

Special Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES

Monday, January 7, 2020 @ 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	Jorden Carlson	Erik Funk	Sean Pajak	Grace Lee	Brad Tipka (ex-officio)
X	X	X	X	X	X

Public in Attendance:

- TAG:
- NEO:
- Parents: Mick White, Erica Lim, Kaitlin Richter, Jennifer Pak
- Teachers/Staff: Kelsey Crowder, So Young Lee, Karen Hong

Meeting protocol and etiquette (see website)

II. CENTERING & SCHOOL MISSION

5:10-5:12 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 Jorden Carlson

III. APPROVALS & DISCLOSURES

- A. 1/7/2021 **Agenda (01)** 3 minutes
➤ Motion to approve 1/7/2021 agenda made by Erik Funk, seconded by Sean Pajak. Motion passes unanimously.

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

- B. Disclosure of any Conflicts of Interest none 1 minutes
C. PUBLIC COMMENT none during items
D. 12/17/2020 **Minutes (02)** > 5:20 pm
➤ Motion to approve 12/17/2020 minutes made by Jorden Carlson, seconded by Amy Britton. Motion passes unanimously.

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

IV. January 6 Terrorist Attack on the Capitol

> 5:30 PM

- A. Our Race Equity Coordinator sent an internal communication to staff on how to address this with students.
B. The Race Equity Committee will also discuss this at tomorrow morning’s meeting and discuss with Executive Director in regards to a school response/external post

- C. Consider: school's responsibility in these situations
- Acknowledge that it was a traumatic event, provide resources for processing
 - Dr. Tipka and Mr. Kwok to write statement after Race Equity Meeting and share it with the board

V. In-Person Start Timeline

> 5:45 PM

JANUARY					FEBRUARY					MARCH				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
4	5	6	7	8	1	2	3	4	5	1	2	3	4	5
			board meeting		pK-2	pK-2	pK-2	pK-2		pK-5	pK-5	pK-5	pK-5	
										6-8	6-8	6-8	6-8	
11	12	13	14	15	8	9	10	11	12	8	9	10	11	12
					pK-2	pK-2	pK-2	pK-2	no school	pK-8	pK-8	pK-8	pK-8	
					g3-5 tchrs in building					g9-10 tchrs in bldg				
18	19	20	21	22	15	16	17	18	19	15	16	17	18	19
no school			board meeting	* g7-10 asynch sci mr. oh empty classrm	no school	pK-2 3-5	pK-2 3-5	pK-2 3-5		no school	no school	no school	no school	no school
25	26	27	28	29	22	23	24	25	26	22	23	24	25	26
send bus schedule		PreK-5 tchr transtn day	PreK-5 tchr transtn day		pK-5	pK-5	pK-5	pK-5		pK-8	pK-8	pK-8	pK-8	
PreK-2 tchrs in building		no school	no school	PreK-5	g6-8 tchrs in bldg		g6-10 tchr transtn no school 6-10	g6-10 tchr transtn no school 6-10		9-10	9-10	9-10	9-10	
* 1/7 board meeting to approve timeline					* red font indicates introduction of new grades to in-person model									
* 1/21 board meeting to approve in-person model plan					NOTE: schools are still waiting on guidance from MDE									
* 1/28-29 teacher prep/transition days for PreK-5					for middle school/high school. So, March is pending guidance.									

- Board Discussion:
 - Discussion to allow students to opt into distance learning at any time
 - Saliva test kits have been ordered for the first 2 weeks back
- Public Comment:
 - Jennifer Pak asked about the possibility of hiring a teacher for online students.
 - The school is unlikely to be able to afford this. We will use EA's to support online learning.
 - So Young Lee is also worried about interacting with students who opt into online learning.
- Motion to approve the above timeline for starting in-person learning:
 - PreK-2 start Feb 1, grades 3-5 start Feb 16
 - Pending state guidance, grades 6-8 start March 1, grades 9-10 start March 22
 - Current guidance is hybrid for secondary with case count of 10-29 and in-person if <9. We will wait to see if the state changes this guidance OR if case counts for Ramsey County decrease.
 - Staff and families will have from January 7-19 to give input to the in-person plan that will be presented at the Jan 21 board meeting.
 - Staff will call families starting 1/11 to review education (videos) and acknowledgement form
- Motion made by Sean Pajak, seconded by Erik Funk. Motion passes unanimously.

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

VI. Executive Director Evaluation Timeline

> 5:50 PM

- Week of 1/11 form committee (Amy Britton chairs?)
- Week of 1/18 committee meets
- Week of 1/25 update survey
- Week of 2/1 distribute survey
- Week of 2/8 compile results
- Week of 2/15 committee meets and prepares recommendation

7. 2/25 board meeting - present recommendation

- Motion to approve Executive Director Evaluation Timeline as described above made by Erik Funk, seconded by Amy Britton. Motion xx.

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

VII. Approve Staff Appointments

> 5:55 PM

- Motion to approve YeEun Kim as new grade 4 teacher (start 1/19) to replace Yoonjeong Choi (last day 1/29) made by Sean Pajak, seconded by Grace Lee. Motion passes unanimously.

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

VIII. Meeting Reflection:

- What went well? Parent and teacher input for online teaching.
- What can we improve? Meet in-person when guidance dictates it is safe to do so and continue to offer an online option.

IX. ADJOURN. Meeting adjourned at **6:06pm**
PM

> 6:05

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 >> will be in MAY for 2021	