

Regular Meeting of the Sejong Academy School Board – Journal of Minutes
 Thursday, October 27, 2022 @ 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

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 5:03 PM

B. Board Members Attendance

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	Brad Tipka ex-officio
yes	yes	yes	yes	yes	absent	yes

Public in Attendance:

EdFinMN: Scott Brown sick. Left early

NEO:

Parents:

Teachers/Staff/Students: Pawku Hser, Addison Filiatreaux, Jaewho Ko, Sean Pajak, La Po Sell, Aye Lweh Gay

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 enables us to achieve our mission!

III. APPROVALS & DISCLOSURES

> 5:12

A. 10/27/2022 Agenda (01)

2 minutes

Thank you to Grace Lee for preparing the agenda and to those who contributed agenda items/input.

Motion to approve 10/27/2022 agenda made by Erik Funk, seconded by Hoonseok Oh. Motion passes unanimously.

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

Disclosure of any conflicts of interests

C. PUBLIC COMMENT

3 minutes

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

Addison Filiatreux - requests that parental leave policy is changed to cumulative time instead of right before parental leave request. Important to support our parents. Acknowledge that Sejong's policy is already progressive, but would like to accomodate for some staff's unique situations - e.g., have to leave due to visa issues.

D. September regular meeting minutes **9/22/2022 Minutes (02)** 2 minutes

Motion to approve 9/22/2022 minutes made by Thomas Caron, seconded by Erik Funk. Motion passes unanimously.

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

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

- May Break survey results: 104 keep, 31 take out
- Thank you to Dr. Tipka for serving as our Executive Director.

Fall Parent-Teacher Conferences:

H. Oh said got positive feedback on climate, but want a gym.

A Filiatreux said the virtual option was nice.

Consider letting students take home devices for parents who don't have devices.

12th grade trip - all but one is going (19/20). Chaperones: Filiatreux, hong, ko (SPED)

V. STUDENT COUNCIL REPORT 5 minutes

La Po Sell and Annie Gay representing student council.

Asking that black pants and black/white tops (polo or button down) added to colors for uniform for 7-12.

Lower grades - more affordable and more readily available

Upper grades - harder to find affordable options

PTO donated peppero sticks for community garden fundraising. Sold raffle tickets. Winners will be announced tomorrow.

Homecoming went well.

Minute to win it competition tomorrow for Tiger trophy.

Suggestion Box: Kids hoping to add swings to the playground. Older kids want to be able to play on the playground - but they don't even have recess? So, maybe afterschool? Have korean food at lunch.

VI. Parent Teacher Organization (PTO) REPORT

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

PTO provided teacher noodles and snacks for conferences and hosted a table.

PTO scholarship \$100 awarded to Sa Sa Oo.

They will also distribute peppero sticks on peppero day.

VII. FINANCE, FACILITY (Erik Funk, Chair) > 5:50PM

A. Enrollment update: 358. ~LS = 235?, ~US = 123.

B. **September Financials (04)**

> Motion to approve the September financials made by Erik Funk, seconded by Thomas Caron. Motion passes unanimously.

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

C. Audit postponed till November

D. Saturday School - canceled due to low enrollment

E. Misc Finance committee topics:

a. School field trips:

i. Korea - 5/2023 grades 8-11. Approximately 20 students.

ii. South Dakota - Sean Pajak - grades 6-7. 40/55 interested. Only 6 paid so far. Money due Dec & Feb.

iii. Senior trip to Chicago. June 3-7 - Addison Filiatreux

b. Plans to start capital expenditure fund

F. Property tax exemption update - Grace Lee is completing application to appeal to the Purely Public Charity Review Board. Grace also called and emailed Representative Kaohly Her and Senator Erin Murphy about proposing legislative change during the 2023 session to address inequities in MN statute 272.02 Subd. 42, which puts extra ownership criteria on charter schools not found for school districts.

G. Facilities

- Committee decided on no gym for now; outdoor fenced space instead.
- soundproofing - Erik Funk working with Metro to work on cafeteria
- blinds/ films/tint - Brad to look into perforated screens, which will help with advertising
- sign - in - waiting to hear back from Kou Vang
- storefront window needs to be properly installed/sealed?
- SPED room appliances? Brad Tipka to follow up – SPED no longer requesting appliances.

H. Grants

- Thank you to the Korean Education Center out of the Korean Consulate in Chicago for the \$12,000 grant. And thank you to Mr. Jacob Chae for being our liaison.
- Will apply for Youth Skills Training through department of labor & industry
- Expecting \$500 IBM grant

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

> 6:20PM

A. Interview potential board member, Pawku Hser

Would like to serve on the board, b/c the board needs a Karen voice, especially considering our student population. Wants to bridge our Karen community/ parents with our school.

Hoonseok Oh said Ms. Hser leads Karen club with Mr. Tho Du during after school.

Motion to approve Pawku Hser as board member to fill vacant spot with term end date of 6/30/2024 made by Hoonseok Oh, seconded by Thomas Caron. Motion passes unanimously.

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

B. Establish open enrollment period & lottery date for 2023-2024 school year (by Nov 1)

Current: Open enrollment for the 2022-2023 school year will be November 15, 2021 till January 15, 2022. If a lottery is needed for some grades, it will be held on Monday, January 24, 2022.

Proposed: Open enrollment for the 2023-2024 school year will be November 14, 2022 till January 13, 2023. If a lottery is needed for some grades, it will be held on Monday, January 23, 2022.

C. Board Training: Roles and responsibilities >> table to end of meeting today if there's time. Otherwise table till november board meeting.

- o <https://www.revisor.mn.gov/statutes/cite/124E.07>

- o **By-laws (05)**

D. Anti-racism, Anti-Bullying update

- o Follow-up items from Brad Tipka

- Look into county crisis team

- Specific requests from counselors and/or race equity team; Dr. Tipka reached out to Race equity. Haven't heard back yet. Anna Carpenter asked about Fairview Karen Men's Chemical Health Program; Maplewood location? >> Anna to send Brad contact information.

E. Parental Leave Policy (06)

Motion to approve updated Parental Leave Policy made by Thomas Caron, seconded by Grace Lee.

Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk community	Grace Lee community	Hoonseok Oh teacher	Donna Phillips parent	Pawku Hser
yes	yes	yes	yes	yes	n/a	yes

F. Board Training schedule - all board members to get access to: www.mncharterboard.com

- Board Roles & Responsibilities
- Employment Policies and Practices >> December
- Financial Management and Oversight >> November

IX. PERSONNEL (XXX, Committee Chair)

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

A. Keep May break for 2022-2023 school year - see director's report >>May Break survey results: 104 keep, 31 take out

B. King Sejong Institute/ Sejong HakDahng - still waiting for application portal to reopen.
Thank you to Jacob Chae for serving as our liaison.

C. 12th grade Graduation
Friday, June 9, 2023 from 4-6 pm
Saint Paul College, Theater

D. Host U.S. National Chemistry Olympiad (USNCO).

Last year Sejong was a testing site. Allows us to advertise our school. Great way for community engagement. This year expecting more high schools to participate. So far 7 schools, ~ 25 students. Mr. Oh to work with admin to host.

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 7:03 pm

~6:40 pm

Month	business	board training
JUL-SEP		
OCT	Audit presentation. Establish open enrollment period & lottery date for 2022-2023 school year (by Nov 1)	Board Role & Responsibilities By-laws: Officers, Committees
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	