

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
Thursday, September 30, 2021 @ 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.

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	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: Tu Nguyen, Jean Neuman

Parents:

Teachers/Staff: Erica Lim

**Meeting protocol/Public Comment and etiquette (also on
<https://www.sejongacademy.org/gov-board-meetings>)**

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 a time for the public to make comment. It is not a Q&A time, nor time to engage in discussion.
4. Public comment is limited to the Public Comment time/section(s) of the agenda.
5. Public comment will not be allowed in another section of the meeting unless the meeting facilitator requests for a public member to comment.
6. If a person does not abide by these guidelines, they will be removed from the meeting.
7. ~~Public comment may be made in the chat section of the Google Meet at a person's turn. Questions sent to the chat will not be addressed during the board meeting.~~

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.

II. CENTERING & SCHOOL MISSION

5:03-5:05 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 Hoonseok Oh.

III. APPROVALS & DISCLOSURES

>> 5:15

- A. 9/30/2021 Agenda (01) 2 minutes
- Motion to approve 9/30/2021 agenda made by Erik Funk, seconded by Amy. Motion passes unanimously.

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
- C. PUBLIC COMMENT none 3 minutes
 Note: topics with times having ** will have separate time for public comment
- D. August regular meeting minutes 9/2/2021 Minutes (02) 2 minutes

- Motion to approve 9/2/2021 minutes made by Jorden Carlson, 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

E. 9/16/2021 Special Meeting Minutes (03) 2 minutes

- Motion to approve 9/16/2021 special meeting minutes 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

IV. DIRECTOR'S REPORT (04) Brad Tipka (10 min)

> 5:25 PM

A. Academics

- a. NWEA Fall session complete
- b. Great meeting with IB representative and she believes we are on track to be authorized around February 2022
- c. After School program started and is fully staffed
- d. PLCs have been focused on Data analysis of NWEA, classroom procedures, personal projects for IB
- e. Classrooms are working on building community and continuing to practice procedures
- f. Saturday school will begin this week

B. Facility/Finance/Logistics

- a. Current Synergy Enrollment - 323
- b. Completed our summer school funding reports for PreK and K-11
- c. Open positions: ADSIS Math, ADSIS Korean Language Intervention, Lower School Counselor
- d. Title I, II, and III Grants due tomorrow
- e. ESSER Grants - focused on three years of student support personnel, family engagement, staffing for interventions and addressing social isolation
- f. Accepted COVID testing grant of 40K

C. Community Outreach

- a. Chuseok: 675 in attendance
- b. Met with Junior Achievement to discuss programs for collaboration
- c. Good feedback on our enhanced social media presence
- d. Met with Element Gym regarding partnering and utilizing space

V. STUDENT COUNCIL REPORT

none

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

none

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:40 PM

A. **Monthly Financials**

- Enrollment update/ budget adjustments
- July Financials (05)
- August Financials (06)

- B. Grants
 - Bush Foundation - expect to hear mid-September
- C. Facilities
 - Signs, SPED room updates - pricing from Rochon?
 - White boards - hardware arrived? Smart boards still back ordered?
 - Reusable lunch room food trays update: cost of disposable trays included in catering fees; lease dishwasher \$230/month - not sure if this includes chemicals

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) > 6:10 pm

- A. NEO to present Performance framework (20-30 minutes)
- B. Board Meetings - in-person schedule
 - a. Brad made a schedule to have a person in the building located in room 227

IX. PERSONNEL (Amy Britton, Committee Chair)

- A. Part-Time tech staff - finance committee update?
 - a. Table to October Finance meeting
- B. Admin Evals - Brad Tipka to have for October meeting

X. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair) > 6:15 pm

- A. King Sejong Institute/ Sejong HakDahng: Dr. Cho was to meet with them at end of September. Ask Mr. Chae to follow-up early October.

XI. Meeting Reflection:

What went well? What did we accomplish? More thorough understanding of performance framework
 What can we improve?
 What's coming up ? Spirit Week, PTO Karaoke Party

XII. ADJOURN. Meeting adjourned at 6:43 pm ~6:20 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	Employment Policies & Practices

	academic year	
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	