

Regular Meeting of the Sejong Academy School Board – Journal of Minutes  
 Thursday, April 28, 2022 @ 5:00 p.m.

Meeting Link. <https://meet.google.com/wtv-mtkx-yrs>

Or dial: (US) +1 574-404-7680 PIN: 196 668 086#

Physical meeting location - school address, room 026

Thank you to Mr. Oh for hosting the physical meeting.

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

**I. CALL TO ORDER & ATTENDANCE**

**5:05 PM**

A. Meeting called to order at 5:05 PM

B. 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 (5:12)	yes	yes

Public in Attendance:

TAG: Scott Brown

NEO: Jean Neuman

Parents: Monica Rasmussen

Teachers/Staff: Jaewho Ko, Lisa Thompson, Thomas Caron

Thank you to all for taking the time to attend today’s meeting.

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**

**> 5:07 PM**

A. 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.

Thank you to everyone in our Sejong community who enable us to achieve our mission!

B. **IB MYP Presentation** by Director of Teaching and Learning for Upper School, Lisa Thompson.

(10min) <https://www.ibo.org/globalassets/digital-toolkit/presentations/1506-presentation-myp-en.pdf>

**III. APPROVALS & DISCLOSURES**

**> 5:23**

A. **4/28/2022 Agenda (01)**

2 minutes

➤ Motion to approve 4/28/2022 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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Thank you to Jennie Kopietz and Grace Lee for preparing the agenda and to those who contributed agenda items/input.

B. Disclosure of any conflicts of interests

C. PUBLIC COMMENT 3 minutes

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

D. March regular meeting minutes **3/24/2022 Minutes (02)** 2 minutes

➤ Motion to approve 3/24/2022 minutes, correcting number of non renews to 3 and removing abbreviations 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

Thank you to Jennie Kopietz for taking the minutes and posting them to our website and Epicenter (authorizer compliance).

**IV. DIRECTOR'S REPORT (03)** Brad Tipka (15 min) > 5:35 PM

Thank you to Dr. Tipka for his years of service as he leads our school.

- Academics
- Finance/Facilities
- Covid Update
- Activities & Enrichment
- Community Outreach

Flint Hills Family Festival invite: School Week portion May 31-June 3 and/or Family Weekend June 3-4. Greatest need May 31-June 3

**V. STUDENT COUNCIL REPORT** > 1 minute

- Cultural Game Day was April 7th. Pictures were posted
- Masquerade Prom, May 13th from 5-8. Grand March 5:10-5:40 pm
- Uniform Survey results: 62 are interested in shirts of various sizes. 55 are interested in pants of various sizes. Addison Filiatreux sent Board members the breakdown.

Thank you to Addison Filiatreux for serving as the staff advisor for Student Council and to all the Student Council officers.

**VI. Parent Teacher Organization (PTO) REPORT** > 5:46 PM

- Teacher Appreciation Week. PTO to provide bibim-bap lunch on 5/6
- Children's Day - May 5th - Every year we do chocolate Pies, maybe poo bread

Thank you to Erica Lim and Jennie Kopietz for their PTO leadership.

**VII. FINANCE, FACILITY (Erik Funk, Chair)** > 6:00PM

A. Enrollment update: 317 current. 2 leaving. 78 new. 393 est. for next year

Note: assumes all else stays and all new come.

B. **March Financials (04)** (keep on our radar: enrollment, rent, utilities)

➤ Motion to approve the March Financials made by Donna Phillips, 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

- C. Finance training in May - confirm with Scott Brown - 20 minutes  
Thank you to our Finance committee members.
- D. Emailed & left messages for Kou Vang/Iris Park Partners regarding increased dissatisfaction with delays on answers regarding rent abatement for undelivered part of school project (gym). Still have not heard back. Finance committee considering legal options.
- E. Property tax exemption update - Ramsey county tax assessor denied our request and recommended we appeal to the Purely Public Charity Review Board. He was generally supportive, but constricted and said he would assist us as we seek legislative change to address inequities in MN statute 272.02 Subd. 42, which puts extra ownership criteria on charter schools not found for school districts. This is an equity issue as many charter schools serve a majority of low income and/or students of color and/or special needs students. Thus putting the burden of property taxes on some charter schools and taking away valuable resources which could otherwise be used to serve students. Note. Our property tax bill is estimated to be over \$100k per year.
- F. Finance committee: Sean Pajak proposed another \$500 retention stipend on top of the \$500 that was approved last month. Current estimate for the approved stipend would be \$27k. Adding another one would double that. Committee recommends to wait and see if we get the rent reduction and/or property tax exemption and also wait to see what the transportation increase will be for next year before approving additional retention stipends.
- G. Facilities
  - Gym construction to begin fall 2022?
  - Music Room Water issue resolved. Now looking into cabinets
  - HVAC - Kou to talk to NAC's owner
  - soundproofing - 225 completed. 223 is next.
  - blinds ~\$48k for manual blinds in classrooms and offices; to look into films/tint
  - sign - hopefully get city approval shortly
  - storefront window
  - SPED room appliances?
  - Sandbox spring project?
- H. Grants
  - Addison Filiatreaux and Grace Lee completed a \$60k Water Safety grant (over 2 years) which would enable us to give scholarships to our students to take swimming lessons and for Sejong to provide water safety workshops to our families
  - Grace Lee working with Library Services for additional funding of \$29.2k

**VIII. GOVERNANCE/POLICIES** (Grace Lee, Committee Chair) > 6:11 pm

**A. Approved Searches of Students and Student Items or Equipment Policy (05)**

- Motion to approve policy on Approved Searches of Students and Student Items or Equipment made by Sean Pajak, seconded by Hoonseok Oh. Motion passes unanimously.  
Note: board asked Brad Tipka to review Student and Family Handbook and be cognizant of procedures and parent communication.

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. Substance Use Policy background discussion (06)**

Discussed background of the issue and that if a staff is concerned that a student is under the influence and in immediate danger, staff are empowered to call 911. Discussed need for line of communication/communication protocol - between staff and admin and parents. Board members to research if other schools have specific drug policies and bring them back to the board.

C. Articles of Incorporation and By-laws revision will need to be approved at the May meeting to address recently issued MDE guidance regarding charter law and indemnification clauses.

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

**> 6:32 pm**

Executive Director Evaluation. An ED Evaluation survey was sent to all staff. 44 responses received. ED Evaluation committee was comprised of 1 board member, 3 staff, plus rubric feedback from another staff. The committee reviewed all staff survey results and graded the ED with the rubric. The ED self-scored using the rubric. All results were reviewed with the ED.

- Motion to approve the recommendation of the ED Evaluation committee to extend an employment agreement to Dr. Brad Tipka for the 22-23 school year. Made by Amy Britton. Seconded by Erik Funk. Motion was approved 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

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

**> 6:38 pm**

A. Keep May break for 2022-2023 school year? This question will be included in our Climate Survey, which will go out in May.

B. Mask Mandate. Updated staff poll:

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53 Responses:

- 55% - make masking optional
- 45% - continue to require universal masking

From the ICT discussion (only 4 people present). 3 of the 4 want to keep the mask mandate.

Reasons for keeping masking:

- It's been working so far
- Another variant may pop up or already be here
- Some students or families may face increased exposure during the May break

Reasons for making masking optional:

- MPS and St. Paul (and most other districts) are optional
- Some recent parent concerns from PreK about still requiring masks
- Most other places in the community don't require masks
- Some students. mostly middle school students, 'hide' behind their masks

-Harder to communicate and learn language without seeing mouths/faces

Some notes:

-We all agreed that we should not require masking on outdoor activities and special events this spring as well as prom

-We weren't sure about the science behind making masking optional and what the increased risks might be

- Motion to change the school's mask mandate to optional starting May 2 made by Erik Funk, seconded by Sean Pajak. Motion passes unanimously. Note: we can continue to review this each month, as ICT recommends.

Dr. Tipka ask Jacob Chae to post on Schoology and FB/Website. Jennie Kopietz to inform staff through board meeting summary.

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. Go4Brain: U of M Neuroscience program (7/11 to 7/15). Two high school students' applications were accepted (out of 14 applications from Sejong students). 7 teachers helped to write recommendation letters. Students will be able to learn neuroscience with a lot of hands-on activities, career & experimental skills, and will be able to work with professionals in the neuroscience area. Students will receive a stipend as well. This is a very competitive program. Only 10 total students were accepted into the program. This means 20% of these students will be Sejong Academy students. The two students were Da Mi Say, Kaw Lah Eh Moo. Congratulations!!!
- D. King Sejong Institute/ Sejong HakDahng. Thank you to Jacob Chae for serving as our liaison.

**XI. Family Communication - working group update, Jennie Kopietz > 7:05 pm**  
 Brad Tipka and Jennie Kopietz met last month.  
 With the new position, suggest waiting until that position is filled.  
 Family Communication and Community Outreach Coordinator position to be posted asap.

**XII. Meeting Reflection:**  
 What went well? What did we accomplish? Made a hard decision on the masks. Since the beginning of COVID till now, we've managed to get through much of that and done so in a civil and conversational manner. Brad Tipka expressed appreciation of the board's support.  
 What can we improve?  
 What's coming up? Climate survey to include May break & Mask survey

**XIII. ADJOURN. Meeting adjourned at 7:08 pm > 7:08 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	