

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, January 27, 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 5:03 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: Dr. Daniel Jett

Parents: Erica Lim

Teachers/Staff:

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 Hoonseok Oh.

III. APPROVALS & DISCLOSURES

>> 5:12

A. **1/27/2022 Agenda (01)**

2 minutes

- > Motion to approve 1/27/2022 agenda made by Sean Pajak, seconded by Hoonseok Oh.

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. December regular meeting minutes **12/16/2021 Minutes (02)**

2 minutes

- Motion to approve 12/16/2021 minutes made by Erik Funk, 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

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

> 5:22 PM

See report

Hoonseok Oh asked if we've found an In-House sub. Dr. Tipka said we hired another EA, but not a licensed sub. Mr. Oh said he's looking forward to getting a lower school counselor, but realizes it's challenging to get candidates.

Amy Britton asked what the qualifications are for the school counselor position. Dr. Tipka said it's a licensed position.

V. STUDENT COUNCIL REPORT

>

- A. Note: uniform survey/form at conferences Feb 17, 18

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

First fundraiser of the year - red winter beanie with embroidered sejong logo. Made 100. So far ~ 30 sold. Email pto@sejongacademy.org to order.

Upcoming project - seollal gift for staff

Valentine's Day - Amy Britton asked about donations

Going to help Ms. Filliatreaux with Prom in May

PTO newsletter coming soon

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:37PM

- A. Monthly Financials

- Enrollment update: 320 (11 preK, 2 out)
- Finance Committee requested a Marketing/Enrollment Plan with monthly action items
- Personnel Committee had asked Finance Committee to consider increasing number of staff sick day allowance due to COVID. Since school made an allowance for staff with COVID to work from home and staff absences due to COVID have been fairly low recently and because the budget is tight and enrollment is lower than projected, finance committee does not recommend increasing the number of sick days at this time.
- **December Financials (04)** (keep on our radar: enrollment, rent, utilities)

Motion to approve the December Financials made by Sean Pajak, seconded by Grace Lee. Motion passes unanimously

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
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yes	yes	yes	yes	yes	yes	yes
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B. Facilities

- Waiting on: SPED room appliances, white boards - yes, smart boards - coming next two weeks
- Update on soundproofing ~ \$8k/room; sean got \$4500/room , blinds supposedly measured over winter break, sign - jason hasn't replied yet, but might be waiting till next week's meeting, gym construction; storefront window - shims are still there; does not appear to have been sealed
- Sandbox spring project?

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

> 5:50 pm

A. **2022-2023 calendar (05)**

Motion to approve the 2022-2023 calendar made by Erik Funk, 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. Appoint Board Secretary - none at this time

C. **Working groups (06)**

Motion to amend bylaws, adding Article 3, Section 15 on Working Groups. 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

D. Anti-bullying: Donna Phillips has volunteered to look into age-appropriate training for students

Donna Philips spoke to a few people, still getting feedback; bring in folks to talk to the students; Donna to email info to the board. The curriculum seemed to make the material fun, help make students aware; Very exciting. need full school support. Amy Britton mentioned some efforts in the past - bulletin board, buddies. Donna noted how interactive the curriculum is and promotes student voice.

IX. PERSONNEL (Amy Britton, Committee Chair)

> 6:00 pm

A. **Employee Handbook (07)**

Motion to approve updated Employee Handbook made by Sean Pajak, seconded by Hoonseok Oh. 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. Directors of Teaching and Learning Evals - eval update: self-score and staff feedback - self-score and staff survey to go out next week.

- C. ED Eval in January - Grace sent email to staff. No volunteers to serve on committee. Grace will work with Amy Britton.

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

- A. Critical Race Theory (CRT) >> Grace Lee sent board link to MNEEP two part series: "What is Critical Race Theory: Building Understanding and Debunking Misinformation." Grace emailed MNEEP to request the recordings from the dec 8 and jan 12 sessions.
- B. King Sejong Institute/ Sejong HakDahng - King Sejong conference in Korea was canceled due to COVID. So, Dr. Cho was unable to attend. Jacob Chae to meet with Dr. Cho and others next week.
- C. US National Chemistry Olympiad - two 10th graders are meeting twice a week with Mr. Oh to practice for this event. Since this is the first year, want to see how it goes. For next year, will look into more volunteers.
- D. Possible After School Program from 2022-2023 School Year: Dr. Chris Kim, a professor of U of M (Department of Electrical and Computer Engineering), suggested participating in the 3 years project; QuEST: Quantum Explorations for Self-Efficacy and Skills in Next-Generation Computing and Technology - Students will be able to work with undergrad and grad students from Dr. Chris Kim's department and learn quantum computing and technology. The project is a 3-year project about a new generation of computing and technology and plans to work with high school students through informal afterschool programs. The project team already submitted the proposal and if our proposal is approved, this project will start on 8/16/22. The average competitive rate is 1:5 (but we can apply multiple times). A yearly grant is also included (\$2500 per year) and we could purchase devices to operate the afterschool club.

New Business: Parent Communication (Jennie Kopietz) **

Brainstorm a way to 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.

Jennie Kopietz - being a new parent, new board member and new PTO parent, but having communicated with other families in my kids' class, we have schoology, texting, email, etc. but there doesn't seem to be a consistent source; engaging and capturing all parent concerns in a way that is not just people complaining, but moving towards things we can fix. Don't know if there's been a space for this previously - e.g., parent working group. Agree with issues of not having info in a timely manner. Talked to PTO on how we can support the school in these areas. Have a new family checklist at the beginning of the year.

Amy Britton noted some families have many points of contact and changes... need central point... parents communicate in pick up line... different languages...

Erik Funk - like the idea of getting a working group to get stuff ready for the start of next school year; family handbook;

Grace Lee - lots of schools have a welcome packet before school starts and send out the family handbook, or parts of it... recommend commissioning a working group.

Jennie Kopietz in charge of the **Family Communication working group**. Jennie to work with Alex Hamel to get the word out and see if folks want to join the work group.

XI. Meeting Reflection:

What went well? What did we accomplish? Formed Family Communication working group; both new board members have already contributed a lot. Thank you both.

What can we improve? Would like to get a secretary; possibly get a staff person

What's coming up?

XII. ADJOURN. Meeting adjourned at 6:57 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 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	