

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, March 25, 2021 @ 5:05 p.m.
 Meeting Link: <https://meet.google.com/zdk-hqth-njn> (same link for all board meetings)

I. CALL TO ORDER 5:05 PM
 Meeting called to order at 5:05 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:
 TAG: Scott Brown
 NEO:
 Parents: Mick White, Erica Lim
 Teachers/Staff: Earl Wilson, Jaewho Ko, Lisa Maren Thompson

Meeting protocol and etiquette (see website)

II. CENTERING & SCHOOL MISSION 5:08-5:10 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.

III. APPROVALS & DISCLOSURES

- A. 3/25/2021 **Agenda (01)** 3 minutes
 - Motion to approve 3/25/2021 agenda made by Erik Funk, seconded by Amy Britton. Motion xx.

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 none 2 minutes
- C. PUBLIC COMMENT 3 minutes
- D. 2/25/2021 **Minutes (02)** 3 minutes > 5:21 pm

- Motion to approve 2/25/2021 minutes made by Jorden Carlson, seconded by Hoonseok Oh. Motion xx.

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

IV. DIRECTOR'S REPORT (03) Brad Tipka (8 min) 5:21- 5:29 PM

- A. Academics
 - a. In-person learning reflections
 - i. No student or staff cases reported in the last two weeks
 - ii. Teachers were encouraged to watch the basic COVID safety videos with class

- iii. Started a COVID safety award system for classes practicing safety
 - iv. A few classes are near 100% in-person
 - v. Teaching both online and in-person remains challenging
 - vi. Secondary students are now switching for most classes
 - b. Summative teacher evaluations this week. Office staff and EAs next two weeks
 - c. Upcoming/recent professional development: standardized testing, lesson planning tips, in-person learning
 - d. MCAs are still scheduled for in-person this spring. Will send a parent letter next week with objectively stated options to opt out
- B. Finance/Facility/Logistics
- a. 278 students currently enrolled. 324 for next year.
 - b. Submitted new two-year ADSIS application
 - c. Most staff should be getting 2nd vaccination does this week or next
 - d. COVID 19 saliva testing for staff continues every two weeks
 - e. ICT continues to meet weekly - case rates, revising in-person learning
- C. Community Outreach
- a. Outdoor soccer practice will start again next week or the week after
 - b. Met with Dr. Seo from St. Cloud State University
 - c. Met with Dr. Cho from UMN about Korean at Sejong

V. STUDENT COUNCIL REPORT

n/a

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

> 5:32 PM

- A. Dropped off gift bags for teachers, items support Korean community, baked goods for all staff

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

- A. IB CP presentation, Lisa Maren Thompson > 10 min + Q&A
 - a. On track for a spring consultant visit, great job to MYP teachers
 - b. CP would be a nice transition from MYP
 - c. Students would also take DP courses
 - d. More flexible than DP - for students wanting to enter workforce, or trade school, or university
 - e. Fast track timeline would allow current 9th grade students to gain CP certificate
- B. MYP Interdisciplinary Unit, Hoonseok Oh > 10 min
 - a. Exploring equity and racial equity through all six global contexts, grades 6-10
 - b. Bring back to the board with a proposal to implement once more solidified

IX. FINANCE, FACILITY (Erik Funk, Chair) (8 min)

> 6:02-6:30 PM

- A. February Financials (04)
 - > Motion to approve the February Financials 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

- B. Facility Update (staff tours next week)
 - o Have been at the new site every Tuesday and walked the whole site today

- Currently on schedule

C. Motion to approve recommendation of the finance committee to allocate \$50k preliminary budget for playground construction, so that proposals from playground companies may be sought. made by Amy Britton, seconded by Jordan Carlson. Motion passes unanimously.

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

D. Motion to form Ad Hoc Playground Construction Committee, which will interview playground companies and make recommendations to the board. Initially to be made of staff, PTO, one board member. made by Jordan Carlson, 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

E. Motion to approve recommendation of the finance committee to allocate \$17,280 for summer **2021 VOBS trips (05)** for grades 9 & 10 made by Sean Pajak, seconded by Hoonseok Oh. Motion passes unanimously.

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

X. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 6:30 -6:37 PM

A. Permanent Residence Sponsorship Policy (06)

➤ Motion to approve the amended Permanent Residence Sponsorship Policy made by Grace Lee, 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

XI. PERSONNEL (Amy Britton, Committee Chair) 6:37 - 6:50

A. Authorize Brad Tipka to write job description for development/community outreach coordinator, the position of which would be approved pending budget approval. made by Amy Britton, 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

a. Recruit students and staff, partner organizations, community engagement, marketing

B. **Staff Retention Survey Results (07)**, Jordan Carlson present

a. Jordan to form a committee to review survey results and bring proposal(s) to the board

CLOSE MEETING

C. Executive Director Evaluation: review staff (26, ~ 50%) and family survey results (30 families with 68 kids ~ 25% of all students)

- Motion to approve the recommendation of the Executive Director Evaluation committee to extend an offer of employment to Brad Tipka for the 21-22 school year. 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

XII. Meeting Reflection:

What went well? What did we accomplish? Approved a lot

What can we improve?

XIII. ADJOURN. Meeting adjourned at **7:41pm**

7:05 PM

Month	business	board training
SEP		Board Role & Responsibilities By-laws: Officers, Committees
OCT	Audit presentation. Establish open enrollment period & lottery date for 2020-2021 school year (by Nov 1)	Financial Management
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 & Practices
JAN		Employment Policies & Practices
FEB	ED evaluation	
MAR	approve Executive Director Evaluation recommendation	
APR	approve employee agreements for following year >> move to march?	
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 >> will be in MAY for 2021	