

Rescheduled Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, August 26, 2021 @ 5:00 p.m.>> rescheduled to September 2, 2021 due to technical difficulties with Google Meet.

Meeting Link. <https://meet.google.com/wtv-mtkx-yrs>
 Or dial: (US) +1 574-404-7680 PIN: 196 668 086#
 (Note, new link. This will be the link for 21-22 school year meetings)

Items in red below have been added to the agenda since the 8/26 planned meeting date.

I. CALL TO ORDER

5:01 PM

Meeting called to order at 5:00 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 (joined 5:08pm) | X | X | X |

Public in Attendance:

TAG:

NEO:

Parents: Erica Lim, David Rasmussen

Teachers/Staff: Addison Filiatreux, Kelsey Crowder, Jaewho Ko

Meeting protocol/Public Comment and etiquette (also on <https://www.sejongacademy.org/gov-board-meetings>)

II. CENTERING & SCHOOL MISSION

5:03-5:05 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 Erik Funk.

III. APPROVALS & DISCLOSURES

>> 5:15

A. 8/26/2021>> 9/2/2021 **Agenda (01)**

2 minutes

> Motion to approve 9/2/2021 agenda made by Jorden Carlson, 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

C. New Principal, Mrs. Cho to introduce herself > table to Sep regular mtg

D. PUBLIC COMMENT 3 minutes

Note: topics with times having ** will have separate time for public comment

E. 7/22/2021 **Minutes (02)** 2 minutes

- Motion to approve 7/22/2021 minutes 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 |

F. 8/12/2021 Special **Minutes (03)** 2 minutes

- Motion to approve 8/12/2021 minutes made by Erik Funk, seconded by Hoonseok Oh.
Motion passes unanimously.

| | | | | | |
|-------------|----------------|-----------|------------|-------------|-----------|
| Amy Britton | Jordan Carlson | Erik Funk | Sean Pajak | Hoonseok Oh | Grace Lee |
| Yes | Yes | Yes | Yes | Yes | Yes |

IV. DIRECTOR'S REPORT (04) Brad Tipka (8 min) > 5:23 PM

A. Academics

- a. Orientation week went well
- b. NWEA started this week for grades 2-6
- c. After school program started this week
- d. Classrooms are working on building community, procedures and foundations for a successful school year

B. Facility/Finance/Logistics

- a. Current enrollment: 343
- b. No second PreK yet
- c. Open positions:
 - i. ADSIS Math
 - ii. ADSIS Korean Language Interventions
- d. School is utilizing similar COVID safety procedures as last school year. One kindergarten class is in quarantine.

C. Community Outreach

- a. Created ad for The Villager newspaper in St. Paul that will run 7 times, first was 8/18
- b. Created marketing materials
- c. Open House was a success!

V. STUDENT COUNCIL REPORT

NA

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

- A. No monthly meetings this year. Will send out newsletters instead - upcoming events, volunteer opportunities, debrief past events
- B. PTO will be helping with Chuseok
- C. PTO has purchased waffle/bread maker

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:40 PM

A. **Monthly Financials**

July Financials - N/A

B. Grants

- MDE LSTA: Library Services and Technology Act - awarded \$68k
- Bush Foundation - expect to hear mid-September

- MDE Expand Access to Tutoring - awarded \$168,680

C. Facilities

- Issues? Waiting on signs, SPED room updates - pricing from Rochon? - 2 min
- Some classrooms do not yet have a whiteboard or smart board (Mr. Oh) - 2 min
- Reusable lunch room food trays (Ms. Filiatreux) - 4 min
 - Finance committee to look into cost of leasing and operating dishwasher

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

> 6 pm

A. At the July meeting, we agreed to keep meetings the 4th Thursday of the month for the 21-22 school year.

Exceptions:

- September - 5th Thursday due to Chuseok event
- November - 3rd Thursday due to Thanksgiving break
- December- 3rd Thursday due to winter break
- May - 3rd Thursday due to May break
- Note: the website has been updated to include 21-22 dates and meeting information

B. # of instructional days (over counted march by 1) - make up the 1 day or reduce instructional days to 178? Potential make-up days: Nov 22, Dec 20, Mar 11, May 23 > 5min

➤ Motion to add back one instructional day March 11, 2022 made by Jorden Carlson, seconded by Erik Funk. Motion passes by majority.

| Amy Britton | Jorden Carlson | Erik Funk | Sean Pajak | Hoonseok Oh | Grace Lee |
|-------------|----------------|-----------|------------|-------------|-----------|
| Yes | Yes | Yes | No | Yes | Yes |

C. COVID safety protocol discussion

> 15 min **

If a student in a class tests positive,

Option 1: Continue with the current safety plan:

- (1) quarantine the whole class for 10 days;
- (2) also quarantine siblings - unless the sibling provides a negative test result, then the sibling may return to their class.
- (3) teacher provides online instruction to quarantined class

Option 2: New safety plan:

- (1) only the student who tested positive is required to quarantine for 10 days or until a negative test result is provided;
- (2) other students have a choice to return to school symptom-free OR stay home for up to 10 days.
- (3) teacher provides in-person instruction to students who choose to return to school. families who choose to keep their student at home will be responsible for checking google classroom/ schoology for assignments. sejong will hire online tutors to help students at assigned times for their class - these are just tutors, not online teachers.

Staff survey results: Option 1 58%, Option 2 42%

Next steps: ICT will discuss on 9/7, admin to look into tests for students and updated guidance from MDH, distribute family survey

IX. PERSONNEL (Amy Britton, Committee Chair)

6:00 - 6:10

- A. Mr. Oh’s proposal: Part-Time tech staff - 4 min
 - a. Finance Committee to review
- B. PreK teacher proposal. - 5 min

HR committee’s recommendation: Eunjoo Oh-Tipka has been a dedicated PreK teacher for years. We were unable to find a second PreK teacher for this year.

Sejong Academy to pay Eunjoo Oh-Tipka 50% of her salary while she is on leave (9/29-12/28).

She will be responsible for the following:

- Creating and sharing all her lesson plans with the substitute
- meet with the substitute once a week to explain the lessons
- attend the Morning meeting once a week
- Update Google classroom
- Communicate with substitute and parents by email
- Update class schedule as needed

Per our HR advisors Ms. Oh-Tipka’s medical benefits would continue if she qualifies for FMLA. Otherwise, she would have to pay for COBRA.

➤ Motion to approve HR committee’s recommendation above made by Jordan Carlson, seconded by Sean Pajak. Motion passes unanimously.

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|-------------|----------------|-----------|------------|-------------|-----------|
| Amy Britton | Jordan Carlson | Erik Funk | Sean Pajak | Hoonseok Oh | Grace Lee |
| Yes | Yes | Yes | Yes | Yes | Yes |

- C. Admin Evals - Brad Tipka to have for September meeting

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

6:10-6:22

- A. Mr. Oh: 10th-grade MYP science classroom project. - 4 min
A small event hosted by 10th graders. A monthly event that predicts that is the stuff that they captured with the microscope image.
- B. King Sejong Institute/ Sejong HakDahng: Dr. Cho from the UMN is going to introduce us to Sejong - 4 min
- C. NWEA testing
Discuss rescheduling our testing schedule. - no longer applicable
- D. Join MN State High School league for sports.
From Coach Caron: Here is what I have found so far. First the school board needs to print off and fill out **this form (05)**. It's attached to this email. Once that is done we need two broad representatives to complete another online form along with myself. Once we have completed these two items we can upload to the MSHSL website. I also attached a link to the website so others can review and look at the process. After these two things i believe we then wait for permission to join.

Link to join MSHSL <https://www.mshsl.org/form/mshsl-resolution-for-membership->

[Link to “why we play” video required viewing for board members](https://www.mshsl.org/form/mshsl-resolution-for-membership-)
<https://vimeo.com/128275166>

➤ Motion to join the MSHSL made by Grace Lee, seconded by Hoonseok Oh. Motion passes unanimously.

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

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve? Post agenda to website at least 24 hours before meeting

What’s coming up ?

- Chuseok 9/23
- NEO will come to 9/30 board meeting to review performance framework

XII. ADJOURN. Meeting adjourned at 6:48 pm

~6:30 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). Approve calendar for next academic year | Employment Policies & Practices |
| JAN | ED evaluation | Employment Policies & Practices |
| FEB | approve Executive Director Evaluation recommendation; ED does admin evals; approve staff budget for following year | |
| MAR | Approve staffing recommendations | |
| 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 | |