Action: Motion – D. Husen

Second – B. Freeman

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Glenn Rogers - yes

Ed Watson – yes

Miller Zhuang - yes

10.4 The Board approved the Technology policy for Parents and Students. Minor typographical error will be edited by B. Freeman.

Action: Motion – E. Kay

Second – M. Zhuang

Vote:

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes

Glenn Rogers - yes

Ed Watson – yes

Miller Zhuang - yes

10.5 The Board approved Cell Phone use policy.

Action: Motion – G. Rogers

Second – E. Watson

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes
Glenn Rogers - yes
Ed Watson – yes
Miller Zhuang - yes

10.6 The Board discussed the Teacher complaint letter. Teachers chose to by-pass Principal, Executive Director, and HR Director to appeal to a Board member directly. Meeting is tomorrow 2/23/22 on campus. E. Watson has spoken to 6 mandarin teachers, 2 English teachers, and admin regarding two big issues. One is the hiring of Kennedy Rocker as Director of Curriculum. Second is the disconnect between the Executive Director and school employees (teachers, admin). Recommendation is for the re-evaluation of the Executive Director's role in everyday operations. There are 30 open issues from the complaint letter ranging from micro-management to professional development. Teachers will be treated individually by HR during the meeting even though they are a collective. Board members expressed sympathy towards teachers. B. Freeman states that responsibility is on M. Scot and S. Chuang to meet teacher requests before it gets to the board. M. Zhuang suggests teachers who are like frontline workers meet with the Principal every week to find solutions straight away. E. Kay states that the board should hear teachers, not just in words but the meaning behind it. Their questions are reasonable and practical, and though not all suggestions will be taken, they will be heard. D. Husen asserts that every effort should be made towards unity between the two leaders of this school. He confirms that M. Scott and S. Chuang had no knowledge of the teacher complaint letter before it was released.

11. BOARD RECOMMENDATIONS

B. Freeman questions why the board is getting involved in operational issues and questions how the teacher complaint got this far. Policy and procedural issues must be resolved within the school.

D. Husen introduces Backflow.com to document the workload that will go in and out of modifying handbooks and future procedures.

12. ADJOURNMENT

Meeting adjourned at 10:03 p.m.

Action: Motion – B. Freeman

Second – E. Watson

Vote: Unanimous

Brett Freeman - yes

Doug Husen - yes

Ethan Kay - yes
Glenn Rogers - yes
Ed Watson – yes
Miller Zhuang - yes

Posted By: Marybeth Chen

Date: February 22, 2022

Link to the record video: <https://youtu.be/pJ7sRLC2YEg>