

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, February 24, 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#

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 5:01 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:

Teachers/Staff: Jaewho Ko

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 Erik Funk.

III. APPROVALS & DISCLOSURES

>> 5:12

A. **2/24/2022 Agenda (01)**

2 minutes

> Motion to approve 2/24/2022 agenda 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

> Disclosure of any Conflicts of Interest

B. PUBLIC COMMENT

3 minutes

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

C. January regular meeting minutes **1/27/2022 Minutes (02)**

2 minutes

- Motion to approve 1/27/2022 minutes made by Sean Pajak, seconded by Donna Phillips. 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

IV. **DIRECTOR'S REPORT (03)** Brad Tipka (10 min)

> 5:22 PM

See report

V. STUDENT COUNCIL REPORT

>

- A. Note: uniform survey/form at conferences Feb 17, 18??? - did not go out at conferences

VI. Parent Teacher Organization (PTO) REPORT, Erica Lim, Jennie Kopietz > 2 minutes

- Sold hats at conferences
- Seollal: treats for staff
- V-day: treats for staff and students

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:40PM

A. **January Financials (04)** (keep on our radar: enrollment, rent, utilities)

- Motion to approve the January Financials 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
yes	yes	yes	yes	yes	yes	yes

- B. Enrollment update: 321; new for next year 53

C. Moving **kitchen staff** from 1099 contractors to W2 employees

- Motion to approve the finance committee recommendation to move kitchen staff from 1099 contractors to W2 employees 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. Awaiting: amount of **rent reduction** for undelivered part of school (gym); word from county on possible property tax exemption

- E. Misc: Learning Management System - considering school-wide switch from Schoology to Toddle

F. Facilities

- Gym construction to begin fall 2022?
- Misc: SPED room appliances, smart/promethean boards - 6 of 7 came, soundproofing, blinds, sign, storefront window - sean to send pic to brad to send to kou
- Sandbox spring project?

G. Grants

- PESLB ~ \$7k for teacher mentorship secured
- Expanded Access to Tutoring - potential \$31,320

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

> 5:50 pm

A. 2022-2023 calendar

Questions/ Next steps? May break, etc.

- Year-Round model: 45-15, 60-20, 90-30;
- avoid brain drain/summer slide (research shows increased academic performance particularly for economically disadvantaged students and those with limited English proficiency);
- more opportunities to recharge throughout the year

Hoonseok Oh - for having May break for academic purposes, so students don't lose as much academic content over summer break; Brad Tipka - if we don't have May break and have a longer summer break, we could have a longer summer school, though staffing is difficult for summer school. Sean Pajak said schedule as is is fine and some of the Korean teachers travel during that time. Erik Funk said he's open since it serves other purposes. Hoonseok Oh said he can bring this up with Curriculum Committee. Amy Britton asked how do parents think one think vs how do staff think.

Jennie Kopietz would like to hear from Karen parents. She is also curious to know how many families have students at other schools.

**** We'll send out written surveys in english and karen to families; and electronic survey to staff.**

- B. Appoint Board Secretary - Jennie to serve till end of school year. **Grace to email Jennie to schedule a meeting.**
- C. Anti-bullying update, Donna Phillips. Donna emailed Grace. Grace to forward out.
- D. Board Training * new members need to attend training. **Grace to forward MACS training info.**

IX. PERSONNEL (Amy Britton, Committee Chair)

> 6:00 pm

A. ED Eval - survey to go out to staff and families next week; email Grace input **Grace to send the board a copy of old survey.** Board send feedback by Monday. Aim is to send to staff tue/wed. **Grace to find out from authorizer** if we have to send ED eval to families. OR can we just send them the climate survey to families.

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

> 6:15 pm

- A. Critical Race Theory (CRT) >> remove from agenda?
We believe in teaching through a lens of racial equity. Our board has not heard any controversy around this issue and feels that we no longer need to keep this on the agenda. However, if an issue arises, we are more than willing to add it back.
- B. King Sejong Institute/ Sejong HakDahng - Mr. Chase submitted application a few weeks ago.

- C. Curriculum Committee: 9 staff (including admin) joined. We will have a monthly meeting (every third Thursday of the month, 8:00 - 8:30 AM) to develop the Sejong curriculum. We will focus on the written curriculum and integrate the MYP subject group overview and MN state standards.
- D. EOR (Emmons & Olivier Resources) update. Water specialist/ environmental science Patrick Conrad reply back to the email and we will schedule a meeting in March to discuss a possible partnership between EOR and Sejong.
- E. US National Chemistry Olympiad - Sat, 3/19 11:00 AM will be the local exam. Two students are enrolled. Sejong students will compete with Wayzata, Mounds View, and Eden Prairie students.

From Upper School Director, Lisa Thompson:

- F. Upcoming professional development in the area of curriculum, teaching, and learning:
 - a. March 2 - (Baker Community Center) Ms. Thompson and Mr. Oh to attend MNIB quarterly conference
 - b. March 5-7 - (Minneapolis Hilton) Ms. Karen Hong to attend IB workshop for librarians at the Minneapolis IB Conference; Ms. Thompson to attend IB workshop on social and emotional learning (to support her in her role as Upper School dean of students)
 - c. March 10-12 - (Online) Ms. Ko and Ms. Filiatreux were nominated by Ms. Thompson to attend TIES conference for one day of their choice; a gift of two tickets was given to our school from Toddle
- G. Written Curriculum update:
 - a. IB-required MYP Subject Group Overview and NEO-required Scope and Sequence documents will be merged to produce permanent (and update-able) Upper School written curriculum for Middle Years Program (grades 7-10) to include MYP Objectives + MN Standards.
 - b. New program for 11-12th grade is under development with a working title of "Global Leadership Program (GLP)," planning backwards from our school's vision and mission, incorporating MN standards and graduation requirements, and even going further with the IB CP as a model, with a proposal to use Understanding by Design for unit development. It is Ms. Thompson's hope that we offer students a range of choices of Korean culture and language classes. She presented her Global Leadership Program (GLP) curriculum proposal to Grace Lee, Dr. Tipka, and Mrs. Cho in January.
- H. New report card for Upper School. All teachers should be commended and especially Mr. Wild. More technological support is required to continue this high level of achievement data reporting. This data is deeply connected to curriculum, teaching, and learning. Students are given feedback on their achievement towards objectives that are shared with parents - and the same objectives used worldwide. Big thanks to Ms. Grace Lee and the board for their support in revising the Assessment Policy, which made this action even possible. Learners and Parents/Guardians were presented with a wealth of new achievement data last week at Parent-Teacher conferences.

- A. Objective: gather parent communication needs and create an information pathway to answer parent questions easily and allow the school to effectively communicate to it's families.
- B. Ideas from January board meeting:
 - Get working group to get stuff ready for the start of next school year
 - new family checklist at the beginning of the year.
 - Update family handbook

Two karen parents responded with interest.

No staff/faculty volunteers.

How can parents communicate to teachers better to help with family-school communication.

Want staff on the working group in order to avoid school vs. family vibe.

Keep group to 5-7 members: 2 karen parents, jennie, 2 staff

Meet monthly; email between meetings

Brad suggested letting staff know what time the meetings would be.

Jennie to meet with Brad

XII. Meeting Reflection:

What went well? What did we accomplish? Good that we moved kitchen staff to regular employees; got a secretary

What can we improve?

What's coming up? SPPS and MPS teachers may strike soon

XIII. ADJOURN. Meeting adjourned at 6:43 pm

~6:25 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	