

Regular Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, March 24, 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#

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 5:00 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, 5:07	yes	yes	yes	yes	yes	yes	yes

Public in Attendance:

TAG: scott brown

NEO:

Parents: David Rasmussen, Julie Oney, Young Wan Kim, Erica Lim

Teachers/Staff: [Kelsey Crowder](#), Jaewho Ko, Josie Swanson, [Addison Filiatreux](#)

Thank you to all for taking the time to attend today’s meeting.

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.

Thank you to all Sejong staff, students, families and volunteers who enable us to achieve our mission!

** [Letter of Appreciation \(00\)](#), Agenda to include appreciations

III. APPROVALS & DISCLOSURES

>> 5:12

A. [3/24/2022 Agenda \(01\)](#)

2 minutes

➤ Motion to approve 3/24/2022 agenda made by sean pajak, seconded by donna phillips.

Motion passes unanimously

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

Thank you to Grace Lee for preparing the agenda and to those who contributed agenda items/input.

- Disclosure of any Conflicts of Interest
- B. PUBLIC COMMENT 3 minutes
 Note: topics with times having ** will have separate time for public comment
- C. February regular meeting minutes **2/24/2022 Minutes (02)** 2 minutes
- Motion to approve 2/24/2022 minutes with edit made on student council section 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

Thank you to [Jennie Kopietz](#) for taking the minutes and posting them to our website and Epicenter (authorizer compliance).

IV. DIRECTOR'S REPORT (03) Brad Tipka (15 min) > 5:27 PM

Summary of Report - See report for full details

- Academics
- Retention Data - 3 non renews, 2 not returning, and 3 FT to PT
- PLC's
- Summer School - Almost Fully Staffed \$40 per hour
- IB Implementation
- Junior Achievement - Younger Kids - Older kids will go to Biztown
- Set up to offer ACT
- Enrollment - 320 - 71 open enrollee's for next year! (several tours!)
- Building
- Mr Wilson - Building Maintenance wrote a grant (Slop Bucket) - Non profit Billing with Xcel Energy
- Open Positions/Resignations - 4 Positions
- Covid Update
- Activities/Enrichment
- Community Outreach - looking for fall space for Gym

Thank you to Dr. Tipka for his years of service as he leads our school through sometimes very difficult issues.

V. STUDENT COUNCIL REPORT >

1) We raised \$98.50 from the warm fuzzy sucker sale. These are things they are considering doing with money goals:

- community garden???? Is this feasible?
- curtains - Is the school buying these?
- Bathroom mirrors
- Volleyballs to start a volleyball club---we have some, but they are not in great shape
- hot chocolate for all students at end of year

2) We are doing a cultural game day on April 7th from 1-4:15. All grades will participate. Games will include Yut, Tuho, Scottish games, Norwegian Dance, Kuub, and maybe loteria???

3) Prom is May 13th from 5-8. So far, we have about 30 students coming. Staff have been donating dresses. Mimi Kitchen will be catering the food. Mr. Liew will be taking pictures. PTO and Ms. Josie will be donating desserts. Vans will be doing the transportation.

4) We are getting the uniform surveys out, and we should have results by April board meeting.

- Addison would like to know what is approvable and okay. Maybe another Fundraiser this year.

Thank you to [Addison Filiatreau](#) for serving as the staff advisor for Student Council.

VI. Parent Teacher Organization (PTO) REPORT

> 2 min

- Erica Lim
 - Finished Hat Sales - Made about \$700 - few left over to sell next winter
 - Prom Support - Getting parent volunteers to chaperone and desserts
 - Poop Bread Machine Working - Jennie's husband helped fixed it - signature moneymaker, PTO will be there with the machine. Kick it off with giving away Poo bread Party?
 - Teacher Appreciation - First week of May
 - Children's Day - May 5th - Every year we do chocolate Pies, maybe poo bread
 - Any questions - Email Erica Lim or contact her

Thank you to Erica Lim and Jennie Kopietz for their PTO leadership.

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:50PM

A. February Financials (04) (keep on our radar: enrollment, rent, utilities)

- a. Scott highlights from Financial Report
 - i. Page 3 Balance Sheet
 - ii. Income Statement Summary
 - iii. Detailed Revenue/Detailed Expenses (Page 6) - Building Maintenance that we will talk about later - Just about \$4000 left for Building Maintenance - can move things around maybe.
 - iv. Utilities - Not where we want them to be - We are getting a credit back which will help, but maybe over budget this year. Presumably - if landlord doesn't want to write us a check - he could buy items for us maybe
 - v. Check Register - Promethean Boards (6)- Have been delayed due to supply chains - Were ordered last year - 1 will be covered through library grant, 1 covered through special education - Playground costs that will be reimbursed to us by landlord - two unusual items
 - vi. New Board Member Training - Grace will loop back with Scott to plan training

Note: Thank you to Mr. Earl Wilson for applying for a non-profit discount with our utilities company. Saved us approximately \$5400k. Thank you to Scott Brown and The Anton Group for their years of service and to Erik Funk for chairing the finance and facility committee and providing great insight throughout our facilities search, renovations, lease negotiations, etc. Thank you to Brett Dipman and Sean Pajak who also serve on the Finance committee.

- Motion to approve the February Financials made by Amy Britton, seconded by Sean Pajak. 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. 2022-2023 salaries: The current salary guide gives teachers a raise anywhere from 2-5% depending on the step.

- Motion to approve the recommendation of the finance committee to, in lieu of the salary guide step increase, give everyone a flat 5% salary increase for the 2022-2023 school year and a \$500 retention stipend for returning staff - prorated for FTE to be paid out in October 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

- C. Enrollment update: 320 current. 63 new for next year
- D. Emailed JB Vang regarding increased dissatisfaction with delays on answers regarding rent abatement for undelivered part of school project.
 - a. He has to talk to investors/partners - Still haven't heard, hopefully reduce rent until gym approved. SeanPark - what are we asking for reduction - ErikFunk - based on square footage
- E. Property tax status appears to be going well. have had responses/requests for more information from both state and county and no suggestion of a reason why it might be declined yet.
 - a. Grace just heard back from Department of Revenue and they cited the same statute 242 that Grace had found, which would indicate that we will not get approved to be property tax exempt.
- F. Misc: Learning Management System - Executive Director recommends use of Toddle for upper school and Schoology for lower school for the 2022-2023 school year.
 - a. Upper school moving to IB have to do things in a different way, so they are moving to Toddle - Recommendation for Upper School to use Toddle and LS will use Schoology - both systems have communication feature
- G. Facilities
 - Gym construction to begin fall 2022?
 - Music Room Water issue;
 - HVAC - Kou to talk to NAC's owner
 - soundproofing - 223 and 225 priority, will get updated quote
 - blinds ~\$48k for manual blinds in classrooms and offices
 - sign - hopefully get city approval shortly
 - storefront window
 - SPED room appliances?

- smart boards - came. Will remove from list
- Sandbox spring project?

H. Grants

- Thank you to Grace Lee for securing additional \$29,200 in Library Grant funds. Thank you in advance to Karen Hong who will help with that budget.
- Thank you to Grace Lee, Brad Tipka and Scott Brown for securing additional \$31,320 in additional Expanded Access to Tutoring funds and working on that budget.
- Thank you to Scott Brown, Sam O'Brien for helping with additional grants for summer academic enrichment
- Thank you to Brad tipka for applying for the additional PreK grant for summer school

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

> 6:10 pm

A. 2022-2023 calendar - May break

a. **Staff survey results (05)**. Thank you to Grace Lee for sending the survey to staff on 3/21 and to all staff who completed the survey.

- Grace read Staff Survey Explanation Preface
- 47 responses - 40% No Break, About 60% Keep it (either the same or change it.
- Also asked about working in Summer School -
- Comments by Teachers

Additional comments from Mr. Oh

[Pros] EL students are the majority of our population and have limited access to enrichment programs. Resume Korea trip for 8th grade. Celebration of MCA.

Students need to recharge after testing. Prevent summer slides.

[Cons] Difficulty in including academic content in the last (usually two) weeks of school after break. Similar schedule with local schools.

b. Family survey - do or not?

* read **letter from Heather Hauck (06)**

>> still send survey to families; review results at April board meeting and try to decide then.

B. Approved Searches of Students and Student Items or Equipment Policy (07)

Board please read before next meeting and come ready with questions, etc. to decide.

- Motion to approve policy on Approved Searches of Students and Student Items or Equipment made by xxx, seconded by xxx. Motion xxx

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

C. Anti-bullying update, Donna Phillips

Since we're in the process of hiring a lower school counselor, we will refer this to that person. That person would work with the upper school counselor to review resources and implement a school-wide approach.

Thank you to Donna Phillips for bringing attention to this issue and for getting resources for us to review.

IX. PERSONNEL (Amy Britton, Committee Chair)

> 6:15 pm

Thank you to [Amy Britton](#) for chairing this committee and providing great insight and guidance through sometimes difficult issues.

- Motion to approve the following staff resignations:
 Alex Hamel, Marketing & Outreach Coordinator, effective 2/18/2022
 Nick Mabo, Taekwondo Master, effective 3/23/2022
 Josie Swanson, Executive Assistant, effective 3/25/2022
 made by Sean Pajak, seconded by Erik Funk. 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

- Motion to approve the following staff hirings:
 William Way, Long-term sub for 6A, effective 3/21/2022
 made by Hoonseok Oh, seconded by Sean Pajak. Motion xxx

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

ED Evaluation (08): per the previous board meeting, Grace Lee emailed board members last year’s ED evaluation. No feedback/comments were received. Grace spoke with our authorizer. The ED Evaluation survey will go to staff this year. The Climate Survey will go out to families in May.

Various other rubrics were reviewed. We will use the Massachusetts Department of Ed’s Superintendent and District Administrator Rubric for this year. Since we did not get any response to a previous request sent to all staff to serve on the ED Eval committee, Grace Lee emailed particular staff to see if they would be willing to meet to complete the rubric together or individually either next week or the week of April 4.

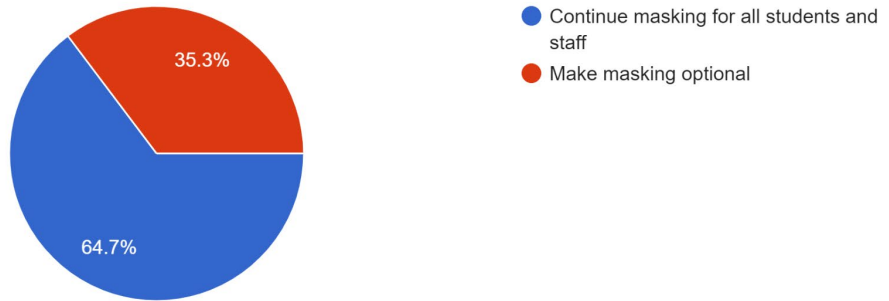
The staff survey is based on this rubric and will go out next week, since the May break survey went out this week.

- [Jennie Kopietz](#) volunteered to compile the family survey results.

X. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair) > 6:30 pm

- A. Mask Mandate. Thank you to Dr. Tipka for sending the below survey to all staff on March 4. It stated: “Masking Poll - please give us your feedback as we consider our current masking policy. This poll assumes COVID case counts continue where they are at or continue to drop.”

To update our mask policy, Sejong Academy should
51 responses



Motion to make masks optional for staff and students - effective April 15 made by Sean Pajak, seconded by — no second. So, we cannot vote.

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

- After discussion, the Board will revisit the masking policy next board meeting.

Brad Tipka will send staff another survey before next meeting.

- B. King Sejong Institute/ Sejong HakDahng. Thank you to Jacob Chae for serving as our liaison.
- C. US National Chemistry Olympiad - Sat, 3/19 11:00 AM local exam. Thank you to Mr. Oh for providing this opportunity for our students AND enabling Sejong Academy to host this event. Two Sejong students enrolled. Results:
 1. Wayzata High School (AP Chem)
 2. Mounds View High School (AP Chem)
 3. Minnetonka High School (AP Chem)
 4. Saint Agnes School (private school)
 5. Eden Prairie High School (AP Chem)
 6. Sejong Academy of Minnesota
 7. St. Paul Academy & Summit School (private school)

Sejong Students are the only students who didn't take any chemistry classes. Sejong students did a crash course every week (during the science club time - after school). All other participants took at least 2 chemistry courses including AP chemistry. 2022-2023 school year goal: Physics, Biology, Chemistry, and Astronomy Olympiad.

- Mr. Oh thanks the students for working so hard. So proud of them for participating in a national competition. Hopefully we can continue to send students and make it to the state competition. Thank you to Mr. Pajak for setting up the tech for the competition.
- D. Misc. from Curriculum Committee. Thank you to Mr. Oh for chairing:
 1. Have 12th grade graduation trip to celebrate senior year

2. Have different options for elective classes (may help with student retention). 12th-grade students do not need to take science or math courses in their senior year if they have pass chemistry and algebra 2. How can Sejong give opportunities for students to choose their elective classes based on their needs?

XI. Family Communication - working group update, Jennie Kopietz > 6:35 pm

Brad and Jennie meeting monday

XII. Meeting Reflection:

What went well? What did we accomplish? Thank you for the thank you's. Erik loved the thank you's. Brad - great discussion around masking.

What can we improve? Faster wifi, shorter meeting

What's coming up? Send ED survey to staff, send May break & Mask survey to families, send masking survey to staff

XIII. ADJOURN. Meeting adjourned at 7:05 pm ~6:45 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	
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