

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, April 22, 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 community	Jorden Carlson community	Erik Funk parent	Sean Pajak teacher	Hoonseok Oh teacher	Grace Lee community	Brad Tipka, E.D. (ex-officio)
present	absent	present	present	present	present	present

Public in Attendance:

TAG: Scott Brown, Bryan Pikal

NEO:

Parents: Erica Lim, David Rasmussen

Teachers/Staff: Jaewho Ko, Maki Love

**Meeting protocol/Public Comment 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. 4/22/2021 **Agenda (01)** 3 minutes

➤ Motion to approve 4/22/2021 agenda made by Amy Britton, seconded by Sean Pajak. Motion passes unanimously.

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

B. Disclosure of any Conflicts of Interest 2 minutes

>> **Monthly Financials** 10 minutes

**March Financials (02)**

➤ Motion to approve the March Financials made by Sean Pajak, seconded by Hoonseok Oh. Motion passes unanimously.

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

C. PUBLIC COMMENT 3 minutes

D. 3/25/2021 **Minutes (03)** 3 minutes > 5:31 pm

➤ Motion to approve 3/25/2021 minutes made by Sean Pajak, seconded by Erik Funk. Motion passes unanimously.

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

**IV. DIRECTOR'S REPORT (04)** Brad Tipka (8 min) 5:31- 5:40 PM  
2021-2022 Enrollment

**V. STUDENT COUNCIL REPORT**

Elections will be April 28 & 29

**VI. Parent Teacher Organization (PTO) REPORT,** Erica Lim > 5:44 PM

PTO thanks staff for gift and expressed appreciation. May Events: Teacher appreciation week is first week of May. May 3 - all staff lunch from local Korean caterer - box lunch. Children's day is May 5 - pass out choco pies. In lieu of carnival, t-shirt decorating event - white T's - each class can tie dye/decorate.

**VII. FINANCE, FACILITY** (Erik Funk, Chair) (8 min) > 5:44-6:15 PM

A. Enrollment/ Lease 3 minutes

- o Reviewed enrollment numbers
- o Ms. love asked how PSEO affects HS funding

B. Summer School 3 minutes

- o Dates: July 12-29, Mon-Thurs, 9am-2pm (note one week later start)
- o Academic enrichment, social-emotional learning, solidify enrollment, smooth out new facility logistics
- o For current K-10 students
- o Cost - estimate we'd break even with 165 students

Motion to approve recommendation of Finance Committee to approve Summer School budget approximately \$39,500 made by Sean Pajak, seconded by Erik Funk. Motion passes unanimously

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

C. Movers 2 minutes

- Motion to approve recommendation of Finance Committee to accept moving bids from Great Movers (furniture, books, etc.) and Engineering Tech (for Smart Boards, chromebook, file cabinets), made by Grace Lee, seconded by Erik Funk. Motion passes unanimously

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

D. Approve staff budget for 21-22 school year 5 minutes

- o ADSIS staff not yet included in \$ amount b/c have not yet heard back on grant
- o New positions: Upper School Counselor, 2 admin position changes, Tech Assistant, Receptionist, Outreach Coordinator, building maintenance, second PreK teacher and EA, second 3rd grade teacher, second Upper School science teacher, second Upper School Korean/ELA teacher and additional EA/In-House sub.

- Motion to approve approximately \$2.5 million for staff budget for the 2021-2022 school year, made by Sean Pajak, seconded by Amy Britton. Motion passes unanimously.

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

- E. **HR Premier services (05)** include customized handbook, on call assistance, termination assistance, HR Audit, training
- Motion to utilize HR premier services for \$3600 for the 21-22 school year made by Sean Pajak, seconded by Hoonseok Oh. Motion passes unanimously

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

- F. Facility Update 2 minutes
- How did staff tours go? Ms. Ko: Group went on Tuesday. Really looking forward to next year. Mr. Oh is happy to have a science lab.
  - Playground update? Playground committee has 6-8 participants; met with two local playground companies; Flagship Recreation will be connecting with architects and general contractor.

- G. Consider sharing space for the first year in our new building 10 minutes
- Sean Pajak concerned about sharing playground space; bussing spaces; wifi network; firewall; doesn't want to lose e-learning grant. Brad Tipka asked about additional revenue. Erik Funk is against it for the first year - despite the additional revenue. May likely be too complicated. Mr. Oh concerned about possible student conflicts. Amy Britton - concern from parents about COVID, etc. would be more headache. Brad Tipka - we could potentially make the sharing work, but it might look bad on tours; plus, if we get 11 additional students, we could make the same revenue.

- ~~Motion to approve the possibility of sharing our new building for the first year - as long as proposed school meets an enrollment of at least XX made by xx, seconded by xx. Motion xx.~~

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

- H. Consider increasing class size for grade 4 to from 24 to 26 and class size for grades 9 & 11 from 26 to 28
- Motion to approve the class size increase for grade 4 to 26 and class size for grades 9 & 11 to 28 made by Sean Pajak, seconded by Erik Funk. Motion passes unanimously.

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

- IIIX. GOVERNANCE/POLICIES** (Grace Lee, Committee Chair) 6:15 PM
- A. Authorizer Contract - updated org chart and job descriptions 3min

- IX. PERSONNEL** (Amy Britton, Committee Chair) 6:18 - 6:35

- A. Finance Committee recommends that the board consider developing a strategic organizational development plan and consider contracting with organizational consultants. 4 min
- B. Job descriptions for Admin positions - board to form committee to finalize the following: 5min
1. Executive Director
  2. Principal (lower school focus, preK-6)
  3. Assistant Principal (upper school focus, 7-11 & IB Coordinator)

4. Lower School Counselor
5. Upper School Counselor
6. Executive Assistant
7. Operations Manager
8. Technology Administrator
9. Technology Assistant/ in-house sub
10. Receptionist & community liaison
11. Development and Outreach Coordinator

Motion to form work group (Grace Lee, Amy Britton, Erik Funk) to finalize Admin job descriptions made by Erik Funk, seconded by Amy Britton. Motion passes unanimously.

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

C. Staff Retention... from Finance Committee: 6 min

- 1) Additional in house Sub: School will have 1 additional sub/EA on staff next year  
Maki Love: Some schools pay teachers who are on prep to sub.
- 2) Family option insurance and flex spending accounts:  
School will consider feasibility during upcoming review of all school insurance needs.
- 3) Tuition reimbursement:  
Has been offered to some extent in the past with varying results. Committee agrees this would be nice to provide but may not be realistic for the coming year given the large changes coming accompanying moving to the new facility.

Staff retention committee - jaewho ko and maki love were on the committee; suggested for the board to give staff updates after board meetings; have org chart in one place so staff know where to go; handbook; more training for new staff members - procedures, who to go to, how to request subs; who's in charge of scheduling EA's. instructional coach to use a rubric when giving instructional feedback; have opportunity for staff to evaluate instructional coach, etc. Updating PLC lead job descriptions; providing more resources (agenda templates) to PLC leads to better lead.

**X. CURRICULUM/Teaching & Learning** (Hoonseok Oh, Committee Chair) 6:35-6:50

- A. Review in-person Friday's - staff and family survey results 12 min  
 41 staff responses: 33 voted online for fridays; 7 - in-person in-person; 1 - didn't vote  
 Family surveys - very few responses (6-8).  
 Erik Funk reviewed previous comments from teachers at the last meeting - they made good points about why online fridays made sense for them; if SPPS is still online on Fridays - doesn't feel as much pressure to move to in-person on fridays; Sean Pajak - harder to get subs on fridays than Mondays. Lately a lot of teachers ask for subs on Mondays.  
 Because there was no strong sentiment towards moving to in-person fridays. The board did not make the motion.

~~➤ Motion to approve in-person Friday's for grades xxx for the remainder of the 20-21 school year made by xx, seconded by xx. Motion xx.~~

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
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B. National Youth Leadership Forum - Explore STEM camp (grades 6-8) in Chicago July 10-15. Mr. Oh would like to nominate two students. A private donor would like to cover the tuition for two students (\$2,595 each). 3 min

**Coming up next month:** climate survey & budget approval, annual meeting notice, board seats?

**XI. Meeting Reflection:**

What went well? What did we accomplish? Got through everything in a timely manner

What can we improve? Post agenda more in advance

What's coming up (see below)? See above

**XII. ADJOURN.** Meeting adjourned at **7:12**

7:05 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). <b>Approve calendar for next academic year</b>	Employment Policies & Practices
JAN		Employment Policies & Practices
FEB	ED evaluation	
MAR	approve Executive Director Evaluation recommendation	
APR	approve staff budget 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 <b>MAY for 2021</b>	