

Regular Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, September 22, 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 (408)	yes

Public in Attendance:

TAG: Scott Brown, CPA

NEO: Tu Nguyen

Parents: Daniel Park (608), Alan Lee, Thay Htoo, Paw Eh Htoo

Teachers/Staff: Pawku Hser, Lisa Thompson

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 Thomas Caron.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. 9/22/2022 Agenda (01)

2 minutes

➤ Motion to approve 9/22/2022 agenda 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	n/a	

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

Tu Nguyen with NEO, school’s authorizer. Hopefully things are going well to the start of the new year. NEO appreciates the leadership and staff. Thank you and appreciated. Tu met with Brad Tipka earlier today.

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

D. August regular meeting minutes 8/24/2022 Minutes (02)

2 minutes

➤ Motion to approve 8/24/2022 minutes made by Erik Funk, 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	na	

IV. DIRECTOR’S REPORT (03) Brad Tipka

> 5:30 PM

- MCA scores (03A)
- Update on Anti-Racism and Anti-Bullying efforts (04)

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

V. STUDENT COUNCIL REPORT

5 minutes

- 22-23 staff advisor - Addison Filiatreux
- Motion to allow 12th graders to wear black bottoms and white top/button down or polo (if student council asks) 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	na	

VI. Parent Teacher Organization (PTO) REPORT

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

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:50PM

A. Enrollment update: 374 as of last meeting. 359 as of today: LS = 237, US = 122. Getting 2 more on Monday, will be at 361

August Financials (05)

➤ Motion to approve the August financials made by Erik Funk, 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	na	

B. Budget - working budget was updated with 359 enrollment. Assuming a \$70k rent reduction, we’re at approximately -\$135k for the year.

C. Saturday School

- 9/17 was the first saturday school. There were only 4 students

- b. 4 staff (1 Admin, 1 US teacher, 1 LS teacher, 1 Library/class support staff).
- c. 4 staff x \$105/day = \$420 per Saturday x 20 Saturdays = \$8,400 for this year
- d. Propose that we let go of the library staff, so have 3 staff total. Then if attendance does not increase before the October board meeting, we discuss canceling the Saturday School program for this school year. >> Brad Tipka to inform Saturday school library staff
Brad to ask Jacob to look into costs for a Saturday school bus and to get an idea of what students would participate if bussing was provided.

D. Upper School Enrollment - need to market IB program more. This year for Upper School, grades 7-12, some students transferred out, some new students came. Overall, for US, it was a net loss of 11 students.

E. Misc Finance committee topics:

a. School field trips:

- i. Korea - 5/2023 grades 9-11. Approximate number of students interested and eligible - 8-15? Brad to talk to committee about opening to 8th grade if 9-11 is around 10.
- ii. South Dakota - Sean Pajak - grades 6-7 - How many interest forms received? Brad to get the number from Pajak
- iii. Senior trip to Chicago. June 3-7 - Addison Filiatreaux

b. Plans to start capital expenditure fund

F. Property tax exemption update - Grace Lee is gathering documents to appeal to the Purely Public Charity Review Board. Hope to send off this weekend. Grace also talked to some folks about proposing legislative change during the 2023 session to address inequities in MN statute 272.02 Subd. 42, which puts extra ownership criteria on charter schools not found for school districts.

G. 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?
- soundproofing - Erik Funk working with Metro to work on cafeteria
- blinds/ films/tint - Brad to look into it
- sign - in production
- storefront window needs to be properly installed/sealed
- SPED room appliances? Waiting for Rochon. Brad Tipka to follow up

H. Grants

- Applied for Saint Paul Foundation
- Expecting \$500 IBM grant
- Got \$20k covid grant through MDE

Anti-racism, Anti-Bullying update

Brad reviewed document

- Discussion on if we should implement immediate suspension for racial slurs
 - Make the consequences match the offense and are actually going to affect change
- Restorative justice - in-school suspension and write a paper?
- Trauma informed training?
- Where do licensed social workers fit in here?
- If threat of violence, involve county crisis team - look into it. Maybe have them come into school to speak to staff, so staff know about such resources - mental health, etc.

Brad to go back to counselors and race equity with some of the above. Come back with specific requests - e.g., implement immediate suspension and/or in-school suspension

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

> 6:05PM

A. Graduation Requirements (06)

B. Graduation Venue

- a. Hamline University Sundin Music Hall, Saturday June 10th, 2pm or 4pm = \$760.
- b. Saint Paul College Theater, Friday, June 9, ~4-6 pm = \$580, includes 60 parking passes. Less if we don't give out parking passes.
- c. End school on graduation day for seniors?

C. Board member update

D. Board Training schedule - hopefully finalize board roster at October meeting. Have first training at that time.

www.mncharterboard.com

- Board Roles & Responsibilities
- Employment Policies and Practices
- Financial Management and Oversight

IX. PERSONNEL (XXX, Committee Chair)

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

A. Keep May break for 2022-2023 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 - waiting for application portal to reopen.

Thank you to Jacob Chae for serving as our liaison, and Mrs. Yejin Hong for meeting with Mr. Chae and Dr. Hangtae Cho

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 6:59 pm

~6:20 pm

Month	business	board training
JUL-SEP		
OCT	Audit presentation. Establish open enrollment period & lottery date for 2022-2023 school year (by Nov 1)	Board Role & Responsibilities By-laws: Officers, Committees
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	