

Regular Meeting of the Sejong Academy School Board – AGENDA

Thursday, January 28, 2021 @ 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	Sean Pajak	Hoonseok Oh	Grace Lee	Brad Tipka (ex-officio)
X	X	X	X	X	X	X

Public in Attendance:

TAG: Scott Brown

NEO:

Parents: Mick White, Erica Lim

Teachers/Staff:

Meeting protocol and etiquette (see website)

II. CENTERING & SCHOOL MISSION

5:08-5:10 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 Hoonseok Oh

III. APPROVALS & DISCLOSURES

A. 1/28/2021 **Agenda (01)**

3 minutes

- Motion to approve 1/28/2021 agenda made by Jorden Carlson, seconded by Erik Funk. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

B. Disclosure of any Conflicts of Interest none

1 minutes

C. PUBLIC COMMENT none

3 minutes

D. 1/21/2021 **Minutes (02)**

3 minutes > 5:20 pm

- Motion to approve 1/21/2021 minutes made by Sean Pajak, seconded by Grace Lee. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

IV. DIRECTOR'S REPORT (03) Brad Tipka (10 min)

5:20- 5:27 PM

A. Academics

- a. Busy getting for In-Person learning - Safety procedures, schedules, EA support, tech, rooms, furniture
- b. Report Cards due next week
- c. Q-Comp program/teacher evaluations - 2nd round of formal observations nearly begin next week. Final evaluations in March
- d. Mrs. Cho and I are reviewing the Korean language programming including goals/expectations/assessments/training/immersion vs. other approaches, retention and recruiting and expanded cultural opportunities
- e. Upcoming/Recent Professional Learning: Trauma, Culturally relevant teaching, diagnosing learning disabilities, standards/scope and sequence
- f. NEO authorizer learning walk was Jan. 14

B. Facility/Finance/Logistics

- a. 276 students currently enrolled. 297 for next year currently. 21 new.
- b. Finished voluntary PreK application
- c. Completed the COVID aid applications - primarily funding tech, transportation, PPE and additional staffing for Safe Opening plan
- d. Vaccinations have begun - 21 slots so far for Sejong
- e. COVID 19 saliva testing for staff starting tomorrow
- f. Closed out CSP Implementation I grant
- g. ICT continues to meet weekly - case rates, models, PPE, etc.
- h. WIDA testing for EL learners started this week with Middle and High school on campus

C. Community Outreach

- a. Posted renderings of new building - sign going up soon
- b. Met with the U of M College in Schools program to review options
- c. Boys and Girls soccer practicing

V. STUDENT COUNCIL REPORT

n/a

VI. FINANCE, FACILITY (Erik Funk, Chair) (10 min)

5:27- 5:40 PM

A. December Financials (04)

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

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

- B. Kindergarten teacher stipend for taking on a double class load, offer a \$2,000 stipend split evenly across remaining pay periods, stipend will end if a second teacher is found
- C. In-person teacher pay for February - finance committee does not recommend at this time
- D. Hire 3 additional COVID EA's for the 20-21 school year - Dr. Tipka requested an increased number, funded by additional COVID relief money**
- Motion to approve the three recommendations of the Finance committee made by Amy Britton, seconded by Jorden Carlson. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

D. Facility update

- Site visit last Tuesday
- Pictures and renderings posted on Facebook

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

5:40 -5:48 PM

A. Board Training

MN Association of Charter Schools (MACS) Board training. \$24/person per session.

\$24 x 3 sessions = \$72 per person x 6 board members = \$432

\$24 x 2 sessions = \$48 per person x 6 board members = \$288

<https://www.mncharterschools.org/calendar/calendar-detail.php?ID=7779>

1. 2/10. 5-7 pm. Board Training Course 100: Welcome to the World of Charter School Governance
2. 2/12-2/22. self-paced online. Board Training Course 200 - Charter School Finances: A Public Trust >> Scott Brown instead?
3. 2/24. 5-6:30 pm. Board Training Course 300 - Employment in Charter Schools

Board agreed to attend governance and employment trainings through MACS. Will ask TAG to provide finance training in March. Grace Lee to send board registration information.

B. By-laws. Article 3, Section 8. Voting

Currently reads: "Each Member of the Board shall have the power to exercise one (1) vote on all matters to be decided by resolution of the Board. The affirmative vote of **a majority of a quorum of Board members** shall constitute a duly authorized action of the Board."

Proposed change: "Each Member of the Board shall have the power to exercise one (1) vote on all matters to be decided by resolution of the Board. The affirmative vote of **a majority of Board members present** shall constitute a duly authorized action of the Board."

➤ Motion to amend by-laws, article 3, section 8 as outlined above made by Grace Lee, seconded by Erik Funk. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

C. Volunteers during COVID

Discussion

➤ Motion to require that all adult volunteers in the building be required to provide either a negative COVID-19 test result (within 72 hours prior and/or every two weeks) OR proof of vaccination made by Grace Lee, seconded by Jorden Carlson. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

VIII. PERSONNEL (Amy Britton, Committee Chair)

5:48 - 5:55

- A. SPED personnel issue. The SPED department is down 3 staff. One staff’s work permission expired. One staff is out on maternity leave and one resigned for personal reasons. SPED Director is asking permission for a SPED EA to continue working online, otherwise, that staff may have to resign due to work location.
 - a. Board would like to ask EA to come in on Mondays to do the tech portion of their job.
- B. Personnel changes:
 - a. Nyu Nyu - Educational Assistant
- Motion to approve hiring of Nyu Nyu as Educational Assistant made by Sean Pajak, seconded by Jorden Carlson. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
Yes	Yes	Yes	Yes	Yes	Yes

IX. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair)

5:55-6:05

- A. NWEA testing
 - a. Board agrees not to have students take NWEA MAP tests this school year
- B. High School class max
 - a. Grades already set at 28
- C. Truancy/ School Attendance Matters
<https://www.ramseycounty.us/your-government/leadership/county-attorneys-office/division-s-units/juvenile-division/school-attendance-matters-sam>

X. Meeting Reflection:

- What went well? Great meeting
- What can we improve?

XIV. ADJOURN. Meeting adjourned at **6:39 pm**

6:15 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	Employment Policies and Practices

	next academic year	
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 MAY for 2021	