

Annual Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, June 9, 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	yes	absent	yes	yes	yes	absent	yes

Public in Attendance:

TAG: Scott Brown

NEO:

Parents: Erica Lim

Teachers/Staff: Thomas Caron

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 Erik Funk

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

III. APPROVALS & DISCLOSURES

> 5:15

A. **6/9/2022 Agenda (01)**

2 minutes

> Motion to approve 6/9/2022 agenda made by Erik Funk, 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	yes	absent	yes	yes	yes	absent

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

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

D. May regular meeting minutes 5/19/2022 Minutes (02) 2 minutes

> Motion to approve 5/19/2022 minutes made by Hoonseok Oh, seconded by Erik funk. 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	yes	absent	yes	yes	yes	absent

IV. DIRECTOR'S REPORT (03) Brad Tipka > 5:45 PM

Annual Report presentation (20 minutes)

Q&A ** (10 minutes)

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

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

Today was K-2 Sejong Market

Upcoming end of year events:

- Monday 6/13 Ninja Trailer Day
- Wednesday 6/15 Talent Show
- Thursday 6/16 Graduations & Last Day of School

V. STUDENT COUNCIL REPORT > 1 minute

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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

- PTO helping with Ninja Trailer on Monday 6/13, including snacks. Excited that we'll have a lot of parent volunteers. PTO bought a popcorn machine.

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

VII. FINANCE, FACILITY (Erik Funk, Chair) > 6:00PM

A. Enrollment update: 315 current. 5 leaving. 80 new. 390 est. for next year

Note: assumes all else stays and all new come.

B. May Financials - due to earlier June meeting, May financials are not yet ready.

C. 2022-2023 Budget Presentation (04)

> Motion to approve the 2022-2023 Budget made by Sean Pajak, seconded by Erik Funk.

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	yes	absent	yes	yes	yes	absent

>> motion to amend the agenda to add discussion on ransomware insurance made by Sean Pajak, seconded by Erik Funk, 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	yes	absent	yes	yes	yes	absent

>> motion to approve purchase of Cyber Liability Insurance with \$1 million limit, \$3,500 cost + surplus lines tax and fees + \$150 policy fee made by Sean Pajak, seconded by Erik Funk. 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	yes	absent	yes	yes	yes	absent

D. 2022-2023 Bus Contract (05)

➤ Motion to approve the 2022-2023 Bus Contract made by Hoonseok Oh, 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	yes	absent	yes	yes	yes	absent

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

- We will receive a \$20k credit from the landlord, as management fees are included in our base rent
- We met with our landlord on 6/8. Will meet again on 6/15 regarding rent credit and future facility options
- Music Room Water issue - likely to be corrected this summer. Cabinets - follow up with Brad Tipka/ Earl Wilson
- HVAC - adjustments working?
- soundproofing - 223 completed May 30
- blinds/ films/tint - update - follow up with Brad Tipka/ Earl Wilson
- sign - in production
- 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? Sean Pajak got a second bid for the electrical
 - Sandbox summer project?
- G. Grants
- Awarded \$22k Teacher Mentorship and Retention Grant for FY23

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

> 6:15 pm

A. Board Elections

Recognize outgoing board members

Term expiration: Erik Funk, Jennie Kopietz, Sean Pajak and Donna Phillips

Resignation: Amy Britton

This leaves 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.

Words from candidates.

Thomas Caron - super excited to serve on the Board. Love coming to work every day. Excited to helping the school grow.

Erik Funk - learned a lot. excited to serve another term.

Express appreciation to all outgoing board members. Amy Britton was a founding parent and started serving as PTO president, then served on the school board and has provided very helpful and insightful input, particularly on some sensitive HR issues.

Jennie Kopietz filled in as interim secretary this semester.

Sean Pajak served on our finance committee and our new building committee and helped a lot with various building issues.

We appreciate all of your service and thank you for your contributions to the school.

Hoonseok Oh and Erik Funk and Brad Tipka expressed thanks.

➤ Motion to accept the resignation of Amy Britton and confirm Erik Funk, Donna Phillips, Thomas Caron as new Board members for a 4 year term to expire June 2026 made by Hoonseok Oh, seconded by Grace Lee. Motion passes unanimously.

Grace Lee community	Hoonseok Oh teacher
yes	yes

IX. PERSONNEL (XXX, Committee Chair)

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

A. Keep May break for 2022-2023 school year? This question will be included in our Climate Survey, which will go out next week.

B. 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? Enjoyed the annual report. New board member!

What can we improve?

What's coming up? See last week of school events above
XIII. ADJOURN. Meeting adjourned at 6:44 pm

~6:25 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	