

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, March 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 5:01 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	absent	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: Scott Brown

NEO:

Parents: daniel Park

Teachers/Staff/Students: Addison Filiatreux, Jaewho Ko, 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>)

**MOMENT OF SILENCE** in honor of one of our upper school students who passed away yesterday. This was their 6th year at Sejong, and they have a younger sibling in Lower School. Please join me for a moment of silence as we acknowledge the mourning and grief of our school community.

**II. CENTERING & SCHOOL MISSION**

**> 5:07 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**

**> 5:13**

A. **03/23/2023 Agenda (01)**

2 minutes

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

Motion to approve 03/23/2023 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
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yes	yes	absent	yes	yes	yes	yes
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Disclosure of any conflicts of interests

C. PUBLIC COMMENT

2 minutes

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

Addison Filiatreux - it's been a difficult week, admin has allowed staff to visit at the hospital; counseling department has helped staff with what for many is the first student death. This is appreciated by staff.

Jaewho Ko - Grateful for karen staff who have been very supportive

D. February regular meeting minutes **02/23/2023 Minutes (02)**

2 minutes

Motion to approve 2/23/2023 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	absent	yes	yes	yes	yes

Due to time constraints, we will **schedule a board meeting on Thursday, April 6** to approve the 2023-2024 staffing budget, as well as cover miscellaneous items.

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

To be presented at 4/6/2023 board meeting

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

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

> 5:21PM

A. Lower School, Upper School >> 361

B. 26 new enrolled for next year.

C. **February Financials (04)**

8 minutes

> Motion to approve the February financials 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	absent	yes	yes	yes	yes

VI. **ADJOURN**. Meeting adjourned at 5:24 pm

~5:22 pm

Month	business	board training
JUL-SEP		
OCT	Audit presentation.	Board Role & Responsibilities

	Establish open enrollment period & lottery date for 2022-2023 school year (by Nov 1)	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	