

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, June 24, 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	absent	X	X	X

Public in Attendance:

TAG: Bryan Pikal, Scott Brown

NEO:

Parents: Erica Lim

Teachers/Staff: Sajin Kwok, 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 Jorden Carlson.

III. APPROVALS & DISCLOSURES

A. 6/24/2021 **Agenda (01)**

3 minutes

➤ Motion to approve 6/24/2021 agenda made by Erik Funk, seconded by Hoonseok Oh. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
yes	yes	yes	N/A	yes	yes

B. Disclosure of any Conflicts of Interest none

2 minutes

C. PUBLIC COMMENT none

3 minutes

D. 5/27/2021 **Minutes (02)**

3 minutes > 5:21 pm

➤ Motion to approve 5/27/2021 minutes 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	N/A	yes	yes

IV. DIRECTOR'S REPORT (03) Brad Tipka (8 min)

5:21- 5:30 PM

A. Academics

a. Reading Well by 3rd Grade Plan

- i. Korean Assessments for Grades K-2 - over 80% on Korean assessments
 - ii. Study Island for grades 3-10 - roughly 40% achievement
 - iii. PreK - Basic literacy and numeracy - over 80% for both
 - b. Teacher of the Year: Heyein Lee - Kindergarten
 - c. EA of the Year: Molly McCormick
 - d. DIRS Report Completed: 3 days of suspension reported
 - e. IB update
 - i. 3 trainings this summer
 - ii. Design teacher and training
 - iii. Authorization visit in September and verification visit later in the fall
 - f. Summer program staffed for PreK-10. Enrollment: 134
 - B. Facility/Finance/Logistics
 - a. 279 students finished the school year. 333 enrolled for next year.
 - b. Some students experienced attendance concerns
 - c. Staffing: classroom teachers hired, looking for ADSIS math and Korean
 - d. Summer School Building Challenges: July 6th start date, commercial refrigerator, additional fire escape step and railing
 - e. Should get certificate of occupancy today or tomorrow
 - f. Awarded funding for PreK for 100 hours
 - g. Two year ADSIS application approved
 - h. ICT will meet once a month for now - summer school will utilize the same procedures. Delta variant is a concern
 - i. Preparing the old building for a walkthrough for security deposit
 - C. Community Outreach
 - a. End of Year Events:
 - i. June 16th: Sports Day
 - ii. Online Talent Show and Staff video
 - iii. June 17th: PreK, K, 8th grade graduations and 10th grade project presentations
 - iv. Cydi Yang with the Women's Initiative for Self-Empowerment presented workshops for middle school girls in healthy relationships. Planning to continue programming next year in various capacities.
 - v. Trying to get in touch with YMCA for future programming
- 2021-2022 Enrollment update
Summer School: July 12-29

* **Race Equity 2020-2021 review and 2021-2022 plans (04)** (Sajin Kwok) 10 min+Q&A > 5:45
>>>Look into board training on DEI

V. STUDENT COUNCIL REPORT NA

VI. Parent Teacher Organization (PTO) REPORT, Erica Lim > 5:50 PM

VII. FINANCE, FACILITY (Erik Funk, Chair) (8 min) 5:50-6:15 PM

A. **Monthly Financials** 8 minutes
May Financials (05)

➤ Motion to approve the May 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	N/A	yes	yes

- B. **2021-2022 Budget (06)** Review and motion 12 minutes

Note: Budget includes added benefits for staff: Short term and long term disability and \$25k life insurance policy

Motion to approve the FY 2022 budget made by Amy Britton, seconded by Hoonseok Oh. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
yes	yes	yes	N/A	yes	yes

- C. Misc.
 o YouthBuild Grant (expand to grade 12 one year earlier) - have not heard back yet

- D. Facility Update 5 minutes
 a. Passed fire inspection
 b. Certificate of occupancy in the next couple days
 c. Playground company took measurements today, installation pushed back to September
 d. Working on school signage

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 6:15 PM - 6:25

- A. Paternity leave policy update
 B. Proposal to have Grace Lee take the Organizational Development Certification Program - ODCP and lead the board/school through the exercises/learnings each month - presented 5/2021. Tabled until we are settled into new building

IX. PERSONNEL (Amy Britton, Committee Chair) 6:25 - 6:35

Admin Evaluation procedures (07) and rubric for Admin staff - update

Staff Retention - update on benefits

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

- A. Mr. Oh is taking two students to the "National Youth Leadership Forum- Explore STEM" from July 10-15 in New York.

Coming up: July 23, 2-4 pm: Ribbon Cutting Ceremony; **climate survey**

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 **6:46 PM**

6:45 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 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 MAY for 2021	