

Regular Meeting of the Sejong Academy School Board – AGENDA  
 Thursday, February 23, 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 5:00 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	absent	yes	yes	yes	yes	5:32 yes	yes

Public in Attendance:

EdFinMN: Scott Brown

NEO: Tu Nguyen

Parents: David Rasmussen, Daniel Park

Teachers/Staff/Students: [Sean Pajak](#), Jaewho Ko, [Addison Filiatreux](#)

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. **02/23/2023 Agenda (01)**

2 minutes

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

Motion to approve 02/23/2023 agenda, made by Hoonseok Oh, 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	absent	yes	yes	yes	yes	absent

Disclosure of any conflicts of interests

C. PUBLIC COMMENT

3 minutes

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

D. January regular meeting minutes **01/26/2023 Minutes (02)** 2 minutes

Motion to approve 1/26/2023 minutes made by Erik Funk, seconded by Hoonseok Oh. 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	absent	yes	yes	yes	yes	absent

**IV. DIRECTOR'S REPORT (3)** Brad Tipka (8 min)

> 5:32 PM

- (see report)  
Question on yearbook cost from Donna Phillips.  
Thank you to Dr. Tipka for serving as our Executive Director.

**V. STUDENT COUNCIL REPORT**

Prom stuff

**VI. Parent Teacher Organization (PTO) REPORT**

No PTO at this time. Any parents sign-up at February parent-teacher conferences?  
Had table at conferences, but not always staffed. No one signed up.

**VII. FINANCE, FACILITY** (Erik Funk, Chair)

> 5:50PM

- A. Lower School, Upper School >> 358
- B. 20 open enrolled for next year.
- C. **January Financials (04)**

8 minutes

> Motion to approve the January financials made by Thomas Caron, 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	absent	yes	yes	yes	yes	yes

**D. Admin Salary guide (05)**

Task group: Jaewho Ko, Scott Brown, Brad Tipka, Grace Lee

Motion to approve the Admin Salary Guide 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	absent	yes	yes	yes	yes	yes

**E. Upper School Fitness activities (Addison Filiatreux)**

- a. MDE: Physical Education, credit is determined at the local level. Must meet state standards requirements. (last year was 1 semester)

- b. Sejong: 1 semester
- c. SPPS: 1 semester

Erik Funk: in lieu of not having a gym, such field trips would be a positive. Brad Tipka: when he taught at a middle school without a gym, they did something similar. Hoonseok Oh: supportive. Good for student to have half/full day of physical activity. Donna Philips: supportive, good for activity.

Currently, Nami Colaizy does taekwondo for PreK-2nd grade; Erik Funk: would be good to get TKD for older students too

Thomas Caron - supportive, kids need an outlet and it'd be nice to have something to look forward to.

F. School Field trip fees (Addison Filiatreux & Donna Philips)

- a. beginning of year fee for field trips versus random times. This way we could get all the waivers, fees, permission slips done at once instead of randomly throughout the year.

Generally supportive. Erik Funk - good idea, but would it be a large sum all at once? Brad Tipka - good idea, but wonders if we can have a contingency for unexpected trips. Grace Lee asked about places that require their own waivers. T.Caron - who will keep track of the money and forms? - business office. Donna Phillips - note that there may be additional fees for miscellaneous fees. Hoonseok Oh - homeroom teacher collect and give to business office.

G. Misc Finance committee topics:

a. School field trips:

- i. Korea - May 17-27. grades 8-11. 14 students + 4 chaperones - purchasing airline tickets within the next few days.
- ii. South Dakota - Sean Pajak - grades 6-7. 28 going. Camp ground booked.
- iii. Senior trip to Chicago. June 3-7 - Addison Filiatreux

H. Property tax exemption - no update

I. Facilities

- Received one draft lease amendment, which adjusts lease payments, etc. Waiting for one more lease amendment regarding opt out clause.
- Erik Funk spearheading sound proofing of cafeteria and window shades/tinting/perforated signage. Thank you, Erik!!!

J. Grants

- Expecting \$500 IBM grant

**\*\* Board Training** (NEO to present ~ 20 minutes)

> 6:10 PM

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

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

> 6:15 PM

**A. School Meals Policy and Overdue/ Charge Policy (06)**

- First viewing

B. Board Training schedule - all board members to get access to: [www.mncharterboard.com](http://www.mncharterboard.com)

- Training above

**IX. PERSONNEL** (XXX, Committee Chair)

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

> 6:20 pm

- 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 - Thank you to Jacob Chae for serving as our liaison.
- C. Academic rigor -

- 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. >> update: will be offered to grade 2 in the spring, possibly May
  - Reinstate homework expectations by grade. >> update. Lower school to co-create with PLC leads. Upper school to discuss with PLC leads.
- D. School diversity - black history month programs? Not school-wide, not sure about individual classes; some morning meetings. It would be nice to have some school-wide/ cohesive celebrations.
- E. School atmosphere, family engagement - are there any spring family events? Besides graduation? 11&12th grade GLP event; GGALS student club activity. School carnival? Last year's ninja trailer was pricey.

**Close Meeting (40 minutes) - Meeting closed at 6:32 pm**

Unable to record google meet, so re-opened meeting; erik funk also recorded with phone - just in case.

1. Substance issues - clear and strict disciplinary actions to keep our school community safe and healthy. (15 min)

Vaping in general is a problem in middle schools and high schools. Anti-vaping posters are likely ineffective. Thomas Caron proposes installing vape detectors to deter in-school vaping. Procedure - when staff suspects a student of vaping, email admin. Donna asking what the detection device does. [Thomas Caron](#) thinks a text is sent to staff. [Brad Tipka](#) to look into vape detection devices. Grace asked about student discipline procedures for if a student is caught with vape or other contraband. Brad referred to general student handbook. Donna asked about staff availability to monitor bathrooms. That would help with morning issues. – Brad to look at staff availability.

**ED evaluation review (25 min)**

Motion to approve ED Eval committee's recommendation to extend employment agreement to Brad Tipka to serve as the Executive Director for the 2023-2024 school year made by Thomas Caron, 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	absent	yes	yes	yes	yes	absent

ED Eval Committee to co-create SMART goals with Brad Tipka - to be presented at May board meeting. Grace to share Brad's self-eval and committee report with board members.

**XI. Meeting Reflection:**

- What went well? What did we accomplish?
- What can we improve?
- What's coming up?

**XII. ADJOURN.** Meeting adjourned at 7:10 pm

~7:00 pm

<b>Month</b>	<b>business</b>	<b>board training</b>
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). <b>Approve calendar for next academic year</b>	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	