

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, December 15, 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. Caron 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	absent	yes	absent	yes	yes

Public in Attendance:

EdFinMN: Scott Brown

NEO:

Parents: Monica M, Daniel Park

Teachers/Staff/Students: 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 Erik Funk.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. **12/15/2022 Agenda (01)**

2 minutes

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

Motion to approve 12/15/2022 agenda, adding item ** 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	absent	yes	absent	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. November regular meeting minutes **11/17/2022 Minutes (02)** 2 minutes

Motion to approve 11/17/2022 minutes 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	absent	yes	absent	yes

Board Finance Training (03) by EdFinMN (25 minutes) > 5:40 PM

IV. DIRECTOR'S REPORT (04) Brad Tipka > 5:55 PM

- (see report)
- Thank you to Dr. Tipka for serving as our Executive Director.

V. STUDENT COUNCIL REPORT

We have been raising money through PTO's kindly donated pocky sticks for the community garden we hope to build. Not sure where that will be. Students volunteered at Sejong Markets.

Donuts and drawings - had about 20-25 people (including their kids) in spite of the weather.

VI. Parent Teacher Organization (PTO) REPORT

No PTO at this time. New PR/Marketing staff to send an announcement when they start in January.

From Addison Filiatreux, Student Council Advisor: Hoping for PTO engagement. Admin and I will meet in Jan. to map out the rest of the year's family engagement events. This does require a very small budget. I think we can do the rest of the year with \$500. Donuts & Drawings was \$55 today. I am hoping to do a senior "how do I pay for college," etc. "what should I do after high school" with families in January along with Seollal- so that is two events.

VII. FINANCE, FACILITY (Erik Funk, Chair) > 6:15PM

A. Enrollment update: 354/356. LS = 229, US = 125/127.

B. **November Financials (05)** 8 minutes

> Motion to approve the November financials made by Erik Funk, 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	absent	yes	absent	yes

C. Parking Lot Safety

D. Misc Finance committee topics:
a. School field trips:

- i. Korea - 5/2023 grades 8-11. Currently, 8 students have passports. Finance committee requested updated trip budget.
 - ii. South Dakota - Sean Pajak - grades 6-7. 40/55 expressed interest. 21 have paid. On track to raise remaining funds.
 - iii. Senior trip to Chicago. June 3-7 - Addison Filiatreaux
 - b. Plans to start capital expenditure fund
- E. Property tax exemption update - To do: appeal to the Purely Public Charity Review Board. Followed-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.
- F. Facilities
 - Waiting to hear back from Kou Vang - re: "gym" space, signage, etc.
 - Erik Funk spearheading sound proofing of cafeteria and window shades/tinting/perforated signage. Thank you, Erik!!!
- G. Grants
 - Expecting \$500 IBM grant

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

> 6:25 PM

A. 2023-2024 Calendar (06)

Motion to approve 2023-2024 calendar with changes - took away monday and tuesday of thanksgiving and added day off 4/22 and finished school one day earlier. made by Thomas Caron, seconded by Grace Lee. 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	absent	yes	absent	yes

Note: for 2022-23 school year, if there are is any (strike through) MORE THAN ONE snow days, those days will have to be made up by ending school later.

- B. Board Training schedule - all board members to get access to: www.mncharterboard.com
 - Board Roles & Responsibilities
 - Employment Policies and Practices >> Jan
 - Financial Management and Oversight >> Dec

IX. PERSONNEL (XXX, Committee Chair)

>> 6:30 pm

- A. According to the employee handbook, staff are not allowed to take off 3 personal days consecutively. Both Hyomin Tae (g3 teacher, Jan 19,20,23) and Makenzia Zemke (g5 teacher, Jan 16-19) asked for an exception. January 19 is Seollal, which teachers are required to attend and count as 0.5 inservice day. Ms. Tae said she would still attend Seollal. Ms. Zemke said she would not be able to attend.

Finance committee reviewed both requests and recommends that the board approve both - noting that Ms. Zemke would have to take a half day unpaid due to missing 0.5 inservice day.

Motion to approve the recommendation of the finance committee made by Erik Funk, 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	absent	yes	absent	yes

B. Admin Salary Guide

Grace to form a task group to work on an admin salary guide to propose in February

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.

** If we complete the above items before 7 pm, Board to discuss letter from Jennie Kopietz.

Meeting closed to public at 6:26 pm

Action item - add the following topics to monthly agenda:

- School diversity
- Academic rigor
- School atmosphere, family engagement

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 7:05 pm

~6:30 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; Performance Framework Review	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	Performance Framework Review (NEO) 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	