

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, November 18, 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 5:01 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: Bonnie Schwieger (Abdo)

TAG: Scott Brown

NEO:

Parents: Erica Lim, Donna Phillips

Teachers/Staff: Thomas Caron, Kelsey Crowder, Jacob Sungmin Chae, Addison Filiatreux, 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 Jorden Carlson.

III. APPROVALS & DISCLOSURES

>> 5:12

A. **11/18/2021 Agenda (01)**

2 minutes

> Motion to approve 11/18/2021 agenda made by Sean Pajak, seconded by Amy Britton.

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

C. PUBLIC COMMENT

3 minutes

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

D. October regular meeting minutes **10/28/2021 Minutes (02)**

2 minutes

- Motion to approve 10/28/2021 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

Presentation of Audit (15 minutes)

> 5:27 PM

Final docs expected by early december; clean audit report; no findings - material or otherwise

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

> 5:35 PM

See report

V. STUDENT COUNCIL REPORT

> 5:42 PM

- A. Buying uniforms in bulk to sell to families - The finance committee is supportive of the school facilitating bulk buying of uniforms for families. Concerns: ordering too much, where to keep inventory? Pre ordering would be preferable if any minimum order could be met, but who would take orders and organize all that? Finance committee would like student council to research and come up with a more specific proposal.

- B. No-uniform fridays** - admin recommendation: Dr. Tiplka recommends bringing back no uniform Friday.

Motion to approve admin's recommendation to bring back no uniform Fridays made by Grace Lee, seconded by Hoonseok Oh. Motion passes by majority.

Amy Britton	Jorden Carlson	Erik Funk	Sean Pajak	Hoonseok Oh	Grace Lee
yes	yes	yes	no	yes	yes

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

New PTO officer: Jennie Kopietz

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:57 PM

A. Monthly Financials

- Enrollment update:
 - 319 to 311 since last month.
 - Original budget 358 ADM, Working budget based on 333 ADM

- **October Financials (04)**

Main concern - lower enrollment;

Motion to approve the October Financials made by Sean Pajak, seconded by Jorden Carlson. Motion passes unanimously.

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

yes	yes	yes	yes	yes	yes
-----	-----	-----	-----	-----	-----

B. Sick and Personal Day Payout

Motion to approve recommendation of the finance committee to increase sick and personal day payout to \$150 to help with sub shortage and teacher retention. 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

C. Additional Pre-K Class

Motion to approve recommendation of the finance committee to add a second preK class once minimum of 9 kids are confirmed. 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

D. Facilities

- Waiting on: sign, SPED room appliances, white boards, smart boards
- Meeting with landlord scheduled for 11/30
- Playground installed. Kids seem to like it.
- Sandbox spring project?

E. Misc

- Friday after-school? Currently only one staff to work it. One more staff recommended. Will inquire with staff again after break.

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

> 6:07 pm

A. Bylaws - committees, section 14

B. Working groups - add to bylaws? Current guidelines: follow open meeting law - post meeting day/times; open and accessible to all staff/community members

C. **IB MYP Assessment Policy (05, 05A, 05B)**, originally approved 2/18/2020, proposed change to grading chart

Motion to approve modification to IB MYP Assessment Policy made by Sean Pajak, seconded by Jorden Carlson. Motion passes unanimously.

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

D. set class sizes for 2022-2023

	21-22	22-23	max
preKA	20	15	20
preKB		15	20
KA	17	18	20
KB	16	18	20
1A	16	17	22
1B	12	16	22
2A	17	16	24
2B	18	12	24
3A	14	17	24
3B	14	18	24
4A	21	14	24
4B		14	24
5	12	21	26
6A	15	12	26
6B	14		
7A	16	15	26
7B	15	14	26
8A	13	16	26
8B		15	26
9	17	13	26
10	20	17	28
11	24	20	28
12		24	28
23 sections	311	357	534

Motion to approve class sizes and number of sections for 2022-2023 as pictured above (2 sections each for grades PreK-4, and grades 7-8). 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

IX. PERSONNEL (Amy Britton, Committee Chair)

> 6:15 pm

A. **Admin Evals (06)** - questions/comments/suggestions?

Board suggested DTL self-score. Board suggested to add staff feedback (2 times/year) to DTL evaluations. Dr. tipka to bring draft to december meeting.

X. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair) > 6:25 pm

10 minutes

- A. Letter from MDH Commissioner with recommendations from CDC and MDH for fighting rising COVID cases
 - a. Promoting vaccination
 - b. Universal masking
 - c. Physical distancing
 - d. Staying home when sick
 - e. Screening testing
 - f. Contact tracing and quarantine
 - g. Ventilation
 - h. Notification of cases - required to report to MDH any known cases
 - i. Additional layers of prevention - teach appropriate handwashing , clean/disinfect surfaces at school
- B. King Sejong Institute/ Sejong HakDahng update. Mr. Jacob Chae met with Dr. Hangtae Cho, Director of korean program at UMN, earlier this month. Dr. Cho got an exception for Sejong to offer a CIS (college in schools) UMN Korean course at Sejong. Note: normally at least 5 high schools must offer a course in order for it to qualify as a UMN CIS course. The teacher would be a UMN teacher. Dr. Cho told Mr. Chae we have two options: (1) Sejong just pays it all (costs as of yet unknown) or (2) get funding from Sejong Hakdan/King Sejong Institute, which is under the Ministry of Culture, Sports and Tourism of the Republic of Korea.
 Dr. Cho said there has been positive feedback so far for housing the CIS at Sejong Academy and he is willing to introduce our school in December when he visits Korea for the annual King Sejong Institute meeting if the board approves the second option. He also said Sejong Academy needs a person (Mr. Chae) who can communicate regularly with the Korean government after the approval for the preparation and inspection for the process.
 If the board approves the second option, Mr. Chae will prepare a portfolio about why Sejong Academy is suitable for the program. And, Dr. Cho will bring the portfolio to the annual KSI meeting in Korea in December.

Motion to seek funding/approval from King Sejong Institute to host a branch at Sejong Academy to house a UMN CIS Korean class at our school made by Hoonseok Oh, seconded by Amy Britton. Motion passes unanimously.

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

- C. Critical Race Theory (CRT)- brief intro >> due to time table till December. Grace to email board members links to articles

Accept resignation of Jorden Carlson from the board.

Jordan Carlson said tonight will be her last meeting. They are expecting a new baby and job at her school has been difficult. She expressed her appreciation for the years of working together and will stay connected.

The board thanks Jorden Carlson for her years of service and all she's done to help make our school and community better for everyone - helped to start our IB MYP program; served as PLC lead when she taught at Sejong; served on board; while on the board was able to give voice to teacher concerns.

Board candidate interviews 20 minutes > 6:45 pm
[Jennie Kopietz](#)(parent), Donna Phillips (parent), [Addison Filiatreux](#)(teacher), Thomas Caron (teacher)

Board discussion - closed 10 minutes > 6:55 pm

We are excited that there has been so much interest. At this time, we feel that more parent involvement/voice is important to the school's mission. We are confident that more parent voice on the board will help with enrollment ideas and diversity. We know there will be four seats open in June and encourage and invite candidates to run at that time.

Motion to approve Jennie Kopietz and Donna Phillips as board members with terms expiring June 30, 2022. made by Sean Pajak, seconded by Erik Funk. Motion passes unanimously.

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

Note: need to appoint secretary in December.

XI. Meeting Reflection:

What went well? What did we accomplish? Clean audit!! Got a lot done. Elected two new board members

What can we improve?

What's coming up? Finance and board training in december and january; 22-23 calendar to approve in december

XII. ADJOURN. Meeting adjourned at 7:21 pm ~7:00 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). 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	