

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
Tuesday, July 21, 2020 @ 5:05 p.m.

I. CALL TO ORDER

5:05 PM

Meeting called to order at 5:05 PM

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

Public in Attendance:  Scott Brown (TAG)  Joseph Sovine (TAG)  Bryan Pikal (TAG)  
 Rod Haenke (NEO)  Eric Molho (NEO)  Jean Neuman (NEO)  
 Linnea Swanson (parent)  Erica Lim (parent)  Heather Huack (parent/staff)  
 Kaitlin Richter (parent) Addison Filiatreux (teacher)  Kelsey Crowder (teacher)  David  
Rasmussen (parent)  Hubert Lim (parent)

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

15 minutes > 5:23 pm

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

- A. Linnea Swanson requests link to virtual board meetings be posted online.
- B. Addison Filiatreux first thanks Dr. Tipka and Mrs. Cho for their hard work putting together learning plans for the fall. She requests additional custodial training and support to keep up with cleanliness needs. She also believes that if the governor gives the school a choice that we should provide consistent learning online. On behalf of Molly McCormick, returning to school in the fall is unsafe for students, teachers and families and also wants to ensure proper cleaning of the building.
- C. Erica Lim requests that YouTube not be used for online learning as it can be dangerous for children and hard to monitor.

IV. APPROVALS & DISCLOSURES

5:23-5:34

- A. 07/21/2020 Agenda (01) 4 minutes
  - Motion to approve 07/121/2020 agenda made by Erik Funk, seconded by Grace Lee. Roll call vote Grace Lee yes, Jordan Carlson yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.
- B. Disclosure of any Conflicts of Interest: none
- C. 06/16/2020 Minutes (02) 4 minutes
  - Motion to approve 06/16/2020 minutes made by Jordan Carlson, seconded by Amy Britton. Roll call vote Grace Lee yes, Jordan Carlson yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.
- D. 07/06/2020 Special Meeting Minutes (03) 3 minutes
  - Motion to approve the 07/06/2020 special meeting minute made by Amy Britton, seconded by Erik Funk. Roll call vote Grace Lee yes, Jordan Carlson yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

- Motion to amend agenda to add public comment from 5:27-5:34pm made by Jorden Carlson. Seconded by Amy Britton. Roll call vote Grace Lee yes, Jorden Carlson yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

A. Heather Hauk is hoping for planning through an equity lense in planning for the coming school year. She recommends live meetings be used for social time and learning be pre-recorded. She also recommends parent orientation on expectations, platforms, and policies and is wondering if there is discussion on pushing back the school calendar for more planning.

V. **DIRECTOR'S REPORT (04)** Brad Tipka (26 min)

5:34- 6:00 PM

**Outline of 3 plans (04A)**

1. In-person (all students return to schools full time)
  - a. All students will practice social distancing in the classrooms and common areas.
  - b. All teachers and students will wear masks from the time they get on the bus to the time they get off the bus.
  - c. Any staff or students who contract COVID or are in close proximity to known COVID carriers must stay home for 14 days.
  - d. The school building may close temporarily if the infection rate warrants closure.
  - e. Lunches will be served in the classrooms.
  - f. We will return to the after school program at a later date.
  - g. Students will have structured recess to keep students and staff safe.
  - h. All safety procedures will apply to the bus as well as in-person.
  - i. Any students who have COVID symptoms will be asked to stay home for the day.
  - j. Students will have regular temperature checks as a monitoring tool.
2. Hybrid (Students return to school but in a hybrid model with 50% capacity)
  - a. A schedule will be on campus Monday/Wednesdays and B schedule will be on campus
  - b. Tuesdays/Thursdays. Fridays will be distance learning for all students. A proposed schedule will be offered, and if parents need to make a schedule change due to work, it will be an option.
  - c. All of the safety procedures from scenario 1 apply to scenario 2.
  - d. Social distancing and wearing masks will be required for all students and staff.
  - e. For students who are distance learning, they should continue doing their work on their off-campus days, and following along with the live lessons as they appear from 8:30 am to 3:30 pm.
3. Distance learning/online
  - a. The plan will build on last spring semester with increased live meetings for all grades with a regular schedule.
  - b. Students will be expected to work on the same standards as in the in-person classroom.

A. Academics

- a. Race and Equity Working group meeting on Fridays during the summer
- b. The instructional leadership team has been meeting weekly
- c. We submitted revisions for the CSP Grant – Implementation 1 and 2
- d. Disciplinary Report compete – 4 suspensions for fighting
- e. Hired Office Staff Support
- f. Summer school canceled – 20 students were interested school wide

- g. Starting working on the Orientation Week schedule – most if not all trainings will be via Google Meets
- h. 10 students doing Driver's Ed
- B. Facility/Finance/Logistics
  - a. 295 for next year. Waiting lists for PreK (2) and 5 th (2)
  - b. Lease aid application needs some revisions
  - c. Informed the Church this is our last year
  - d. The Church has been painting the past few weeks
  - e. We requested some upgrades in the plumbing to maintain sanitation standards – negotiated a 1/3 cost share to us
  - f. Currently ordered: masks, sample face shields, disinfectant, chromebooks and wipes
  - g. Investigating: desk shields, disinfectant sprayers, fans, teacher broadcasting devices, sanitizing stations, hotspots for students
  - h. Working on a new benefits implementation system with Mike Rohloff from Assured Partners. Will offer voluntary life insurance
  - i. Started working on the CARES act grants
- C. Community Outreach
  - a. Open House, Thursday, August 13th from 4-6pm
  - b. We have 20 bikes from Bikes for Kids - need a way to transport them

## VI. STUDENT COUNCIL REPORT

### VII. FINANCE, FACILITY (Erik Funk, Chair)

6:00- 6:15 PM

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

- A. **June Financials (05)**
- B. Facility update
  - o Waiting on building owner to finalize lease at new site.
  - o Met with architect and educational consultants about design
- C. **Psychologist contract (05A)** (Former guy retired. SPED Director recommends this person. We need a psychologist for IEP evaluations and meetings.)
  - Motion to approve contracting with Paige Psychological Consulting, LLC for the 2020-2021 school year made by Jordan Carlson, seconded by Amy Britton. Roll call vote Grace Lee yes, Jordan Carlson yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

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

6:15- 6:35 PM

- A. **School Mission/Vision review (06)** - 10 minutes
  - a. We should gain student and family input, possibly send out a survey
  - b. Must align with IB
  - c. Need to find out if we need authorizer approval
- B. Increase grade 5 class max to 26 - 10 minutes
  - Motion to increase grade 5 class max from 25 to 26 students, made by Grace Lee. Seconded by Erik Funk. Roll call vote Grace Lee yes, Jordan Carlson yes, Amy Britton yes, Erik Funk yes. Motion passes unanimously.

Grade	# classes	class max	Total possible students for grade	current enrollment	current per class
PreK	1	20	20	20	20
K	2	20	40	26	13
1	2	22	44	36	18
2	2	24	48	33	16.5
3	1	24	24	24	24
4	1	24	24	16	16
5	1	26	26	25	25
6	2	25	50	32	16
7	1	26	26	13	13
8	1	26	26	24	24
9	1	26	26	20	20
10	1	28	28	26	26
				295	

IX. Board Training (see 2020-04 folder for schedule) 15 minutes

6:35-6:50 pm

Meet Requirements for Serving English Learners

<https://www.mncharterboard.com/learn/course/64/MeetRequirementsforServingEnglishLearners>

X. PERSONNEL (Amy Britton, Chair)

6:50-6:55 PM

- A. Assuming there is a MSHL fall soccer season: Athletic Director: Thomas Caron, Girls coach: Keuntak Jang, boys coach: Charles Lartey
- B. We will have a work group to review/update the pay guide sometime in August.

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

6:55-6:58 PM

- A. Race Equity Coordinator - Sajin Kwok

XII. Meeting Reflection:

6:58-7:05PM

- What went well? Multiple public comments. High attendance and meeting participation.
- What can we improve? Send out board meeting reminder via Schoology and Facebook.

XIII. ADJOURN. Meeting adjourned at 7:02 pm

7:05 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	2020 school climate survey excused by authorizer due to COVID-19
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	>> moved to August for 2020