

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES-DRAFT
 Tuesday, September 15, 2020 @ 5:05 p.m.
 Meeting Link. <https://meet.google.com/zdk-hqth-njn>

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 limited to the Public Comment section of the agenda.
4. Public comment will not be allowed in another section of the meeting unless the meeting facilitator requests for a public member to comment.
5. If a person does not abide by these guidelines, they will be removed from the meeting.

I. CALL TO ORDER

5:05 PM

Meeting called to order at 5:05 PM

Board Members Attendance:

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee	Brad Tipka (ex-officio)
X	X	X	X	X	X

Public in Attendance:

TAG: Scott Brown

NEO:

Parents: Erica Lim, Linnea Swanson, Mick White, David Rasmussen, Ed Hauck, John L, Sarah Kitt, Lor Na, Kaitlin Richter

Teachers/Staff: Eunjoo Oh, Keuntak Jang

II. SCHOOL'S MISSION

5:08 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. PUBLIC COMMENT

12 minutes > 5:20 pm

This section is for public comment only. This is not a question and answer period for Board members. 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.

- A. Linnea Swanson asks for clarification on public comment and expresses concern about not being able to ask questions/share thoughts on important matters.

IV. APPROVALS & DISCLOSURES

5:20-5:30

- A. 09/15/2020 **Agenda (01)** 4 minutes
 - Motion to approve 09/15/2020 agenda made by Erik Funk, seconded by Jina Kim. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

B. Disclosure of any Conflicts of Interest - none 2 minutes

C. 08/18/2020 Minutes (02) 4 minutes
 ➤ Motion to approve 08/18/2020 minutes made by Jorden Carlson, seconded by Erik Funk.
 Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

V. DIRECTOR'S REPORT (03) Brad Tipka (10 min) 5:30- 5:40 PM

A. Academics

- a. Some challenges with the intensity of the classes, screen time. More screen breaks and brain breaks should be built in
- b. One parent in Kindergarten sent a very nice letter of relief with how things went the first week
- c. Schedules seem much clearer
- d. Attendance up over last spring but afternoons are still a challenge
- e. Delivered materials last week over two days. Will deliver on an as requested basis
- f. We could supplement some of the younger grades with more paper resources
- g. 'Today was better than yesterday'
- h. ELL, SPED and ADSIS are evaluating students, sending notification letters to prepare for service
- i. IB update: All MYP teachers will be trained by the end of fall and DP teachers will begin training in November
- j. Upcoming PLCs - SPED and Team breakout sessions, online learning, race equity
- k. New leadership has been awesome!

B. Facility/Finance/Logistics

- a. Office staff has been busy calling families and assisting with tech
- b. Submitted Title I, II, II grant for low-income students and additional EL
- c. Initial busing routes have been challenging
- d. Tech Needs: more Chromebooks going out tomorrow. Still some internet issues
- e. One family is utilizing our essential worker childcare program in limited amounts
- f. Soccer practice will be starting this week (11 girls, 12 boys)
- g. ICT continues to meet and email out update and news concerning our safe schools scenario planning

C. Community Outreach

- a. Will be meeting with Girl Scouts
- b. Grace met with Voyager's Outward Bound
- c. Met with JROTC representative and are exploring possibility of applying

VI. STUDENT COUNCIL REPORT

VII. FINANCE, FACILITY (__, Chair) (10 min) 5:40- 5:50 PM

- A. **July & August Financials (04, 05)** Note: last month, only July check register was available.
- B. Facility update
 - o Plans are moving forward on the 1885 University Ave building
 - o Weekly design meetings still taking place (engineers and architects)

VIII. GOVERNANCE/POLICIES (__, Committee Chair) 5:50PM

- A. **Role and responsibilities of the School Board (06)** (124E.07 subd 6) 5 minutes
- B. Introduction of School Board members 6 minutes
 - a. Amy Britton (community)
 - b. Jordan Carlson (community)
 - c. Erik Funk (parent)
 - d. Jina Kim (teacher)
 - e. Grace Lee (community)

- C. School Board Officers (**By-laws (07)** Article 4, section 3, page 7) 6:01 > 6 minutes
 **We must remove 'Chief Financial Officer' from our bylaws and use 'Treasurer', update Treasurer role in bylaws (or his or her designee)

- Election of 2020-2021 officers
- a. Board Chair - Grace Lee
 - b. Treasurer - Erik Funk
 - c. Secretary - Jordan Carlson

➤ Motion to approve the above people for the above offices made by Amy Britton, seconded by Erik Funk. Motion passes unanimously.

Amy Britton	Jordan Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

- D. School Board Committees (By-laws Article 3, section 14, page 6) 6:07-6:15
 Appointment of 2020-2021 committee chairs
 - a. Finance & Facilities - Erik Funk
 - b. Governance - Grace Lee
 - c. Personnel - Amy Britton
 - d. Teaching and Learning - Jina Kim

- E. **Parent/staff/student Concern Protocol (09)** 6:15-6:30
 Procedure & online form
 - a. In the spring, a few issues arose and people weren't sure who to contact
 - b. The form will formalize the process of expressing a concern and allowing parents/staff/students an avenue if they do not feel their concern is addressed
 - c. Form will be translated and provided electronically as well as paper copies

- F. Recommendation of ICT (Incident Command Team) 6:30-6:42 minutes
 - a. Begin At-School Learning for students with no or very poor internet on 9/21. No motion necessary, as 8/18/20 motion included "case by case review of at risk students who may need in-person at school"

- b. Special board meeting 9/22 to decide on recommendation of ICT - phased start for hybrid learning. ICT to provide more detail. Note: staff/student/family surveys going out today; phone calls rest of the week.
 - i. PreK-2 start 10/5
 - ii. Grades 3-5 start 10/19
 - iii. Grades 6-10 start 10/26 or 11/2
- c. What information would the board need to make a decision on 9/22?
 - i. Email ict@sejongacademy.org questions/comments

G. Grade Section Transfer/ Teacher Request Policy (10)

6:42-7:09

Motion to approve the Grade Section Transfer/Teacher Request Policy made by Jina Kim, seconded by Amy. Motion passes unanimously.

Amy Britton	Jorden Carlson	Erik Funk	Jina Kim	Grace Lee
Yes	Yes	Yes	Yes	Yes

IX. Board Training (covered Board Roles and Responsibilities above)

X. PERSONNEL (__, Committee Chair)

XI. CURRICULUM/Teaching & Learning (__, Committee Chair)

7:09-7:10

A. NWEA testing - tabled to 9/22 meeting

XII. Meeting Reflection:

7:10-7:13PM

What went well?

What can we improve? Public comment, move public comment after agenda approval

XIII. ADJOURN. Meeting adjourned at **7:13**

7:13 PM

Month	business	board training
SEP		Board Role and Responsibilities By-laws: Officers, Committees
OCT	Audit presentation	Financial Management
	establish open enrollment period & lottery date for 2020-2021 school year (by Nov 1)	
NOV	set class sizes for 2020-2021	Financial Management
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	Employment Policies and Practices
JAN		Employment Policies and Practices

FEB	ED evaluation; approve salary guide	
MAR	approve Executive Director Evaluation recommendation	
APR	approve staff contracts for following year	
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	