

Regular Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, August 24, 2022 @ 5:00 p.m.

<https://meet.google.com/eke-xpiy-adc>

Or dial: 570-718-8361, PIN: 694 443 490#.

Physical meeting location - school address, room 026

Thank you to Mr. Oh for hosting the physical meeting.

Note: all board meeting agenda items will be viewable/projected at the board meeting.

I. CALL TO ORDER & ATTENDANCE

5:00 PM

- A. Meeting called to order at 5:01 PM
- B. Board Members Attendance

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	Brad Tipka ex-officio
yes	yes	yes	yes	yes	yes	yes

Public in Attendance:

TAG: Scott Brown, CPA

NEO: Adam Myhand

Parents:

Teachers/Staff:

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>)

II. CENTERING & SCHOOL MISSION

> 5:05 PM

- A. 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 Grace Lee.

Thank you to everyone in our Sejong community who enables us to achieve our mission!

III. APPROVALS & DISCLOSURES

> 5:12

- A. **8/24/2022 Agenda (01)**

2 minutes

- Motion to approve 8/24/2022 agenda with addition of red item made by Hoonseok Oh, seconded by Thomas Caron. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	
yes	yes	yes	yes	yes	yes	

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

B. Disclosure of any conflicts of interests

C. PUBLIC COMMENT 3 minutes

Note: topics with times having ** will have separate time for public comment

D. July regular meeting minutes **7/28/2022 Minutes (02)** 2 minutes

➤ Motion to approve 7/28/2022 minutes with one red edit made by Thomas Caron, seconded by Erik Funk.
Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	
yes	yes	yes	yes	yes	yes	

IV. DIRECTOR'S REPORT (03) Brad Tipka

> 5:22 PM

Thank you to Dr. Tipka for serving as our Executive Director.

V. STUDENT COUNCIL REPORT

- 22-23 staff advisor? - brad to find out who this year's advisor is

VI. Parent Teacher Organization (PTO) REPORT

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

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:40PM

A. Enrollment update: 380 students >> 374 as of today

Juy Financials (04)

➤ Motion to approve the July financials made by Grace Lee, seconded by Hoonseok Oh. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	
yes	yes	yes	yes	yes	yes	

B. Budget - enrollment is 10 below budget >> 15 below budget

C. Misc Finance committee topics:

a. School field trips:

- i. Korea - this year: grades 9-11. US citizens only, b/c processing time for travel documents is now at 12 months - which means non-US citizen students would not get their travel documents in time for the trip. Next year: grades 8&9, following year:

grade 8 - trying to catch up due to COVID – tentative based on someone to plan, chaperones, COVID, etc.

ii. South Dakota - Sean Pajak - grades 6-7?

Thankful for mr. pajak's planning. Looks like a great opportunity for students. Board's main concern is how many students can really go, how many could pay \$200, how sustainable is this?

Possible chaperones; Walsh, kwok, caron, pajak, tho du, sasha

Brad Tipka to ask mr. Pajak to send an interest form to students - have parents sign; make sure it includes cost.

iii. Senior trip - Addison Filiatreaux?

- b. Staff scholarships - table until enrollment stabilizes
- c. Plans to start capital expenditure fund

D. Property tax exemption update - to do: appeal to the Purely Public Charity Review Board. Follow up with Ramsey county contact for legislative change to address inequities in MN statute 272.02 Subd. 42, which puts extra ownership criteria on charter schools not found for school districts.

E. Facilities

- Awaiting estimate for gym dome/ pole barn. If it doesn't make sense, moving towards gym construction
- We will receive a \$20k credit from the landlord, as management fees are included in our base rent
- rent credit and future facility options
- Music Room Water issue - likely to be corrected this summer. cabinets?
- soundproofing - Erik Funk looking into it with Metro
- blinds/ films/tint
- sign - in production
- storefront window needs to be properly installed/sealed- leaked a lot of water after monday's storm. Dr. tipka to talk to sean/investigate more.
- SPED room appliances? Waiting for Rochon. Brad Tipka to follow up

F. Grants

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

A. Proposal for Sejong Academy Upper School Dress Code Policy:
(tabled from last month)

Sejong Academy Upper School students are not required to wear uniforms. Only Lower School students wear uniforms at Sejong Academy.

Upper School students will choose clothes that promote learning, health, an inclusive social environment, and clothes which allow for physical activity during Physical and Health Education classes and safe use of our school stairs. We value how our older students choose to express their individuality and their culture(s) through clothing choices in the Upper School. We welcome school spirit in the form of school colors and school t-shirts and hoodies sold occasionally at school. Most importantly, Upper School students come to school dressed to learn.

Please note: Clothes may not include offensive or inappropriate messages or symbols. Examples of this would include symbols or messages that promote the use of substances, violence, racial or sexual

slurs, or gangs. Hats and caps are not allowed. Hoodies must not be worn covering the head. Undergarments must be covered by clothes. Students whose clothing is deemed inappropriate will be asked to change into clothing that is acceptable and parents/guardians will be notified. If no suitable clothing is available, the student will be removed from the classroom setting for the remainder of the day.

Board was unanimous in wanting to keep uniforms and keep casual Fridays.

- B. Board Training schedule
See schedule below; board members will also get access to online board training website; Adam Myhand (NEO) to send info.
- C. **Board member update**
Potential Karen board member, Ah Lei, not able to make it today
If Ah Lei is not able to come within the next few meetings, we'll discuss how to fill the vacancy.

IX. PERSONNEL (XXX, Committee Chair)

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

- A. Keep May break for 2022-2023 school year?
With potential Korea trip, maybe just keep May break for this year.
May break - need to balance staff, family and school needs.
Keep May break for this school year.
Brad Tipka to oversee sending out family survey about whether or not to keep May break in October.
Review results at November board meeting, so we can approve the calendar at the December meeting.
- B. King Sejong Institute/ Sejong HakDahng. Thank you to Jacob Chae for serving as our liaison.

XI. Meeting Reflection:

- What went well? What did we accomplish?
- What can we improve?
- What's coming up?

XII. ADJOURN. Meeting adjourned at 6:28 pm

~6:00 pm

Month	business	board training
JUL-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	