

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

Monday, October 19, 2020 @ 5:05 p.m.

Meeting Link. <https://meet.google.com/zdk-hqth-njn> (same link for all board meetings)

**I. CALL TO ORDER**

5:05 PM

Meeting called to order at 5:05 PM

Board Members Attendance:

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee	Brad Tipka (ex-officio)
x (joined at 5:16pm)	x	x	x	x	x

Public in Attendance:

TAG: Bonnie Schwieger, Scott Brown, Bryan Pikal

NEO:

Parents: Mick White, Erica Lim, Linnea Swanson, Rummy Lee, Thomas Caron

Teachers/Staff: Jaewho Ko, Miseon Hwang, Dongjin Choi, Suyon Kim, Yoon Jeong Choi, SeungWoo Lee, Sajin Kwok, Addison Filiatreux, Paige Stewart, Heasook Shin

**Pause for centering**

**Meeting protocol and etiquette:**

1. All meeting attendees shall be **thoughtful and respectful** and shall remain on mute unless speaking.
2. All meeting attendees must identify themselves (i.e., dial-in callers must state their name)
3. **Public comment** is a time for the public to make comment. It is not a Q&A time, nor time to engage in discussion.
4. Public comment is limited to the Public Comment time/section(s) of the agenda.
5. Public comment will not be allowed in another section of the meeting unless the meeting facilitator requests for a public member to comment.
6. If a person does not abide by these guidelines, they will be removed from the meeting.
7. Public comment may be made in the chat section of the Google Meet at a person’s turn. Questions sent to the chat will not be addressed during the board meeting.
8. If folks would like to have an item added to the agenda for board discussion, please email [board@sejongacademy.org](mailto:board@sejongacademy.org) at least one week prior to the board meeting.

**II. SCHOOL’S MISSION**

5:10 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 Erik Funk

**III. PUBLIC COMMENT**

5 minutes > 5:15 pm

- A. Dongjin Choi shares her opinions on all teachers returning to school 4 days a week. She is concerned that many people voted against the pre-hybrid checklist. Many teachers are worried

about their safety as COVID numbers continue to increase. Teachers were not asked how they feel about coming to school 4 days per week.

**IV. APPROVALS & DISCLOSURES**

5:15-5:25

A. 10/19/2020 **Agenda (01)** 3 minutes

- Motion to approve 10/19/2020 agenda made by Jordan Carlson, seconded by Jina Kim. Motion passes unanimously.

Amy Britton	Jordan Carlson	Erik Funk	Jina Kim	Grace Lee
NA	yes	yes	yes	yes

B. Disclosure of any Conflicts of Interest none 1 minutes

C. 09/15/2020 **Minutes (02A)** 3 minutes

- Motion to approve 09/15/2020 minutes made by Erik Funk, seconded by Amy Britton. Motion xx.

Amy Britton	Jordan Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

D. 10/01/2020 **Minutes (02B)** 3 minutes

- Motion to approve 10/01/2020 minutes made by Jordan Carlson, seconded by Amy Britton. Motion passes unanimously.

Amy Britton	Jordan Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

V. BOARD TRAINING - Financial Management

5:25- 5:40 PM

A. Schools and the Public Purpose Expenditure Requirement

**VI. AUDIT PRESENTATION (03)** 15 minutes

5:40- 6:04 PM

A. Clean audit; no material findings nor material weaknesses nor significant deficiencies

VII. **DIRECTOR'S REPORT (04)** Brad Tipka (10 min)

6:04- 6:11 PM

A. Academics

- a. Started pre-hybrid simulation this week
- b. 14 students are working in the building due to internet challenges. There is more interest but not enough staffing at this time.
- c. Some students are struggling with the workload
- d. Upcoming PLCs - Race Equity, Grading, Online learning and wellness

B. Facility/Finance/Logistics

- a. 280 students currently enrolled - 20 PreK
  - b. Building maintenance working with the heat the last few weeks
  - c. Tech needs: We are looking into sound issues for hybrid. Caught up on devices. Continual problems with internet connection - even with hotspots.
  - d. Indoor soccer practice with be starting this week (11 girls, 12 boys)
  - e. ICT continues to meet weekly
- C. Community Outreach
- a. Voyager's Outward Bound started virtually
  - b. I presented to the 10th grade AVID class on work and careers

VIII. STUDENT COUNCIL REPORT 6:11-6:12 PM

- A. Mr. Liew will be returning as co-advisor
- B. Still looking for another advisor

IX. FINANCE, FACILITY (Erik Funk, Chair) (10 min) 6:12 - 6:32 PM

- A. **September Financials (05)**
- B. Facility update
  - o Negotiations on the lease have concluded; 19 year lease, escalating rent payment based on enrollment projections, includes just under \$6 million in renovations, ability to break the lease after 6 years

Motion to approve 19 year lease with Iris Park Partners, LLC for 1885 University Avenue West, made by Erik Funk, seconded by Jina Kim. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

X. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 6:32 - 6:33 PM

- A. **Group Health Insurance Coverage Policy (06)** - first reading
- B. **Open enrollment period & lottery date for 2020-2021 school year**  
 Open Enrollment Period: (last year was 11/15-1/15) -- same?  
 Lottery Date: Monday, January 25?

XI. PERSONNEL (Amy Britton, Committee Chair) 6:33 - 6:36 PM

- A. Update
  - a. No one came forward to join the committee
  - b. Requests by staff to work remote will follow FFCRA

XII. CURRICULUM/Teaching & Learning (Jina Kim, Committee Chair) 6:36-7:34

- A. Pre-Hybrid Model Update: **Opening Checklist (07)**, Simulation Oct 19-22
  - a. Public Comment (5 minutes)
  - b. Board Discussion (10 minutes)

**Simulation to continue through Thursday, October 29.**  
**Special board meeting October 27 to determine Pre-Hybrid start date.**  
**At-risk students will be supervised by teachers in the building.**  
**COVID EA's will cover teacher preps during simulation.**

- B. All Staff work at school Mon-Thurs, so that we may serve more at-risk students for whom learning at school is recommended
- a. Public Comment (6 minutes)
  - b. Board Discussion (14 minutes)
- Motion to approve that all staff work from school Monday through Thursday made by xx, seconded by xx. Motion xx.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee

C. NWEA testing (5 minutes)

NWEA MAP testing is for reading and math for all grades. Grades 5 & 8 may also take science. At Sejong Academy, typically, NWEA testing is done three times per year:

1. Once in the fall to see where students are at and to set growth goals for the year (Oct 5-8)
2. Once in the winter to check-in (Feb 16-19)
3. Once in the spring (June 7-10)

NWEA MAP test scores are used for our school's authorizer goals, as well as teacher Q-comp goals. Previous board discussion:

- If Pre-hybrid model adopted, take NWEA tests week of October 26
- If Pre-hybrid model not adopted, postpone NWEA testing until after board discussion on 10/20

**Finalize NWEA test dates.**

We will continue to postpone NWEA MAP testing until students are on campus.

XII. Meeting Reflection:

What went well?

What can we improve?

XIV. ADJOURN. Meeting adjourned at **7:34 PM**

Month	business	board training
SEP		Board Role and Responsibilities By-laws: Officers, Committees
OCT	Audit presentation	Financial Management
	establish open enrollment period & lottery date for 2020-2021 school year (by Nov 1)	
NOV	set class sizes for 2020-2021	Financial Management
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	Employment Policies and Practices
JAN		Employment Policies and

		Practices
FEB	ED evaluation; approve salary guide	
MAR	approve Executive Director Evaluation recommendation	
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 >> will be in <b>MAY for 2021</b>	