

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, February 25, 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 5:06 PM

Board Members Attendance:

Amy Britton community	Jorden Carlson community	Erik Funk parent	Sean Pajak teacher	Hoonseok Oh teacher	Grace Lee community	Brad Tipka, E.D. (ex-officio)
X	X	X	X	X	X	X

Public in Attendance:

TAG: Scott Brown, Bryan Pikal

NEO:

Parents: Mick White, David Rasmussen, Erica Lim

Teachers/Staff: Jaewho Ko, Seohyun Yoon, Dongjin Choi, Keuntak Jang

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 xx

III. APPROVALS & DISCLOSURES

A. 2/25/2021 **Agenda (01)** 3 minutes

➤ Motion to approve 2/25/2021 agenda made by Sean Pajak, 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 2 minutes

We do have some staff/teachers affected by the proposed Permanent Residency Policy and Teacher Salary guide

C. PUBLIC COMMENT

3 minutes

D. 1/28/2021 **Minutes (02)** 3 minutes > 5:21 pm

➤ Motion to approve 1/28/2021 minutes made by Amy Britton, 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 (8 min)

5:21- 5:29 PM

A. Academics

- a. In-person learning reflections:
 - i. Kids are very happy
 - ii. Behavior has been excellent so far
 - iii. More students continue to join in-person
 - iv. One class quarantining due to staff member testing positive for COVID
 - v. Teaching both online students and in-person students is challenging
- b. Update on secondary return
- c. Second round of formal observations complete, final evaluations in March
- d. Upcoming/recent professional development: observation feedback, push-in and co-teaching, lesson planning
- e. MCAs are still scheduled for in-person this spring
- B. Facility/Finance/Logistics
 - a. 278 students currently enrolled. 315 for next year currently.
 - b. Voluntary PreK application approved
 - c. Applied for Pathway II
 - d. Working on new two-year ADSIS application
 - e. Completed the COVID EA placements - 5 total
 - f. Hired a part-time 2nd grade teacher to relieve workload
 - g. Vaccinations have begun - estimated 60% of staff
 - h. COVID 19 saliva testing for staff Feb. 1 (2 positive cases found)
 - i. Working on staffing projections for next year
 - j. ICT continues to meet weekly - case rates, revising in-person learning
- C. Community Outreach
 - a. New building sign is up
 - b. Met with a consultant who works with schools on growth and development

V. STUDENT COUNCIL REPORT

n/a

VII. Parent Teacher Organization (PTO) REPORT (04), Erica Lim

> 5:32 PM

- A. This year's projects
- B. Future projects

VIII. FINANCE, FACILITY (Erik Funk, Chair) (8 min)

> 5:40 PM

A. **January Financials (05)**

- Motion to approve the January Financials made by Erik Funk, 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

B. Facility Update

- Will start meeting each Tuesday with general contractor and architect
- Demolition has begun

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

5:40 -6:05 PM

A. **2021-2022 School Calendar (06)**

7 minutes

- Motion to approve the 2021-2022 school calendar made by Sean Pajak, 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. Update **Parental Leave Policy (07)** 5 minutes

- Motion to approve the recommendation of the Finance committee to approve the Parental Leave Policy made by Jorden Carlson, 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

C. **Permanent Residence Sponsorship Policy (08)** 5 minutes

- Motion to approve the recommendation of the Finance committee to approve the Permanent Residence Sponsorship Policy as amended made by , seconded by xx. Motion xx.

Tabled until March meeting.

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

D. At-Will Employee Agreements vs. Time Certain Contracts 8 minutes

- Motion to utilize at-will employee agreements for future employee hiring 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

X. PERSONNEL (Amy Britton, Committee Chair) 6:05 - 6:20

A. Updated **Teacher Salary Guide (09)** 10 minutes

- Motion to approve the recommendation of the Finance committee to update the teacher salary guide as attached made by Jorden Carlson, seconded by Sean Pajak. Motion xx.

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

B. Staff Retention Efforts 4 minutes

1. Update Teacher Salary guide
2. Update Parental Leave Policy
3. New Permanent Residence Sponsorship Policy
4. Review medical policy this summer (currently pay employee only; consider family options), consider life insurance policy
5. Looking to add meditation/mother's/lactation room in new facility
6. Considering replacing 2nd PreK class with on-site day care, discounted staff rate
 - Grace to send a staff survey to ask for staff retention ideas.
 - Brad to research what other schools do and ask MACS.

C. Executive Director Evaluation update 1 minute

- a. Final recommendation to come in March

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

- A. Update on Korean curriculum
- Dr. Tipka and Mrs. Cho have been meeting regularly and talking to parents
 - Define the goal of the Korean program
 - Ideas - forming a committee, teacher training, Korean language interventionist, more promoting of Korean culture

XII. Meeting Reflection:

What went well? Discussed some good stuff, PTO report

What can we improve? Don't forget to read the mission statement

XIII. ADJOURN. Meeting adjourned at **7:15pm**

6:25 PM

Month	business	board training
SEP		Board Role & Responsibilities By-laws: Officers, Committees
OCT	Audit presentation. Establish open enrollment period & lottery date for 2020-2021 school year (by Nov 1)	Financial Management
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 & Practices
JAN		Employment Policies & Practices
FEB	ED evaluation	
MAR	approve Executive Director Evaluation recommendation	
APR	approve employee agreements for following year >> move to march?	
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	