

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES

Tuesday, April 21, 2020 @ 5:05 p.m.

Virtual: meet.google.com/joz-sakj-hku

I. CALL TO ORDER

5:05 PM

Meeting called to order at 5:05 PM

Board Members Attendance (“X” = present):  Grace Lee  Jordan Carlson  Jina Kim  
 Amy Britton  Erik Funk  Brad Tipka (Ex-officio)

Public in Attendance:  Scott Brown (TAG)  Joseph Sovine (TAG)  Rod Haenke (NEO)  
 Eric Molho (NEO)  You En Paw (student representative)  Jean Neuman  Linnea Swanson (parent)  Erica Lim (parent)  Heather Huack (parent)  Dongjin Choi (Teacher)  Addison Filiatreux joined at 5:15pm (teacher)

II. SCHOOL’S MISSION

5:08 PM

Sejong Academy is committed to providing an academically rigorous education to Twin Cities students through immersion experience in Korean language and culture by using research-based curricula, high standards for accountability and promoting an appreciation for diversity and international cultures. School mission read by Jordan Carlson

III. PUBLIC COMMENT

7 minutes > 5:15 pm

- Note: public comment will be limited to this section of the agenda.
- Linnea Swanson notes that distance learning is going very well for her child

IV. APPROVALS & DISCLOSURES

A. 04/21/2020 Agenda (01)

3 minutes

- Motion to approve 04/21/2020 agenda made by Amy Britton, seconded by Erik Funk. Roll call vote Grace Lee yes, Jordan Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest: none

C. 03/24/2020 Minutes (02)

4 minutes

- Motion to approve 03/24/2020 minutes made by Jina Kim, seconded by Amy Britton. Roll call vote Grace Lee yes, Jordan Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

V. DIRECTOR’S REPORT (03) (Brad Tipka)

5:22- 5:32 PM

A. Academics

a. Distance Learning

- i. Most classes have live meetings twice a day
- ii. Parent feedback: workload is manageable, structure is good and teachers allow flexibility
- iii. Concerns: too many phone calls, challenges at home with chores, some parents can’t help much, technical difficulties

b. 3rd quarter report cards going out this week

c. Teacher mentorship grant is going well

- B. Facility/Finance/Logistics
  - a. 260 students currently enrolled
  - b. Pre-k – 18, Kindergarten- 5,1st- 2, 2nd- 2, 3rd- 1, 4th- 4, 5th- 1 new student and 1 on the waiting list, 6th- 9, 7th- 1, 8th- 3, 9th- no new student and none on the waiting list, 10- 1 returning student and 1 on the waiting list. 302 Total.
  - c. Requested full building minus one office space on 2nd floor
  - d. Our lease expires after next year
- C. Community Outreach
  - a. Grace is planning an online happy hour for May!

VI. STUDENT COUNCIL REPORT

- To meet this Thursday, April 24

VII. FINANCE, FACILITY & Personnel

5:32- 5:45 PM

*Meets before Board meetings @ 4:30 pm.*

- A. **March Financials (04)**
- B. Facility update (potential real estate changes due to new online way of life)
- C. Applied for following grants: (1) Grow Your Own, (2) Mentorship, (3) Library

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair)

5:45- 5:55 PM

- A. May Break - keep or cancel (last day of school would be June 4 instead of June 18)
  - Potential Motion to cancel May break 2020 and end school on June 4, 2020 instead of June 18, 2020. Made by Grace Lee , seconded by Jina Kim. Roll call vote Grace Lee yes, Jordan Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.
- B. Board nominations - after meeting, post on Schoology, FB and website.

				term start	term end
1	Lee, Grace	Board Chair	Parent	7/1/2016	6/30/2020
2	Britton, Amy	Member	Community Member	9/18/2017	6/30/2020
3	Carlson, Jordan	Secretary	Teacher #491876	7/1/2018	6/30/2022
4	Kim, Jihee Jina	Member	Teacher #501173	7/1/2018	6/30/2022
5	Funk, Erik	Member	Parent	9/17/2019	6/30/2022

- C. School climate survey - send out in May via Google Form to student emails

IX. Board Training

5:55-6:15 pm

- A. **Board Training Schedule (05)**
- B. Evaluate School Leadership online training together  
<https://www.mncharterboard.com/learn/catalog/view/1>

X. PERSONNEL

6:15-6:35 PM

- A. 2020 ED Evaluation
 

Grace Lee and Amy Britton met with Dr. Brad Tipka on Thursday, April 16 and reviewed the results of the staff ED Evaluation. All questions had a majority positive/neutral response. Recommend the following take-aways:

  - Teacher training - send survey in summer to ask for topics; Idea: separate trainings for

- new/returning; elementary/ms/hs
- Teacher feedback. Tipka to follow these steps to communicate feedback:
  - 1) This was the expectation
  - 2) this is what i observed
  - 3) here's what was good
  - 4) here's what you need to work
- Communication
  - Start using a **schoolology course** for staff-- post resources, weekly announcements, Tipka and Cho to administer
  - Have weekly admin meetings
  - Have quarterly all-staff meetings
- School-wide Korean usage - work with Cho to formalize... vocab list for staff, korean curric, etc.
- School-wide PBIS - Mackie to lead implementation

B. **2020-2021 positions and total salaries (06)**

- Motion to approve 2020-2021 positions and total salaries. Made by Grace Lee, seconded by Jordan Carlson. Roll call vote Grace Lee yes, Jordan Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.
- Motion to cancel NWEA map tests for spring 2020. Made by Jina Kim, seconded by Jordan Carlson. Roll call vote Grace Lee yes, Jordan Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

XI. CURRICULUM/Teaching & Learning (Jordan Carlson, Chair)

none

- Motion to amend agenda to add NWEA spring testing decision. Made by Jina Kim, seconded by Erik Funk. Roll call vote Grace Lee yes, Jordan Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

XII. Meeting Reflection:

6:35-6:40PM

What went well? Started online training, stayed on schedule, second online meeting went well.  
 What can we improve?

XIII. ADJOURN. Meeting adjourned at 6:38 pm

Month	business	board training
OCT	Audit presentation >> November	- Finance training >> Jan
	establish open enrollment period & lottery date for 2020-2021 school year (by Nov 1)	
NOV	set class sizes for 2020-2021	Governance. MN Statute 124E
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	Governance. Statute, By-laws
JAN		Personnel/Employment
FEB	ED evaluation	Personnel/Employment

MAR	approve Executive Director Evaluation recommendation	Feb mtg - approve salary guide ED recommendations, incl. salary
APR	approve staff contracts for following year	
MAY	School climate survey Approve budget - by June 30	
JUN	Annual meeting (send notice 14->30 days prior). 60 days prior, solicit board nominees (Mar/Apr). Post nominees 15 days prior to annual meeting	