

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, October 19, 2023 @ 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. Host: Mr. Oh.

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 Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent	Brad Tipka ex-officio
yes	yes	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: scott brown

NEO: Ted Anderson

Parents: Abdo: Bonnie Schwieger

Teachers/Staff/Students: Jaewho Ko

Meeting protocol/Public Comment and etiquette (also on

<https://www.sejongacademy.org/gov-board-meetings>)

II. CENTERING & SCHOOL MISSION

> 5:03 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

> 5:10

A. 10/19/2023 Agenda (01)

2 minutes

Motion to approve 10/19/2023 agenda made by Thomas Caron, seconded by Pawku Hser. Motion passes unanimously.

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

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. **09/21/2023 (02)**

2 minutes

Motion to approve 09/21/2023 regular meeting minutes made by Erik Funk, seconded by Donna Phillips.

Motion passes unanimously.

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

AUDIT REPORT (03) by Abdo

> 5:40

IV. DIRECTOR'S REPORT (04) Brad Tipka (8 min)

> 5:48

See report

Brad to present summary of NWEA results in november

V. STUDENT COUNCIL REPORT

Ms. Walsh, 23-24 Advisor... Student Council ideas for recruitment? >> Brad to see what they think

VI. Parent Teacher Organization (PTO) REPORT

Parent is interested in helping and some parents signed up at conferences. Admin to meet with prospective parent.

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 6:05PM

A. Enrollment compare to financial report

a. Google sheet

b. MARS report (dates?) Oct 1 is big - [scott to add enrollment/ADM numbers to monthly financial reports](#)

B. **September Financials (05)**

Motion to approve the September financials made by Erik Funk, seconded by Thomas Caron.

Motion passes unanimously

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

C. **Updated Budget for Adoption (06):**

Motion to approve the Updated Budget, which includes staff cuts, made by Thomas Caron, seconded by Erik Funk. Motion passes unanimously.

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
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yes	yes	yes	yes	yes	yes	yes
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D. Facility update: sound proofing, window shades/tint/perforated signage - hold off?

E. Property tax exemption - no update. We pay about \$100k.

F. Grants

- Applied for PELSB

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 15 minutes > 6:10 PM

A. Board composition: 4 community, 2 parents, 1 teacher... replace community member with teacher? >> Grace to email teachers to see if any interested in serving on board - emailed allstaff 8/24 >>> 2 teachers replied; Board wants to have elections to keep all current board members and add 2 seats. Grace to look into bylaws about adding seats mid-year.

B. Senior enrollment exception

C

C. Board Training: www.mncharterboard.com - review schedule >> financial training in November

IX. PERSONNEL (XXX, Committee Chair) > xx pm

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

A. Academic rigor -

- Testing for gifted & talented - parent may start after school program in spring

B. School diversity - to discuss climate survey results September; Brad ask race equity to present in november

Close Meeting > 6:30 PM

Facility Discussion/ Property Transaction

Motion to continue to pursue a lease at Gethsemane Lutheran in Maplewood starting July 2024 made by Donna Phillips, seconded by Pawku Hser. Motion passes unanimously.

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 6:45 pm

~6:30 pm

Month	business	board training
JUL-SEP	SEP - review climate survey results, ED	

	SMART goals	
OCT	Audit presentation. Establish open enrollment period & lottery date for 2024-2025 school year (by Nov 1)	Financial Management
NOV	set class sizes for 2024-2025	Board Role & Responsibilities By-laws: Officers, Committees
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	Employment Policies & Practices
JAN	ED evaluation; Performance Framework Review	
FEB	approve Executive Director Evaluation recommendation; ED does admin evals; approve staff budget for following year	
MAR	Approve staffing recommendations	
APR		
MAY	Performance Framework Review (NEO) 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	