

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, November 16, 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	absent	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: scott brown

NEO:

Parents: Rose Rasmussen

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 Thomas Caron.

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

III. APPROVALS & DISCLOSURES

> 5:10

A. **11/16/2023 Agenda (01)**

2 minutes

Motion to approve 11/16/2023 agenda made by Thomas Caron, seconded by Daniel Park. 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	absent	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. **10/19/2023 Minutes (02)**

2 minutes

Motion to approve 10/19/2023 regular meeting minutes 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	absent	yes	yes	yes	yes	yes

IV. DIRECTOR'S REPORT (03) Brad Tipka (8 min)

> 5:25

See report

Brad presented 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

New president - Ebony Campbell

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 6:00PM

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. **October Financials (04)**

Motion to approve the October financials made by Thomas Caron, seconded by Hoonseok Oh. 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	absent	yes	yes	yes	yes	yes

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

FINANCE TRAINING (06) by EdFin MN

D. Motion to make an exception to Korea trip for Dar Eh Kpaw Shee made by Hoonseok Oh, seconded by Daniel Park. 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	absent	yes	yes	yes	yes	absent

E. Grants

- Applied for PELSB
- MTSS, Jaewho Ko

Chicago trip Fundraisers

Mr. Chae, Ms. KK Paw, Ms. Yejin Hong, Ms. Olson, Ms. Roubinek

Korea Trip Fundraisers

Ms. KK Paw, Ms. Frommelt

Wolf Ridge Fundraiser

Mr. Way

After School Program Fundraiser

Ms. Karen Hong

Upper School Transition

Mrs. Shin, Mrs. Hye yun Lee, Ms. Ko, Ms. Hser Ku Poe

Give To the Max

Hayeon Lee

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

A. Lice policy (05)

B. Motion to approve the Lice Policy made by Thomas Caron, seconded by Grace Lee. Motion xx.

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	absent	yes	yes	yes	yes	absent

C. Confirm Brad Tipka as IoWA for Sejong Academy

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an **Identified Official with Authority (IOWA)** for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties and will revoke that user’s access when it is no longer needed to perform their job duties.

The Board of Directors of Sejong Academy shall designate an IOWA to authorize user access to State of Minnesota Education secure websites for Sejong Academy. This EDIAM (Education Identity & Access Management) board resolution will be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

- Motion to approve Brad Tipka as the IoWA for Sejong Academy. made by Hoonseok Oh, seconded by Grace Lee. 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	absent	yes	yes	yes	yes	absent

>>>> Working Group for Race Equity - presentation by Sajin Kwok.

Includes other social 'isms; disability, LGBTQ, discrimination, sexual harassment

4 years in existence; bridge gap b/n predominantly Korean staff and Karen students; make connections with community partners; address social exclusion issues, language barriers. Do several teacher trainings.

Questions: Does race equity help in student recruitment? Interest in expanding our efforts to attract more diverse students; have discussed recruitment efforts with admin before.

Focus for this year? Informally check-in on non-majority students; it's tough being different; being a minority among minorities. Looking at providing more support.

Peer mentorship - upper school asian american studies class has been talking about starting a peer mentorship program.

- D. 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.

Motion to have mid-year elections to add 2 board seats, for a total of 9 board members. Made by Grace Lee, seconded by Hoonseok Oh.

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
no	absent	no	no	yes	no	absent

IX. PERSONNEL (XXX, Committee Chair)

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

- A. Move grade 6 from lower school to upper school
- B. Motion to move grade 6 to be part of Upper School starting 24-25 school year. made by Grace Lee, seconded by Hoonseok Oh. 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	absent	yes	yes	yes	yes	absent

- C. What graduations will we have?
 - a. Prek,
 - b. Kindergarten,
 - c. grade 10 IB MYP Certificate Award,
 - d. 12th grade

>> brad talk to admin, make recommendations for 2024 graduations and then going forward. Present at december meeting

- D. Academic rigor -
 - Testing for gifted & talented - parent may start after school program in spring
- E. School diversity - to discuss climate survey results September; Brad ask race equity to present in november
Race Equity Presentation

XI. Meeting Reflection:

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

XII. ADJOURN. Meeting adjourned at 7:04pm

~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	