

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, November 17, 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 5:00 PM

B. Board Members Attendance

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent	Brad Tipka ex-officio
yes	yes	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: Bonnie Schwieger (Abdo), Scott Brown

NEO:

Parents: Monica M, D Rasmussen, Brett Dipman, Daniel Park

Teachers/Staff/Students: Eunjeong Moe, 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 Thomas Caron.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. **11/17/2022 Agenda (01)**

2 minutes

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

Motion to approve 11/17/2022 agenda made by Hoonseok Oh, seconded by Thomas Caron. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

Disclosure of any conflicts of interests

C. PUBLIC COMMENT

3 minutes

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

D. October regular meeting minutes **10/27/2022 Minutes (02)** 2 minutes

Motion to approve 10/27/2022 minutes made by Donna Phillips, seconded by Erik Funk. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

Audit presentation (03-3 docs) by Abdo (15 minutes) > 5:30 PM

Final expected week after thanksgiving/ first week of December

IV. DIRECTOR'S REPORT (04) Brad Tipka > 5:45 PM

- (see report)

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

V. STUDENT COUNCIL REPORT

VI. Parent Teacher Organization (PTO) REPORT

Thank you to Erica Lim for PTO leadership.

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

A. Enrollment update: 354. ~LS = 230?, ~US = 124.

B. **October Financials (05)**

> Motion to approve the October financials made by Grace Lee, seconded by Erik Funk. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	abstain

C. Misc Finance committee topics:

a. School field trips:

- Korea - 5/2023 grades 8-11. Approximately 20 students.
- South Dakota - Sean Pajak - grades 6-7. 40/55 interested.
Current donations = \$1700 dollars. Thank you. Only \$1000 left!
- Senior trip to Chicago. June 3-7 - Addison Filiatreaux

b. Plans to start capital expenditure fund

D. Property tax exemption update - To do: appeal to the Purely Public Charity Review Board. Follow-up with Representative Kaohly Her and Senator Erin Murphy now that elections are over - re: 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. Got support from MACS.

E. Facilities

- Waiting to hear back from Kou Vang - re: "gym" space, signage, etc.

F. Grants

- Expecting \$500 IBM grant

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

> 6:20PM

A. Student uniforms (10 minutes)

Student council asked that black pants and black/white tops (polo or button down) be added to acceptable uniform colors for grades 7-12.

➤ Motion to amend school uniform colors for grades 7-12 to allow for navy, khaki or black pants and navy, red or white tops made by Hoonseok Oh, seconded by Thomas Caron. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	abstain

B. Confirm Brad Tipka as IOWA for Sejong Academy (06)

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an **Identified Official with Authority (IOWA)** for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties and will revoke that user’s access when it is no longer needed to perform their job duties.

The Board of Directors of Sejong Academy shall designate an IOWA to authorize user access to State of Minnesota Education secure websites for Sejong Academy. This EDIAM (Education Identity & Access Management) board resolution will be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

➤ Motion to approve Brad Tipka as the IOWA for Sejong Academy. made by Thomas Caron, seconded by Donna Phillips. Motion passes unanimously.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	yes	yes	yes	yes	yes	yes

C. 2023-2024 class sizes

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

A. King Sejong Institute/ Sejong HakDahng - application portal opened.

Thank you to Jacob Chae for serving as our liaison.

Discussion on student retention

>> 7:00 pm

Last week on a Facebook page, multiple families were talking about transferring out. Anna Carpenter reached out to them to see why they're transferring out and asked to discuss it at the board meeting.

- due to potential discussion of identifiable staff and/or students, this portion of the meeting will be closed

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 7:04 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	

