

Regular Meeting of the Sejong Academy School Board – AGENDA
Thursday, October 28, 2021 @ 5:00 p.m.

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.

Physical meeting location - school address, room 227

Note: all board meeting agenda items will be viewable/projected at the board meeting.

I. CALL TO ORDER

5:00 PM

Meeting called to order at 5:06 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)
yes	absent	yes	yes	yes	yes	yes

Public in Attendance:

TAG: [Scott Brown, CPA](#)

NEO:

Parents: tiffany kubitschek

Teachers/Staff: kelsey crowder, jaewho ko, [Addison Filiatreux](#), sasa oo, da mi say, knyaw moo, dah ku say, yun le, paw mue ka, erica lim, hser nay ta muj, hae ku paw, kaw law eh moo, waihon liew

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

Meeting protocol and etiquette:

1. All meeting attendees shall be **thoughtful and respectful** and shall remain on mute unless speaking.
2. All meeting attendees must identify themselves (i.e., dial-in callers must state their name)
3. **Public comment** is a time for the public to make comment. It is not a Q&A time, nor time to engage in discussion.
4. Public comment is limited to the Public Comment time/section(s) of the agenda.
5. Public comment will not be allowed in another section of the meeting unless the meeting facilitator requests for a public member to comment.
6. If a person does not abide by these guidelines, they will be removed from the meeting.
7. ~~Public comment may be made in the chat section of the Google Meet at a person's turn. Questions sent to the chat will not be addressed during the board meeting.~~

If folks would like to have an item added to the agenda for board discussion, please email board@sejongacademy.org at least one week prior to the board meeting.

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 Amy Britton.

III. APPROVALS & DISCLOSURES

>> 5:12

A. **10/28/2021 Agenda (01)**

2 minutes

> Motion to approve 10/28/2021 agenda made by Grace Lee, seconded by sean pajak. Motion passes unanimously

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
yes	n/a	yes	yes	yes	yes

B. Disclosure of any Conflicts of Interest

C. PUBLIC COMMENT

3 minutes

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

- D. September regular meeting minutes **9/30/2021 Minutes (02)** 2 minutes
 ➤ Motion to approve 9/30/2021 minutes made by Sean Pajak, seconded by Hoonseok Oh. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
yes	n/a	yes	yes	yes	yes

IV. DIRECTOR'S REPORT (03) Brad Tipka (10 min) > 5:30 PM
 See report

V. STUDENT COUNCIL REPORT move to end

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

October was busy. helped with homecoming - served food, setup/take-down, supplies; pitched in to provide teacher dinners for conferences; new parents are interested in being involved; looking to create volunteer opportunities; newsletter is helping; great to have the extra help and opportunities for parents to be part of the community; lots of parents are willing to help. Fall celebration for lower school on 10/29 - 7 parents will be helping; 3/4th graders - party; PTO will provide treats; october newsletter coming soon; November - pepperro day 11/11. 400 boxes of poki sticks to pass out; erica lim will be taking a break for a little with new baby; will probably be back for seollal/ lunar new year

VII. FINANCE, FACILITY (Erik Funk, Chair) > 5:45 PM

A. **Monthly Financials**

- Enrollment update:
 - 323 to 319 since last month.
 - Original budget 358 ADM, Working budget based on 333 ADM
- **September Financials (04)**

[Amy Britton](#) asked about adding a second PreK for the 11 on the waitlist. Brad Tipka said we're thinking about that for January, when the regular PreK teacher returns from leave. We also have to consider whether or not the 11 on the waitlist are tuition paying or not. So, may be more of a growth strategy than income generating.

[Sean Pajak](#) asked about HSA transfers. Scott brown explained EASE system. Regular deposits have been set up.

Motion to approve the September 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	n/a	yes	yes	yes	yes

- Note: Audit presentation will be in November

B. Facilities

- Signs, SPED room updates, White boards, cubbies
- Smart boards still back ordered? January-march will come
- Reusable lunch room food trays update: cost of disposable trays included in catering fees; lease dishwasher \$230/month - not sure if this includes chemicals.
 - Finance committee thought there could be a savings from not paying for the styro trays, but discovered those are included in the cost of lunch. With enrollment down and additional expenses of lease, trays, etc., Finance committee recommends to board not to pursue lease of dishwasher at this time.
 - Dr. Tipka mentioned there is a grant with ramsey county that is being explored to see if it could help pay for a dishwasher.
 - Dishwasher would take water, utilities, chemicals, so weren't sure of the environmental benefits.

C. Misc

- Friday after-school? Dr. tipka said one staff member was interested in staffing. Need one more. Update more next month.
- Bush Foundation grant- received \$40k

Note: playground company came. Goal is to work monday through thursday. So, by end of next week, we should have a playground. Amy britton asked about a sandbox - spring project? [Amy Britton](#) willing to provide lunch for folks who help to build a sand play area.

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

> 6:00 pm

A. EDIAM board resolution (05)

The board of Sejong Academy authorizes Brad Tipka, Executive Director, as the school's Identified Official with Authority (IOwA) to use the Education Identity and Access Management (EDIAM) system. Grace Lee emailed MDE on 10/15/2021.

Motion to approve the authorization of Brad Tipka to serve as the IOwA as indicated above. made by Amy Britton, seconded by Hoonseok Oh. Motion passes unanimously

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
yes	n/a	yes	yes	yes	yes

B. Establish open enrollment period & lottery date for 2022-2023 school year (by Nov 1)

Open enrollment for the 2021-2022 school year will be November 15, 2020 till January 15, 2021. If a lottery is needed for some grades, it will be held on Monday, January 25, 2021.

proposed:

Open enrollment for the 2022-2023 school year will be November 15, 2021 till January 15, 2022. If a lottery is needed for some grades, it will be held on Monday, January 24, 2022.

IX. PERSONNEL (Amy Britton, Committee Chair)

> 6:10 pm

- A. Part-Time tech staff - finance committee update? Table to October finance meeting
We already have a PT tech staff; we can bring in helpers for projects/issues as needed. Hoonseok Oh mentioned continuing tech issues. Tech issues are better than the beginning of the year, but we're still having wifi issues.
- B. **Admin Evals (06)** - Brad Tipka to have for October meeting - board members please review before the next meeting and come with questions/comments/suggestions
- C. Question about sick leave - one staff asked about sick leave policy; dr. tipka clarified sub policy. sejong has in-house subs and an agreement with Teachers On Call for this year. They weren't taking new schools for a while, but are now. So, TOC is another option. Mr. oh asked.. If all the in-house subs are taken, what about other teachers filling in during their prep and get paid hourly. Dr. tipka said that is an option that we've used in the past and also admin can also fill in if necessary.

X. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair) > 6:20 pm

- A. Curriculum budget vs. \$200 classroom discretionary fund - if new teachers need more curriculum/learning materials, that doesn't have to come out of the \$200 discretionary fund. That would be a curriculum request. Mr. hoonseok oh also said that he is more than willing to share science materials too.
- B. Science Club Update (Prep for National Chemistry Olympiad)
Two 11th grade students are continuously participating science club. Both of them still prefer to do more experiments rather than more focusing on National Chemistry Olympiad. I will keep encouraging them to do more experiments during the club but at the same time, encourage them to challenge themselves to the local competition (The local exam starts from March 2022). 2 students per high school.
- C. King Sejong Institute/ Sejong HakDahng: Dr. Cho was to meet with them at end of September. Mr. Chae reached out to Dr. Cho for an update.
- D. Mr. Liew - public comment: what is our school decision / stand in regards to Critical Race Theory (CRT)? Many are debating on whether to include CRT in school curriculum. Would like to take time in the future to discuss this, get parent feedback. Would like to see healthy discussion of good /bad points of CRT.

Student Council Report

> 6:30 pm

Da Mi Say, student council President; 6-11th grade survey about school uniforms; 70% response rate; hard to find uniforms in right color and size; expensive, 2 shirts and 2 pants were \$100; issue of laundry; propose for school to buy uniform in bulk to sell to families

Sasa Oo, student council VP; this year has been more difficult to find uniforms; No uniform Fridays; 85% want to bring back no uniform fridays - school-wide

Hser Nay Ta Mu, student council ambassador agrees with no uniform fridays.
Mr. Liew - i just love our school very much.

XI. Meeting Reflection:

What went well? What did we accomplish? Mr. Oh is proud of the students who came to represent.

What can we improve?
 What's coming up ? defer to PTO update

XII. ADJOURN. Meeting adjourned at 6:30 pm

~6:35 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	