

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, December 16, 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 026

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 5:04 PM

Board Members Attendance:

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent	Brad Tipka ex-officio
yes	yes	yes	yes	yes	yes	yes	yes

Public in Attendance:

TAG: Scott Brown

NEO:

Parents: [Brett Dipman](#), Erica Lim, David Rasmussen, Hubert Lim

Teachers/Staff: Jaewho Ko, Kelsey Crowder, Thomas Caron

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

Board members, please note Article 3, Section 13 of our bylaws and please turn on your camera.

**II. CENTERING & SCHOOL MISSION**

>> 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 Hoonseok Oh.

Show Ji-Young video from 1A

**III. APPROVALS & DISCLOSURES**

>> 5:12

A. **12/16/2021 Agenda (01)**

2 minutes

> Motion to approve 12/16/2021 agenda made by Sean Pajak, seconded by Amy Britton.

Motion passes unanimously

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
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yes	yes	yes	yes	yes	yes	yes
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➤ Disclosure of any Conflicts of Interest

B. PUBLIC COMMENT 3 minutes

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

C. November regular meeting minutes **11/18/2021 Minutes (02)** 2 minutes

➤ Motion to approve 11/18/2021 minutes made by Sean Pajak, seconded by Hoonseok Oh.  
Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	yes	yes	yes	yes	yes	yes

**WELCOME NEW BOARD MEMBERS & BOARD TRAINING** (20 minutes) >> 5:32 pm

Last board meeting, parent members Jennie Kopietz and Donna Phillips were appointed to the board to fill two board terms that will expire 6/2022.

1. **MN Statute (03)** 124E.01 Purpose and Applicability
2. Open Meeting Law (MN 13D <https://www.revisor.mn.gov/statutes/cite/13D>)
3. Authorizers - role of Authorizer, oversight, goals/ framework [CONTRACT VERSION - 2019-2024 - Performance Framework Sejong Academy Charter School](#)
4. Forming a charter school/ How Sejong Academy was formed
5. High school expansion
6. 124E.07 Board of Directors, sbd. 6 Duties
7. **Sejong Bylaws (04)**  
<https://static1.squarespace.com/static/54ae926ce4b084338ad939a8/t/56f4c4531330ba72a8ad557/1458881619648/Sejong+Academy+By-Laws.pdf>

IV. **DIRECTOR'S REPORT (05)** Brad Tipka (8 min) > 5:40 PM  
See report

V. **STUDENT COUNCIL REPORT** > 5:43 PM

A. Buying uniforms in bulk to sell to families  
Update: Ms. Filiatreux created a google form for teachers to share with families at conferences. Then the school will know interest, and if quantity is enough for bulk purchase.

VI. **Parent Teacher Organization (PTO) REPORT**, Erica Lim, [Jennie Kopietz](#)

VII. **FINANCE, FACILITY** (Erik Funk, Chair) > 6:15 PM

- A. **Board Training: Finance (6A)**: Public Purpose Usage (15 minutes)
- B. Monthly Financials
  - Enrollment update: 311?
  - Finance items to keep on our radar: enrollment, rent, utilities
  - **November Financials (6B)**

Motion to approve the November Financials made by Erik Funk, seconded by Sean Pajak. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	yes	yes	yes	yes	yes	yes

C. Mid-Year lane change for teachers

Motion to approve recommendation of the finance committee to allow for mid-year lane changes. For the current year, teachers must make request by Dec 20, 2021. In following years, requests must be made by August 1. Made by Hoonseok Oh, seconded by Sean Pajak. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	yes	yes	yes	yes	yes	yes

D. Facilities

- Waiting on: SPED room appliances, white boards - got all, smart boards- expected jan-june, ordered last april
- Meeting with landlord was 11/30
  1. Soundproofing. Met with Acoustics Associates on 12/14. They are preparing recommendations for classrooms and public spaces along with a per panel cost.
  2. storefront window. Waiting on verification from AWH.
  3. Blinds. Rochon is lining up a contractor to come in and measure over winter break.
  4. Sign. got cost estimates
- Winter Break fixes:
  - window sealing, vestibule stone replacement, and blind measuring.
- *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 November break.

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

> 6:25 pm

A. 2022-2023 calendar - will be same as **current (07)**, any other adjustments? \*\*

a. **NWEA MAP testing in January? \*\***

Survey results: lower school: out of grades 3-6 responses, all but 1 want to keep January MAP tests.

Upper school: one each for ELA and math do NOT want January ELA/MATH MAP's. But 6/7 support teachers who responded want to keep it (ADSIS, ELL, SPED)

Motion to require winter MAP tests for lower school (grades 2-6), but not for upper school (grades 7-11). Made by Erik Funk, seconded by Hoonseok Oh. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	yes	yes	yes	yes	yes	yes

**B. Board of Advisors - add Dr. Dafna Zur,** Associate Professor, Korean Studies, Department of East Asian Literatures and Cultures, Stanford University, Director of Undergraduate Studies, EALC major, Director of the Center for East Asian Studies and Director of The Korean Language Village at Concordia Language Villages near Bemidji, MN. Mrs. Lisa Thompson, our Upper School Director of Teaching and Learning, has been collaborating with her for opportunities for our students.

Motion to add Dr. Dafna Zur to our board of advisors Made by Erik Funk, seconded by Amy Britton. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	yes	yes	yes	yes	yes	yes

C. Appoint Board Secretary - no interest at this time

D. **Working groups (08)**

Motion to amend bylaws, adding Article 3, Section 15 on Working Groups. Made by XX, seconded by XX. Motion XX. >> tabled to January meeting

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent

E. **Anti-bullying policy (09)** \*\* review purpose of policy; Donna Phillips has volunteered to look into age-appropriate training for students

Erik Funk asked about school-wide personal safety curriculum, which had been brought up prior to COVID. Would like to see specific anti-bullying curriculum for our students. Hoonseok Oh said it would be helpful to have more preventative measures, as opposed to just reactionary measures. Grace Lee asked who we could get to look into school-wide curriculum. Brad Tipka said we could get the curriculum, train teachers and have teachers them teach it. [Hoonseok Oh](#) recommended that Race Equity coordinator is a good resource too.

Board asked Brad Tipka to look into a school-wide curriculum. Mrs. Love, former counselor, used Second Step. Erik Funk asked to please also look into Abuse prevention curriculum, in addition to the anti-

bullying. Donna Phillips also reached out to some licensed counselors for curriculum. She will share that once she gets it.

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

> 6:35 pm

A. **Admin Evals** -

Board suggested Directors of Teaching and Learning (DTL) self-score. Board suggested to add staff feedback (2 times/year) to DTL evaluations. Request Personnel committee to assist with surveys for admin (ED Eval coming up in January)

B. Exec Director Eval in January - Grace to send email to staff

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

> 6:45 pm

A. ICT (Incident Command Team) - guidance for class and school-wide quarantining due to COVID \*\*

Grace Lee said that no where in the current school safety plan does it say that two positive cases in a class will lead to the entire class going online. Some parents have expressed concern about short notice of going online. Erik Funk expressed concern with parent communication of going online. Do we have separate rules for vaccinated vs. unvaccinated people? Hubert Lim, parent and ICT member, agree we need to improve communication. The landscape has changed. Lim does COVID research at UMN. we may see more positive cases, but it may not be severe per se. More omicron research coming. Maybe keep things flexible. Maybe keep it case-by-case basis - especially b/c we can test. If it's spreading, it will be obvious. [Amy Britton](#) based on conversations with MDH, if you've been exposed, but if you've been vaccinated and wearing mask, you're fine to continue working, etc as long as you're not showing symptoms. Class shut-downs have not happened in son's school. [Jennie Kopietz](#) - agree with increasing the threshold. Asked about testing protocol - send home a release to parents to sign for the year. And let parents know the results. Donna Phillips agree to have release for the school-year. [Erik Funk](#) noted that parents don't really know about Schoology notifications. Grace Lee to send reminder about schoology. David Rasmussen asked for Schoology password.

Erik Funk asked that schoology and school communication be added to next board meeting agenda.

Kelsey Crowder - asked if it's in the school safety plan that families are notified if there's a positive case in the class.

Brad Tipka asked how often and how much should we test?

Erik Funk mentioned MDH decision tree.

Grace Lee asked that **ICT provide more guidance for class quarantine.**

Hubert Lim asked if we will have continual access to free tests from MDE. Brad Tipka said we have 1,000 coming soon from MDE. Cue swab tests take 10-15 minutes for results, but cost money (some are free). Saliva tests are free, but take 2 days for results. We're not sure about future supply availability.

B. Critical Race Theory (CRT) >> Grace Lee sent board link to MNEEP two part series: "What is Critical Race Theory: Building Understanding and Debunking Misinformation" (zoom dec 8 and jan 12). If you missed the dec 8 zoom, a recording will be available on their website shortly. Board members are asked to watch both videos as an introduction for our discussion - either January or February - depending on when January video becomes available.

C. King Sejong Institute/ Sejong HakDahng

\*\*\*\* Close meeting - review personnel report regarding parent communication to the board

Motion to approve recommendation of the investigation team Made by Sean Pajak, seconded by Erik Funk. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	yes	yes	yes	yes	yes	yes

**XI. Meeting Reflection:**

- What went well? What did we accomplish?
- What can we improve?
- What's coming up?

**XII. ADJOURN.** Meeting adjourned at 7:56 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). <b>Approve calendar for next academic year</b>	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	