

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

Thursday, July 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)
X	X	absent	X	X	X	X

Public in Attendance:

TAG: Bryan Pikal, Scott Brown

NEO:

Parents:

Teachers/Staff: Kelsey Crowder

**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 Amy Britton.

**III. APPROVALS & DISCLOSURES**

A. 7/22/2021 **Agenda (01)**

2 minutes

- Motion to approve 7/22/2021 agenda 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	NA	Yes	Yes	Yes

B. Disclosure of any Conflicts of Interest none

C. PUBLIC COMMENT none

3 minutes

D. 6/24/2021 **Minutes (02)**

2 minutes > 5:20 pm

- Motion to approve 6/24/2021 minutes made by Jorden Carlson, seconded by Amy Britton. Motion motion passes unanimously.

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

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

5:20- 5:28 PM

A. Academics

a. Summer school

- i. Third week for PreK, second week for other grades

- ii. Enrollment: 151
  - b. Planning for teacher orientation - will include one extra day for new teachers, more breakout sessions for the upper and lower school
  - c. Working on testing calendar
  - d. IB update: 3 trainings this summer (design, personal project, and counseling)
- B. Facility/Finance/Logistics
  - a. Open positions:
    - i. Upper school Korean
    - ii. Upper school Social Studies
    - iii. Upper school Math
    - iv. PreK teacher
    - v. ADSIS Korean
    - vi. Kitchen staff
    - vii. Long-term subs
  - b. Two year ADSIS application approved
- C. Community Outreach
  - a. Ribbon cutting ceremony
  - b. Trying to get in touch with YMCA for future programming

**V. STUDENT COUNCIL REPORT**

NA

**VI. Parent Teacher Organization (PTO) REPORT, Erica Lim**

NA

**VII. FINANCE, FACILITY (Erik Funk, Chair) (8 min)**

5:28-5:40 PM

**A. Monthly Financials**

8 minutes

**June Financials (04)**

- Motion to approve the June Financials made by Amy Britton, seconded by Sean Pajak. Motion motion passes unanimously.

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

**B. Grants**

- MDE LSTA: Library Services and Technology Act - awarded, waiting to hear final amount
- DEED YouthBuild - rejected
- Bush Foundation - should hear by 8/15
- MDE Expand Access to Tutoring - should hear in August

**C. Facilities**

- Ribbon Cutting Ceremony tomorrow, Friday 7/23. 2-4 pm

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

5:40 PM - 5:45

Officers: Chair - Grace Lee, secretary - Jorden Carlson, treasurer - Erik Funk

- Motion to approve the above officers for the 2021-2022 school year made by Hoonseok Oh, seconded by Sean Pajak. Motion motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
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Yes	Yes	NA	Yes	Yes	Yes
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Committee chairs will remain the same.

Meeting Schedule for 21-22 school year - keep it 4th Thursdays? - yes

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

5:45 -5:55

**Assistant Principal Evaluation (05)** - update

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

Mr. Oh took two students to the “National Youth Leadership Forum- Explore STEM” from July 10-15 in New York.

**XI. Meeting Reflection:**

What went well? What did we accomplish? Efficient

What can we improve?

What’s coming up ?

- Teacher In-service August 16-20
- Open House Thursday, August 19 -- 4-6pm

**XII. ADJOURN.** Meeting adjourned at **5:49pm**

6:00 PM

Month	business	board training
SEP		Board Role & Responsibilities By-laws: Officers, Committees
OCT	Audit presentation. Establish open enrollment period & lottery date for 2022-2023 school year (by Nov 1)	Financial Management
NOV	set class sizes for 2022-2023	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; approve staff budget for following year	
APR		

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	