

Regular Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, May 19, 2022 @ 5:00 p.m.

Meeting Link. <https://meet.google.com/wtv-mtkx-yrs>

Or dial: (US) +1 574-404-7680 PIN: 196 668 086#

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

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent	Brad Tipka ex-officio
Yes 5:04	absent	yes	yes	yes	yes	yes	yes

Public in Attendance: Anna Kim

TAG: Scott Brown

NEO:

Parents:

Teachers/Staff: Jaewho Ko

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 Hoonseok Oh.

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

III. APPROVALS & DISCLOSURES

> 5:15

A. **5/19/2022 Agenda (01)**

2 minutes

➤ Motion to approve 5/19/2022 agenda made by Hoonseok Oh, seconded by Donna Phillips.
 Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	absent	yes	yes	yes	yes	yes

Thank you to Jennie Kopietz and 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. April regular meeting minutes 4/28/2022 Minutes (02) 2 minutes

➤ Motion to approve 4/28/2022 minutes with added notes on section 8B made by Grace Lee, seconded by Sean Pajak. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	absent	yes	yes	yes	yes	yes

Thank you to Jennie Kopietz for taking the minutes and posting them to our website and Epicenter (authorizer compliance).

IV. DIRECTOR'S REPORT (03) Brad Tipka (15 min) > 5:30 PM

Thank you to Dr. Tipka for his years of service as he leads our school.

Thank you to Mr. Jacob Sungmin Chae for representing Sejong Academy at the Ramsey County board's AAPI month proclamation.

Advanced Korean class will host a table at the Flint Hills Family Festival on June 1.

V. STUDENT COUNCIL REPORT > 1 minute

- Prom was May 13th. Pictures posted. Thank you to Ms. Filiatreux for heading that up and for all the staff and families who helped.
- Uniforms - ask TBD family & community outreach coordinator to look into this.

Thank you to Addison Filiatreux for serving as the staff advisor for Student Council and to all the Student Council officers.

VI. Parent Teacher Organization (PTO) REPORT > 5:35 PM

- Teacher Appreciation Week. PTO provide bibim-bap lunch on 5/6
- Children's Day was May 5th

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

VII. FINANCE, FACILITY (Erik Funk, Chair) > 5:45PM

A. Enrollment update: 316 current. 5 leaving. 79 new. 391 est. for next year

Note: assumes all else stays and all new come.

B. April Financials (04) (keep on our radar: enrollment, rent, utilities)

➤ Motion to approve the April Financials made by Sean Pajak, seconded by Donna Phillips.

Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	absent	yes	yes	yes	yes	yes

C. Finance training - postponed till fall, b/c new board members coming next month.

Thank you to our Finance committee members.

- D. Emailed & left messages for Kou Vang/Iris Park Partners regarding increased dissatisfaction with delays on answers regarding rent abatement for undelivered part of school project (gym). Still have not heard back, though he spoke with Erik Funk last week. Hoping to schedule a meeting soon. Finance committee considering legal options.
- E. 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.
- F. Facilities
 - Gym construction to begin fall 2022?
 - Music Room Water issue resolved? - one leak resolved. Another leak after recent storm. Who's looking into cabinets - update. Dr. tipka and mr. wilson looking into it. Hopefully there will be appropriate cabinets in tuesday's delivery.
 - HVAC - Kou to talk to NAC's owner
 - soundproofing - 225 completed. 223 is next - scheduled - May 30.
 - blinds/ films/tint - anyone looked into it - dr. tipka and mr. wilson looking into it
 - sign - hopefully get city approval shortly
 - storefront window needs to be properly installed/sealed- leaked a lot of water after monday's storm. Dr. tipka to talk to jason.
 - SPED room appliances?
 - Sandbox spring project?
- G. Grants
 - Addison Filiatreux and Grace Lee completed a \$60k Water Safety grant (over 2 years) which would enable us to give scholarships to our students to take swimming lessons and for Sejong to provide water safety workshops to our families - still awaiting results
 - Additional \$29.2k from Library Services - awaiting verification

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

> 5:55 pm

A. Board Elections

The following four board terms expire June 2022: Erik Funk, Jennie Kopietz, Sean Pajak and Donna Phillips. Additionally, Amy Britton will resign from her position as of ~June 2022 (or when we get another community member).

Therefore, 5 board seats are open.

The following 3 folks replied by the 5/16 deadline to express interest in running for a board seat: Erik Funk, Donna Phillips, Thomas Caron.

Since fewer people are running than available seats, an election will not be necessary.

Therefore, at the June annual meeting, the board will confirm Erik Funk, Donna Phillips and Thomas Caron to serve a four year board term. That means we will start the 22-23 school year with 5 board members. Later during the fall semester, we can reach out and see if any new family members, teachers or community members might be interested in applying for open board seats.

B. Substance Use Policy background discussion

What was discussed? >> covered in minutes discussion. Again, if board members find a policy from another district, please bring to next board meeting.

C. Articles of Incorporation and By-laws revisions (5,6)

➤ Motion to approve Articles of Incorporation (Article 6) and By-laws (Article 7, section1) revisions made by Sean Pajak, seconded by Amy Britton. Motion passes unanimously.

Amy Britton community	Erik Funk parent	Jennie Kopietz parent	Grace Lee community	Hoonseok Oh teacher	Sean Pajak teacher	Donna Phillips parent
yes	absent	yes	yes	yes	yes	yes

IX. PERSONNEL (Amy Britton, Committee Chair)

X. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair) **> 6:05 pm**

- A. Keep May break for 2022-2023 school year? This question will be included in our Climate Survey, which will go out in May >> now June.
- B. IB MYP Personal Project Exhibition on Friday, 6/3 (9:15 to 11:00 AM). 10th graders will do an exhibition of their personal projects. All upper school students and 10th grade students' parents will be invited.
- C. King Sejong Institute/ Sejong HakDahng. Thank you to Jacob Chae for serving as our liaison.

XII. Meeting Reflection:

What went well? What did we accomplish? Nice fast meeting, yay!

What can we improve?

What's coming up? Climate survey to include May break

XIII. ADJOURN. Meeting adjourned at 5:57 pm

~6:15 pm

Month	business	board training
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	