

Regular Meeting of the Sejong Academy School Board – AGENDA
 Thursday, January 26, 2023 @ 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 5:01 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	5:48, yes

Public in Attendance:

EdFinMN: Erin Dubbels, scott brown

NEO:

Parents: Daniel Park, Monica M

Teachers/Staff/Students: [Lisa Thompson](#), Jaewho Ko, [Addison Filiatreux](#), sean pajak

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 Grace Lee.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. **01/26/2023 Agenda (01)**

2 minutes

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

Motion to approve 01/26/2023 agenda, 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

Disclosure of any conflicts of interests

C. PUBLIC COMMENT

3 minutes

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

D. December regular meeting minutes **12/15/2022 Minutes (02)**

2 minutes

Motion to approve 12/15/2022 minutes 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

Board Training (to review in Feb with NEO)

Link: [CONTRACT VERSION - 2019-2024 - Performance Framework Sejong Academy Charter School](#)

IV. DIRECTOR'S REPORT (3) Brad Tipka/ L. Thompson (8 min)

> 5:32 PM

- (see report)

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

2022 highlights and 2023 hopes (04) from ED, LS, US + **Mr. Oh (04b)** (12 min)

T. Caron - Highlights: use of Element gym, ping pong tables, after school club is popular. Hopes: more Professional Development (PD) and Teacher inservice days, more cultural activities/ events hosted by the school

PK Hser - highlights: getting to know students and staff, joined the board; Hope: learn some Korean phrases to communicate with LS students, get more involved in PD

G Lee - highlights: full board with a Karen board member, pretty good mix of teachers, parents and community members; becoming an IB school. Hopes: resolve facility issues; improved school climate for students, staff and families

V. STUDENT COUNCIL REPORT

Prom May 5th 5-8 pm- theme: Korea

We bought our very tiny community garden. Mr. Wilson will have interns complete and then 6th-8th grade student council reps will paint it. Possibly a project for science to grow the seeds- otherwise will purchase with student council funds. Possibly have jja-jjang-myun day;

VI. Parent Teacher Organization (PTO) REPORT

No PTO at this time. recruit for parents to join during february parent-teacher conferences; have table with sign-up

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:50PM

A. Lower School - 231, Upper School 139 = 360 total. >> 357

B. 15 open enrolled for next year.

C. **December Financials (05)**

8 minutes

> Motion to approve the December 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
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yes	yes	yes	yes	yes	yes	yes
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D. **EdFinMN contract renewal (06)**

Motion to renew contract with EdFinMn for 3 years made by Erik Funk, seconded by Pawku Hser.
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

E. Misc Finance committee topics:

a. School field trips:

- i. Korea - May 08-27. grades 8-11. 14 students + 4 chaperones
- ii. South Dakota - Sean Pajak - grades 6-7. 28 going. Camp ground booked.
- iii. Senior trip to Chicago. June 3-7 - Addison Filiatreux

F. Property tax exemption update - To do: appeal to the Purely Public Charity Review Board. Never heard back from Representative Kaohly Her or Senator Erin Murphy, despite numerous emails and voicemails. Not sure if we'll find a sponsor for 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.

G. Facilities

- Waiting to hear back from Kou Vang - re: "gym" space, signage, etc. Grace talked to him on 1/4/23. He said he would email us by 1/9 with calculation of remaining construction & contingency budget, possible gym rental credit, retroactive lease credit, etc. Still haven't heard back. Finance & Facilities committee looking into our options.
- Erik Funk spearheading sound proofing of cafeteria and window shades/tinting/perforated signage. Thank you, Erik!!!

H. Grants

- Expecting \$500 IBM grant

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

> 6:20 PM

A. **2023-2024 Calendar (07)**

Recent email: Add week b/n NWEA and WIDA - why did Mr. Pajak ask for this, as the current calendar has more than a month in between?

miscounted in the 23-24 calendar. now we're at 177 days and 1030 hours.

if we want to keep 178 days and 1036 hours, we would have to still end school on thursday june 13.

option 1: keep 177 days and maybe have to have a snow day, ending school on june 13

option 2: add back june 13 as the last day of school to make 178 days and 1036 hours.

Motion to approve 2023-2024 calendar with previous changes (took away monday and tuesday of thanksgiving and added day off 4/22 and finished school one day earlier) AND keep 177 days and do e-learning for snow makeup days (which is to be approved) - unless more than 5 e-learning days are needed, then we'll have to add in-person days somewhere in the year. made by Hoonseok oh, seconded by Pawku Hser. 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

Note: for 2022-23 school year, if there are is MORE THAN ONE snow day, those days will have to be made up by ending school later or see e-learning plans below.

B. E-learning plan for snow days

- o Lower School E-learning plan (08)
- o Upper School E-learning plan (09)

Motion to approve the Lower School and Upper school E-learning plans 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. MN State High School League (MSHSL) - speech club

Motion to join the MSHSL for the 2023-2024 school year, starting with speech club with the possibility of adding other sports. made by Hoonseok Oh, seconded by Donna Phillips. Motion passes.

Thomas Caron Teacher	Anna Carpenter Parent	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	Abstain due to tech difficulties	yes	yes	yes	yes	yes

D. 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. ED Evaluation - surveys to directors (more detailed)... staff too... same way this year.

B. Admin Salary Guide

Jaewho Ko volunteered to serve on task group with Grace Lee. Draft of admin salary guide to be presented at February meeting

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

A. ED proposed for grades 3 & 5 next year - have 1 class of 30 with an EA, instead of 2 classes of 15. Right now, grade 2 has 13+16 = 29. Grade 4 has 16+15 = 31. If we go to 1 class, leaves no room for growth.

- B. King Sejong Institute/ Sejong HakDahng - application portal opened.
Thank you to Jacob Chae for serving as our liaison.
- C. Academic rigor -
 - looking at performance framework, reading went up; but math is not as good as our early years. Testing for gifted & talented - CogAT testing - brad talked about this with [Kate Brogan](#), lower school counselor; will look into offering this test to 2nd and 3rd grade, possibly.
 - Reinstate homework policy by grade.
- D. School diversity - hopefully speech team will help attract different students
- E. School atmosphere, family engagement - PTO is important, so hopefully get parents signed up at conferences. We've got parents involved, just no officers. Seollal engagement was great. New PR person started, Hyeong Lee.

XI. Meeting Reflection:

What went well? What did we accomplish? Thank you to ms. thompson for presenting director's report
 What can we improve?
 What's coming up?

XII. ADJOURN. Meeting adjourned at 7:06 pm

~7:00 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	
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	Financial Management
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	Employment Policies & Practices
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	