

Regular Meeting of the Sejong Academy School Board – Journal of Minutes

Thursday, February 22, 2024 @ 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 5:03 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	~6:30 arrival	yes

Public in Attendance: EdFinMN: Scott Brown, sky rasinski

NEO:

Parents: Rasmussen family

Teachers/Staff/Students: Anna Taddei, haekyong Kim, heasook shin, hyeyun lee, Jaewho Ko, kate brogan, sajin kwok, sarah olson, sebastian montes, yejin hong, yun cho, emily choi, maggie walsh, seungwoo lee, lisa thompson, Danny Decemson, han joon kim, Hyomin Kudo, eunjoo oh, Lauren Frommelt, insil jeon; ren yuki, ree ban ku, william way, hla wat yee, la po sell, hyunsook hong, jungyeol park, katie mahowald, thoh du, thomas white

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 Erik Funk

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

**III. APPROVALS & DISCLOSURES**

**> 5:15**

A. 02/22/2024 Agenda (01)

2 minutes

Motion to approve 02/22/2024 agenda made by thomas caron, seconded by hoonseok oh. Motion passes unanimously.

Thomas Caron Community	Erik Funk Comm Community	Pawku Hser Community	Grace Lee Community	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	~6:30 arrival

Disclosure of any conflicts of interests

C. PUBLIC COMMENT

8 minutes

Sajin kwok - concerns about new facility; existing building has more SF classroom space. Concerns about classroom size, possibility of dismissing students and teachers from school. Our teachers and students make the school happen. Class size of 30 is unmanageable and goes against charter school identity. Currently teach 33 9th graders with 1 EA. there are drawbacks for students who need and deserve more attention. Overall

most teachers don't want to move if it involves cutting staff, programming, etc. we started small. I'm ready to make contributions until we can find a building that fits.

D. **01/18/2024 Minutes (02)**

2 minutes

Motion to approve **01/18/2024** regular meeting minutes made by thomas caron, seconded by daniel park. Motion passes unanimously.

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

**IV. DIRECTOR'S REPORT (03)** Brad Tipka (15 min)

> 5:30

See report

**V. STUDENT COUNCIL REPORT**

Ms. Walsh, 23-24 Advisor. Prom budget

La Po Sell, student council president - requesting prom budget; want to make some changes based on feedback from last year; experience was good, but would've been better if not in cafeteria and more decorations; good that there were more activities. This year want to change location to gym at gethsemane. Student council to send budget request to finance committee for review in march. Maggie walsh - expecting more students than in previous years. Grades 9-12 invited. \$5 prom tickets.

**VI. Parent Teacher Organization (PTO) REPORT**

Ebony Campbell

**VII. FINANCE, FACILITY (Erik Funk, Chair) 20 minutes**

> 5:50PM

**A. Enrollment tracking (04)**

B. December full check register? >> wires included in January check register

**C. January Financials (05)**

Motion to approve the January financials made by Hoonseok Oh, seconded by thomas caron. Motion passes unanimously.

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

**D. Facility/ Lease update**

- o Update from Erik
- o Tour reflection - hoonseok oh. One classroom was approximately 780 SF, there were 14 desks, it looked 80% full. Mobile classrooms. Concerned about student-teacher ratio. High % of ELL students who need more support. Erik - yes it's less classroom SF than what we're used to, but believes that facility can support us growing. Oh: those students who've complained about not having a gym have submitted an intent to return form. Would like to utilize gethsemane. Some of the SF may be eaten up by built in cabinets and hvac, etc.
- o Han joon kim - how long is the lease we're considering - 7 year lease with 5 year option after the 7 years.
- o Note: consideration of course offerings, class size, age grouping, etc. will be given when making room assignments.

Board Training: [www.mncharterboard.com](http://www.mncharterboard.com)

**VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 20 minutes**

> 6:10 PM

- Enrollment for 24-25 (06)

- Intent to Return forms were sent out. They were due back 2/12.
- Contact all families who have not returned a form.
  - any current student who wants to return, but that grade is already full, will be added to waitlist.
  - Will confirm intent with all other families.
- Review grade maximums

Motion to maintain class maximums passed at January 2024 board meeting

- Prek: 20
- K-1: 30
- 2-5: 32
- 6-12: 34

With the following exceptions: K=32, grade 1 = 33, grade 2 = 34 and grade 5= 33. However, if the exceptions drop below the stated number (e.g., k= 32), the spot will not be filled in order to get to the January class maximum. made by Erik Funk, seconded by Thomas Caron. Motion passes by simple majority (57%).

Thomas Caron Community	Erik Funk Comm Community	Pawku Hser Community	Grace Lee Community	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	yes	yes	no	no	no

Note: we can revisit later after have more knowledge of the building, lease signed, etc.

- 24-25 calendar staff feedback
  - Sarah Olson: May break  
is there a reason to keep May break other than the Korea trip? I feel it would make sense to have only one week of Spring break, get rid of May break, and then end the year May 30th. The Korea trip could go the first week of June and not have to readjust to school for the few weeks before the end of the year, and the students and staff who are not going on the Korea trip would not have to break up any end-of-year plans. If the May break is imperative to keep, I would then suggest 1 week of Spring break and ending June 6th.  
Discussion: we've discussed the reasoning behind the year-round calendar a number of times over the years. The latest was March 2022, at which time, we sent out staff surveys along with the research/reasoning. At that time, it was once again agreed to keep the year-round calendar – break up the long summer break across the school year. For the 24-25 school year calendar, the board already discussed and approved. Suggestion: send surveys late fall to get input from families, staff, etc. on 25-26 calendar. Revisit year-round calendar at that time.
- Performance Framework update
  - If the school intends to propose different goals for the upcoming term, we are hoping to receive the draft of the new Performance Framework for the renewed Contract by **April 2024** so both boards have time to approve the Contract
  - Both the school's board and the NEO board need to approve the renewed Contract that contains the new Performance Framework for the upcoming term by **June 30th, 2024**.
- School Violence, Bullying, Expulsion
  - MDE on Discipline: <https://education.mn.gov/MDE/fam/disc/index.htm>
  - MDE on Suspension: <https://education.mn.gov/MDE/fam/disc/susp/index.htm>
  - MDE on Expulsion: <https://education.mn.gov/MDE/fam/disc/exp/>
  - MN Statute: Pupil Fair Dismissal Act (121A.40-575): <https://www.revisor.mn.gov/statutes/cite/121A>
  - Sejong <https://www.sejongacademy.org/familystudentresources-policies>

- Anti-Bullying Policy
- Harassment and Violence Policy
- Student/Parent Handbook <https://www.sejongacademy.org/handbook>

**IX. CURRICULUM/Teaching & Learning** (Hoonseok Oh, Committee Chair) **> 6:15 PM**

- A. USNCO (U.S. National Chemistry Olympiad) at Sejong Academy on 3/9/24 at 10:00 AM. (3rd year of hosting this event). FYI - Mr. Seungwoo Lee will be at the main office and Mr. Oh will be the proctor
- B. Academic rigor -
  - Testing for gifted & talented - parent-led after school program started; dr. tipka to provide more information at march meeting; led by mr. rasmussen.
- C. School diversity - race equity working group update?

**X. PERSONNEL** (Daniel Park , Committee Chair)

ED Evaluation Committee Report - **CLOSED MEETING**

Personnel Committee chair to plan out/designate quarterly review of smart goals with the ED.

Motion to approve the recommendation of the ED Evaluation committee to extend an employment agreement as Executive Director to Brad Tipka for the 2024-2025 school year made by Daniel Park, seconded by Thomas Caron , motion passes unanimously.

Thomas Caron Community	Erik Funk Comm Community	Pawku Hser Community	Grace Lee Community	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? Record number of staff attended. Heard a lot of input from the teachers who will actually work with the students.  
 What can we improve?  
 What's coming up?

**XII. ADJOURN.** Meeting adjourned at 8:18 pm **by 7 pm**

Month	business	board training
JUL-SEP	SEP - review climate survey results	Board Role & Responsibilities By-laws: Officers, Committees
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	
DEC	Establish available enrollment by grade (publish by Feb 1). <b>Approve calendar for next academic year</b>	
JAN	ED evaluation; Performance Framework Review	
FEB	approve Executive Director Evaluation rec; ED does admin evals; approve staff budget for following year	Employment Policies & Practices
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	