

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Monday, November 16, 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	x	x		x	x

Public in Attendance:

TAG: Scott Brown

NEO: Jean Neuman

Parents: Mick White

Teachers/Staff: Jaewho Ko, Eun Joo Oh Tipka

**Meeting protocol and etiquette** (see website)

**II. CENTERING & SCHOOL 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 Jorden Carlson.

**III. APPROVALS & DISCLOSURES**

5:15-5:24

A. 11/16/2020 **Agenda (01)** 3 minutes

➤ Motion to approve 11/16/2020 agenda made by Erik Funk, seconded by Amy Britton. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

B. Disclosure of any Conflicts of Interest none 1 minutes

C. PUBLIC COMMENT none 5 minutes

D. 10/19/2020 **Minutes (02)** 3 minutes

➤ Motion to approve 10/19/2020 minutes made by Jorden Carlson, seconded by Amy Britton. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
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yes	yes	yes	N/A	yes
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- E. 10/27/2020 Special Meeting **Minutes (03)** 3 minutes  
 ➤ Motion to approve 10/27/2020 minutes made by Grace Lee, seconded by Erik Funk. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

**IV. DIRECTOR'S REPORT (04)** Brad Tipka (8 min) 5:24- 5:31 PM

- A. Academics
- a. Quarter 1 grades due last Friday
  - b. Q-Comp program - still need to decide on the Fall assessments.
  - c. 29 students are working in the building due to internet challenges or other challenges. We have more interest but not enough staffing at this time (postponed)
  - d. Mrs. Cho and I are having individual teacher meetings to discuss teacher workload and student achievement
  - e. Met with coordinators last week
  - f. Upcoming/Recent PLCs - Reading, Math and Science across the curriculum, Race Equity Culturally Responsive Teaching: Identify and Social and Emotional strategies
- B. Facility/Finance/Logistics
- a. 279 students currently enrolled.
  - b. Office staff has been busy with deliveries and calling families
  - c. Building maintenance supplied large fans to redistribute heat with windows open
  - d. Closed out CSP Implementation I grant
  - e. Submitted for STEM Grant reimbursement
  - f. Indoor soccer practiced for two weeks (14 girls, 14 boys alternating days)(currently postponed for two weeks)
  - g. ICT continues to meet weekly - case rates, models, PPE, etc.
- C. Community Outreach
- a. Flu Shot clinic went well
  - b. I presented to the 9th Grade AVID class on work and careers

**V. STUDENT COUNCIL REPORT**

Co-advisors: Ms. Love and Mr. Liew

**VI. FINANCE, FACILITY (Erik Funk, Chair) (10 min)** 5:31- 5:56 PM

A. **October Financials (05)**

Motion to approve the October Financials made by Amy Britton, seconded by Erik Funk. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
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yes	yes	yes	N/A	yes
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B. Facility update

- Exhibit has been provided
- Lease still needs to be signed

**VII. GOVERNANCE/POLICIES** (Grace Lee, Committee Chair)

5:56 - 6:11 PM

A. **Group Health Insurance Coverage Policy (06)** (3 minutes)

- Motion to approve the Group Health Insurance Coverage Policy made by Grace Lee, seconded by Jordan Carlson. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

B. 2021-2022 class sizes (9 minutes)

	20-21 max	20-21 sctns	20-21 #	21-22 max	21-22 sctns
PreK	20	1	19	20	<b>2</b>
K	20	2	12/13	20	2
1	22	2	16/16	22	2
2	24	2	15/16	24	2
3	24	1	22	24	<b>2</b>
4	24	1	12	24	1
5	26	1	25	26	1
6	25	2	16/14	<b>26</b>	<b>2</b>
7	26	1	10	26	<b>2</b>
8	26	1	25	26	1
9	26	1	22	26	1
10	28	1	26	28	1
11				28	

- Motion to approve the 2021-2022 class sizes and number of sections made by Erik Funk, seconded by Jordan Carlson. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
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yes	yes	yes	N/A	yes
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**VIII. PERSONNEL** (Amy Britton, Committee Chair)

6:11 - 6:17 PM

- Motion to approve personal day for Paige Stewart on November 20 for her wedding made by Amy Britton, seconded by Jorden Carlson. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

- Motion to confirm the hiring of Zaira Medina Gutierrez as grade 6 teacher made by Amy Britton, seconded by Grace Lee. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

**IX. CURRICULUM/Teaching & Learning** (Jina Kim, Committee Chair)

6:17-6:27 PM

- A. 14 day COVID case count is at 107.45 for Ramsey County for the period of 10/30-11/12. This is based on data from the Ramsey County website and a population of 550,321. MDH numbers are on a 2-week lag. They report every Thursday. The number they reported last Thursday was 49.95 for 10/18-10/31.

**Learning Model Parameters**

Number of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Based on above governor's guidance...

- Motion to halt on-campus learning for at-risk students AND futsal practices until case count is below 50 made by Erik Funk, seconded by Amy Britton. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

- B. Listening session for grade 10 held on 11/10 (post high school hopes & dreams).

- 7 staff and board members, 17 students and 5 family members.
  - students participated and asked a lot of questions and gave a lot of input.
  - Seemed like the more vocal students were the ones who plan to go to college.
  - Will follow up with all grade 10 students via a survey week of Nov 7 and briefly touch base with them during an AVID class to make sure all student voices are heard.
  - Will meet with grades 8 and 9 during WIN and AVID and do survey
- C. IB update. Propose to only pursue IB MYP authorization (grades 7-10) at this time. Once that program is going well, then pursue IB DP authorization (grades 11-12).
- Motion to focus on pursuing only IB MYP authorization at this time made by Jorden Carlson, seconded by Erik Funk. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
yes	yes	yes	N/A	yes

**X. Meeting Reflection:**

What went well? Exciting to increase class number

What can we improve? More smiles

**XI. ADJOURN.** Meeting adjourned at **6:28pm**

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 2021-2022 school year (by Nov 1)	
NOV	set class sizes for 2021-2022	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>	
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