

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

Thursday, May 27, 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)
X	X	X	X	X	X	X

Public in Attendance:

TAG: Bryan Pikal, Scott Brown

NEO:

Parents: Erica Lim, Mick White

Teachers/Staff: Waihon Liew, Jaewho Ko

**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. 5/27/2021 **Agenda (01)** 3 minutes

- Motion to approve 5/27/2021 agenda made by Jorden Carlson, seconded by Sean Pajak. 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 2 minutes

C. PUBLIC COMMENT none 3 minutes

D. 4/22/2021 **Minutes (02)** 3 minutes > 5:21 pm

- Motion to approve 4/22/2021 minutes made by Erik Funk, seconded by Sean Pajak. 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** Brad Tipka (8 min)

5:21- 5:45 PM

**Annual report (03)**

2021-2022 Enrollment

**V. STUDENT COUNCIL REPORT**

> 5:50 pm

New Student Council officers:

- 6th grade reps: Violet, Bjorn
- 7th grade reps: Marian, Ester
- 8th grade rep: Pi Aye
- 11th grade rep: Cho Wah
- Treasurer: Dah Nay Say
- Secretary: You En Paw
- Vice President: Sasa
- President: Da Mi Say

**VI. Parent Teacher Organization (PTO) REPORT, Erica Lim** > 5:55 PM

- T-shirt decorating will take the place of a school carnival this year
- Staff gift in the works for June

**VII. FINANCE, FACILITY (Erik Funk, Chair) (8 min)** > 5:55-6:20 PM

**A. Monthly Financials** 10 minutes

**April Financials (04)**

- Motion to approve the April Financials 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. Enrollment/ Lease** 8 minutes

- YouthBuild Grant (expand to grade 12 one year earlier)

**C. Facility Update** 7 minutes

- Playground update
- Building after hours use and rental
- **Opening Ceremony**
  - Friday, July 23. 2-4 pm.
  - 2-2:30- tours
  - 2:30 till ~3:15 - welcome & greetings; ribbon cutting
  - till 4 pm - reception with light refreshments

invitation list...

1. US Senator Amy Klobuchar - her office helped to expedite our 501c3 application before we opened
2. US Representative Betty Mccollum - her office helped us with a bunch of travel documents for a few of our student trips to Korea
3. MN Representative - Kaohly Her - our new building is in her district.
4. Ramsey County Commissioner - Toni Carter, district 4 - where our new building will be located
5. Saint Paul mayor, Melvin Carter
6. Saint Paul City Council - Mitra Jalali, ward 4 - where our new building will be located; maybe also dai thao - he helped us when we were looking for a building
7. founding board members & pre-opening board members/advisors - some of them helped with the application and other logistics/advice - Juli Chi, Mark Willcox, Scott Tryggeseth, Rachel Domaszek, Rachel Osband, Hyunae Kim, Asad Zaman, Kevin Peck
8. NEO -Wendy
9. Korean consulate in Chicago - they give us money every year

10. UMN Korean department head - Dr. Hangtae Cho
  11. Korean service center
  12. Karen organization of MN
  13. MN Assoc. of Charter schools
  14. of course, current and former staff and families
  15. Community partners: Ann kim (restaurant), Jr Achievement, VOBS, YMCA (camp), Sanneh Foundation
- we'll send out a press release and advertise the event. this grand opening is more for media and the public.
  - our open house in august will be more specifically for our community/families.

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

6:20 PM - 6:35

A. Board terms

Full Name of School Leader	Agreement Form on File	Position	Board Composition (Filling seat as parent, community member or teacher who is providing instruction at the school?)	TERM Start Date (If filling a vacated seat, this may differ from the date a board member actually starts.)	TERM End Date	Date Seated
Tipka, Brad		Ex-Officio	#360401 exp. 2020	n/a	n/a	
Lee, Grace		Board Chair	Community Member	7/1/2016; 7/1/2020	6/30/2024	
Britton, Amy		Member	Community Member	9/18/2017; 7/1/2020	6/30/2024	
Carlson, Jordan		Secretary	Community Member	7/1/2018	6/30/2022	
Pajak, Sean		Member	Teacher #	7/1/2018 (Jina Kim)>> 12/2020	6/30/2022	12/2020
Funk, Erik		Member	Parent	9/17/2019	6/30/2022	9/17/2019
Oh, Hoonseok		Member	Teacher #407113	1/21/2021	6/30/2024	9/17/2019

- B. Last month Finance Committee recommended that the board consider developing a strategic organizational development plan and consider contracting with organizational consultants. Proposal to consider having Grace Lee take the Organizational Development Certification Program - ODCP and lead the board/school through the exercises/learnings each month.

<https://instituteod.com/online-organization-development-certification-program-odcp/>

8 months long. \$3900. Benefits of an ODCP

- Apply proven methodology to create a solid transformation plan
- learn how to apply the concepts of organizational development by using the Action Research Model to identify needs and solve critical challenges using a whole systems approach
- Lead change management initiatives effectively
- Understand your role leading change and improving individual, team or organization wide performance
- Develop and implement focused, practical assessments
- Identify principles for guiding, implementing and evaluating change effectively
- Impact the bottom line of the organization with results
- Sharpen your facilitation and contracting skills

➤ Tabled until we are settled into new building

C. 2021-2022 org chart (05)

**IX. PERSONNEL** (Amy Britton, Committee Chair)

6:35 - 6:50

A. Job descriptions for Admin positions

1. Executive Director
2. Principal, Lower School Director of Teaching and Learning
3. Assistant Principal, Upper School Director of Teaching and Learning
4. Lower School Counselor
5. Upper School Counselor
6. Executive Assistant
7. Operations Manager
8. Technology Administrator
9. Technology Assistant
10. Receptionist & community liaison
11. Development and Outreach Coordinator

➤ Motion to approve the above job descriptions made by Amy Britton, seconded by Jordan Carlson. Motion passes unanimously.

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

Executive Director to create evaluation process and rubric to present to the board in June.

B. Staff Retention

- 1) we'll be meeting with our new broker next week to review new medical plans and other benefit options (dental, life, STD, LTD, Voluntary term life, vision, HSA, FSA)
- 2) Staff retention committee - Jordan Carlson  
 Jordan to send out motions to all staff after board meetings

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

6:50-6:55

- A. Mr. Oh (ms/hs science teacher) will train a team of 11th graders for the 2022 U.S. National Chemistry Olympiad
- B. Mr. Hess (ms/hs social studies teacher) shared a PowerPoint presentation for Memorial Day

**Coming up next month:** climate survey & budget approval,

**XI. Meeting Reflection:**

- What went well? What did we accomplish?
- What can we improve?
- What's coming up (see below)? See above

**XII. ADJOURN.** Meeting adjourned at **7:03pm**  
 PM

7:05

Month	business	board training
SEP		Board Role & 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). <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>	