

Regular Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, July 28, 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 5:02 PM

B. Board Members Attendance

Thomas Caron Teacher	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	Brad Tipka ex-officio
yes	Yes, delayed	yes	yes	yes	yes

Public in Attendance:

TAG: Scott Brown

NEO:

Parents: Julie Oney, Anna Carpenter, Jon Oney

Teachers/Staff: Yun Cho

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 Thomas Caron.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. **7/28/2022 Agenda (01)**

2 minutes

➤ Motion to approve 7/28/2022 agenda with amendment made in red in governance section made by Hoonseok Oh, seconded by Thomas Caron. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent
yes	n/a	yes	yes	yes

➤ 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 none 3 minutes

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

D. June regular meeting minutes 6/9/2022 Minutes (02) 2 minutes

➤ Motion to approve 6/9/2022 minutes made by Thomas Caron, seconded by Grace Lee. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent
yes	n/a	yes	yes	yes

IV. DIRECTOR'S REPORT (03) Brad Tipka

> 5:22 PM

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

V. STUDENT COUNCIL REPORT

●
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

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

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:32PM

A. Enrollment update: 315 current. 14 leaving. 91 new. 392 est. for next year

Note: assumes all else stays and all new come.

B. May Financials (04)

➤ Motion to approve the May financials made by Donna Philips, seconded by Erik Funk. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent
yes	yes	yes	yes	yes

C. 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.

D. Facilities

- We will receive a \$20k credit from the landlord, as management fees are included in our base rent
- rent credit and future facility options
- Music Room Water issue - likely to be corrected this summer. cabinets?
- HVAC - adjustments working - now doesn't run 24-7, but still probably space for more adjustments
- soundproofing - 226 & 227 next
- blinds/ films/tint

- 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 sean/investigate more.
- SPED room appliances? Waiting for Rochon. Brad Tipka to follow up

E. Grants

- Sean Pajak got us a grant for \$25k in chromebooks (60 chromebooks)

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

A. * discussion of upper school uniform policy/ dress code

Proposal for Sejong Academy Upper School Dress Code Policy:

Sejong Academy Upper School students are not required to wear uniforms. Only Lower School students wear uniforms at Sejong Academy.

Upper School students will choose clothes that promote learning, health, an inclusive social environment, and clothes which allow for physical activity during Physical and Health Education classes and safe use of our school stairs. We value how our older students choose to express their individuality and their culture(s) through clothing choices in the Upper School. We welcome school spirit in the form of school colors and school t-shirts and hoodies sold occasionally at school. Most importantly, Upper School students come to school dressed to learn.

Please note: Clothes may not include offensive or inappropriate messages or symbols. Examples of this would include symbols or messages that promote the use of substances, violence, racial or sexual slurs, or gangs. Hats and caps are not allowed. Hoodies must not be worn covering the head. Undergarments must be covered by clothes. Students whose clothing is deemed inappropriate will be asked to change into clothing that is acceptable and parents/guardians will be notified. If no suitable clothing is available, the student will be removed from the classroom setting for the remainder of the day.

Grace mentioned a dress code should include skirt length

Erik said to avoid skirt length problems just keep uniforms

Donna said high school is hard on girls who have to pick out clothes. Uniforms make it easier - income differences, etc. aren't as apparent

Hoonseok - previous years where we had no uniform friday's seemed to go well. For students who have difficulty finding uniforms, the school can assist buying in bulk. I think we can keep this policy.

Grace - since this was a last minute agenda add, and we have a full agenda, let's table to next meeting.

Brad - some students struggled to find larger uniforms.

Erik - maybe PTO can help us find bigger uniforms; no uniform fridays seems fair

Hoonseok - we can discuss more no uniform days

Erik and Hoonseok - in Korea students wear uniforms - though it's part of japanese imperialism

We will table for next meeting; agreed no need for surveys.

B. Note board meeting dates for 22-23 on the website – meetings will start at 5:05 during the school year

C. Family/ Guardian/ Staff/ Student Concern Protocol update (05) – 10 minutes

Erik - good to have the documentation

Brad - similar to student behavior referral form. It makes sense.

- Motion to approve edits to the Family/ Guardian/ Staff/ Student Concern Protocol made by Thomas Caron, seconded by Hoonseok Oh. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent
yes	yes	yes	yes	yes

D. Climate Survey Results (06) - 10 minutes

> ~5:52 pm

The 21-22 survey was a Google form in English and Karen. The survey was open June 15- July 27. 47 surveys were submitted representing 85 students or 27% of enrollment of 315. Note: some parents completed the survey by phone with a community liaison.

Note: Question 11 was a space for open ended comments. Because many comments identify the performance of particular staff, those responses must be reviewed in a closed portion of the school board meeting.

Reviewed metrics. Erik - having good clear ways for us to communicate to families is important. We need to send it out earlier next year. Grace - asked that admin send out the survey next year. Paper forms - hard to compile the data; electronic is better, but how do we make it accessible... Erik - discuss how we'll distribute a few months before

E. Board Appointments

start at 6 pm

According to MN Statute 124E.07 (<https://www.revisor.mn.gov/statutes/cite/124E.07>), Subd. 6.Duties. The board of directors also shall decide and is responsible for policy matters related to operating the school, including budgeting, curriculum programming, personnel, and operating procedures. The board shall adopt a nepotism policy. The board shall adopt personnel evaluation policies and practices that, at a minimum:

- (1) carry out the school's mission and goals;
- (2) evaluate how charter contract goals and commitments are executed;
- (3) evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals;
- (4) establish a teacher evaluation process under section 124E.03, subdivision 2, paragraph (h); and
- (5) provide professional development related to the individual's job responsibilities.

Interview Candidates:

1. Anna Carpenter, parent
2. Jon Oney, parent
3. Ah Lei Mai Lee, community (uncle of Karen student) – absent

CLOSE BOARD MEETING

Board Discussion.

➤ Motion to appoint Anna Carpenter to fill one of the vacant board seats, leave the second seat open until the next meeting, as well as determine terms at the next meeting made by Thomas Caron, seconded by Donna Phillips. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent
yes	yes	yes	yes	yes

[Review School Climate Question 11 responses](#)

IX. PERSONNEL (XXX, Committee Chair)

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

A. Keep May break for 2022-2023 school year?

B. King Sejong Institute/ Sejong HakDahng. Thank you to Jacob Chae for serving as our liaison.

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 7:19 pm

~6:45 pm

Month	business	board training
JUL-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	