

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

Tuesday, May 26, 2020 @ 5:05 p.m.

Virtual: meet.google.com/bsz-ukhv-hnq

I. CALL TO ORDER

5:05 PM

Meeting called to order at 5:05 PM

Board Members Attendance (“X” = present): Grace Lee Jorden 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)
 Bryan Piakl (TAG) Eun Joo Oh Tipka (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 Grace Lee.

III. PUBLIC COMMENT

7 minutes > 5:15 pm

Note: public comment will be limited to this section of the agenda.

None

IV. APPROVALS & DISCLOSURES

A. 05/26/2020 Agenda (01)

3 minutes

- Motion to approve 05/26/2020 agenda made by Jorden Carlson, seconded by Amy Britton. Roll call vote: Grace Lee yes, Jorden Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest: none

C. 04/21/2020 Minutes (02)

4 minutes

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

D. 05/14/2020 Minutes (02b)

3 minutes

- Motion to approve 05/14/2020 special meeting minutes made by Jorden Carlson, seconded by Amy Britton. Roll call vote: Grace Lee yes, Jorden Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

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

5:25- 5:35 PM

A. Academics

- a. Beginning the conversation of what school will look like in the fall
- b. Have not heard about the significant expansion grant
- c. Teachers have modified assessments for math and reading based on classroom goals
- d. Staffing update: still looking for 2nd grade teacher and office staff

- e. Graduation will be recorded and posted on June 4th
- B. Facility/Finance/Logistics
 - a. 260 students enrolled. 297 for next year
 - b. Requested full building minus one office space on 2nd floor
 - c. Our lease expires after next year. The church would like to know our plans by the end of this school year.
- C. Community Outreach
 - a. Staff virtual happy hour was fun!
 - b. Sunshine committee is organizing an outdoor celebration for staff who are leaving
 - c. Applied for Bikes for Kids for July 1

VI. STUDENT COUNCIL REPORT 5:35- 5:40 PM
 TikTok Competition
 Spirit Week: Monday, 6/1- costume day (super hero, disney character, anime character, etc)
 Tuesday, 6/2 - Dress your best (look your best)
 Wednesday, 6/3 - cultural day
 Thursday, 6/4 - Beach day

VII. FINANCE, FACILITY & Personnel 5:40- 5:55 PM
Meets before Board meetings @ 4:30 pm.
 A. **April Financials (04)**
 B. Note: 2020-2021 budget to be presented in June
 C. Facility Update

- a. Union Gospel Mission did not accept our offer

 D. **Approve contracts (05):**

- a) SPED Director, b) Speech-Language Pathology Services, c) Bus/Transportation d) AVID
- Motion to approve 2020-2021 contracts for SPED Director, Speech-Language Pathology Services, Bus/Transportation and AVID made by Amy Britton, 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.

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair)
 A. No new board nominations received. Amy Britton and Grace Lee will re-run. Jordan Carlson will remain on as a community board member.
 B. **Need to send out school climate survey!**

IX. Board Training 5:55-6:15 pm
 A. **Meet Early Learning Requirements**
<https://www.mncharterboard.com/learn/course/63/play/594/part-1-watch-a-video>

X. PERSONNEL 6:15-6:25 PM
 A. Approve **20-21 staffing (06) for \$1,995,000**

- Motion to approve 2020-2021 staffing per document 06 made by Erik Funk, 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.

XI. CURRICULUM/Teaching & Learning (Jordan Carlson, Chair) 6:25-6:35 PM
 A. Distance learning grading policy

- a. MDE is recommending students should not be given an F during this time (see **Creating Equitable Grading Systems document (07)**)

- i. For grades K-9 for Q3 (after March 30) and Q4 2019-2020 no student shall receive a course grade below 70%. So, teachers are responsible for making sure Q3 (after March 30) and Q4 grades in Schoology do NOT fall below 70%. Teachers shall do this by either not counting certain assignments and/or giving extra credit assignments, and/or giving more time to make up work.
 - Motion made by Jorden Carlson, seconded by Grace Lee. Roll call vote: Grace Lee yes, Jorden Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.
- B. New QComp goals
 - Motion to shift 2019-2020 school wide goal QComp money to 2020-2021 school wide goals made by Jina Kim, seconded by Erik Funk. Roll call vote: Grace Lee yes, Jorden Carlson yes, Jina Kim yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

XII. Meeting Reflection:

6:35-6:40PM

What went well? Training was informative

What can we improve? End on time

XIII. ADJOURN. Meeting adjourned at 7:02pm

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	