

Special Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, April 06, 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 5:02 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 | absent | yes | yes | yes | absent | yes |

Public in Attendance:

EdFinMN:

NEO:

Parents:

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 Thomas Caron.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. **04/06/2023 Agenda (01)**

2 minutes

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

Motion to approve 04/06/2023 agenda adding item VII F, made by Pawku Hser, seconded by Thomas Caron. Motion passes unanimously.

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|-------------------------|--------------------------|-------------------------------|-----------------------|-------------------------------|------------------------|--------------------------|
| 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 | absent | yes | yes | yes | absent |

B. Disclosure of any conflicts of interests

C. PUBLIC COMMENT

3 minutes

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

D. March regular meeting minutes **03/23/2023 Minutes (02)**

2 minutes

Motion to approve 03/23/2023 minutes made by Thomas Caron, seconded by Hoonseok Oh. Motion passes unanimously.

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|-------------------------|--------------------------|-------------------------------|-----------------------|-------------------------------|------------------------|--------------------------|
| 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 | absent | yes | yes | yes | absent |

IV. **DIRECTOR'S REPORT (3)** Brad Tipka (10 min)

> 5:22 PM

- (see report)

03a - Bi-lingual Seals - school will offer cost-share. Students to pay \$10 for exam. If they say they need full amount covered, Dr. Tipka to verify family need.

03b - School's Crisis Response to student's passing

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

V. STUDENT COUNCIL REPORT

VI. Parent Teacher Organization (PTO) REPORT

No PTO at this time.

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:32PM

A. Lower School 235, Upper School 129 >> 364

B. 30 open enrolled for next year.

C. March Financials - will review at 4/27 Regular meeting

D. Misc Finance committee topics:

a. School field trips:

- Korea - May 17-27. grades 8-11. 14 students + 4 chaperones. Airline tix purchased
- South Dakota - Sean Pajak - grades 6-7. 28 going. Camp ground booked.
- Senior trip to Chicago. June 3-7 - Addison Filiatreux

E. Property tax exemption - no update. Disappointed with lack of response from legislators: Rep. McDonald, Rep. Leigh Finke and Senator Clare Oumou Verbeten, the latter two are the legislators for Sejong's area

F. Transportation Contract (04)

Motion to renew transportation contract with JME for the 2023-2024 school year - made by Thomas Caron, seconded by Hoonseok Oh. Motion xx.

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|-------------------------|--------------------------|-------------------------------|-----------------------|-------------------------------|------------------------|--------------------------|
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|-------------------------|--------------------------|-------------------------------|-----------------------|-------------------------------|------------------------|--------------------------|

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|-----|--------|--------|-----|-----|-----|--------|
| yes | absent | absent | yes | yes | yes | absent |
|-----|--------|--------|-----|-----|-----|--------|

G. 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!!!
- Future facility plans

H. Grants

- Expecting \$500 IBM grant
- Applied for DHS drug-prevention grant \$190k

~~** 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) > 5:42 PM

A. Policy Proposals (05)

1. School Meals Policy and Overdue/ Charge Policy
2. Whistleblower Policy p. 10
3. Non-Instructional Operations and Business Services p. 12
4. Concussion Management Policy p. 14
5. Equal Employment Opportunity p. 16

Motion to approve the above 5 policies made by Thomas Caron, seconded by Pawku Hser. Motion passes unanimously.

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|-------------------------|--------------------------|-------------------------------|-----------------------|-------------------------------|------------------------|--------------------------|
| 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 | absent | yes | yes | yes | absent |

- B. Board Training schedule - all board members to get access to: www.mncharterboard.com
- Training above

IX. PERSONNEL (XXX, Committee Chair) > 5:50 PM

Currently both the Teachers' Salary Guide and the Admin Salary Guide give step increases as follows:

- Steps 0-4. 2%
- Steps 5-7. 3%
- Steps 8-10. 4%
- Steps 11-19. 4.5%
- Steps 20+. 5%
- steps 2-3. 2%
- steps 4-6. 3%
- steps 7-9. 4%
- steps 10-14. 4.5%
- steps 15+. 5%

Motion to update the teacher and admin salary guides with the scheduled increases on the right above, as well as give the same scheduled increases to all staff - i.e., those NOT on the teacher guide or admin guide, made by Hoonseok Oh, seconded by Thomas Caron. Motion xx.

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| yes | absent | absent | yes | yes | yes | absent |

X. CURRICULUM/Teaching & Learning (Hoonseok Oh, Committee Chair) > 5:55 pm

- A. Add grade 6 to Upper School >> table till next meeting for presentation and school board vote
- B. King Sejong Institute/ Sejong HakDahng - Thank you to Jacob Chae for serving as our liaison. >> reapply next year
- C. Academic rigor -
 - Testing for gifted & talented - CogAT testing - grade 2 will take it in the spring, plan is for 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 - AAPI month activities?
- E. School atmosphere, family engagement - are there any spring family events? Besides graduation? 11&12th grade GLP event; School carnival? Last year’s ninja trailer was pricey. June 10 Pride Festival

XI. Meeting Reflection:

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

XII. ADJOURN. Meeting adjourned at 6:17 pm ~6:00 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 | |