

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, April 27, 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	absent	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: Erin Dubbels, Scott Brown

NEO:

Parents:

Teachers/Staff/Students: Jewho 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 Hoonseok Oh.

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

**III. APPROVALS & DISCLOSURES**

**> 5:12**

A. **04/27/2023 Agenda (01)**

2 minutes

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

Motion to approve 04/27/2023 agenda 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	yes

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. April special meeting minutes **04/06/2023 Minutes (02)**

2 minutes

Motion to approve 04/06/2023 special minutes, striking the NEO training which happened previously, made by Thomas Caron, 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	yes

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

> 5:22 PM

- (see report)

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)

> 5:37PM

- A. Lower School 234, Upper School 127 >> 361
- B. 32 open enrolled for next year.
- C. **March Financials (04)**

Motion to approve the March financials made by Thomas Caron, 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	yes

D. School Field trips:

	lead	dates	grade	# students	# chaperones
korea	Oh	May 17-27	8-11	14	4
south dakota	Caron, Tho Du	May 15-19	6-8	34	5 staff, 3 parents
chicago	Filiatreux	June 3-7	12	18	3

- 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. Facilities
  - Received one draft lease amendment, which adjusts lease payments, etc. Waiting for one more lease amendment regarding opt out clause. We need to approve the 23-24 budget next month. Seeking legal guidance on what to do since JB Vang has ghosted us.
  - Erik Funk spearheading sound proofing of cafeteria and window shades/tinting/perforated signage. Thank you, Erik!!! >> sound proofing of cafeteria will be done over May break; may do windows in summer
- G. Grants
  - Expecting \$500 IBM grant
  - Applied for DHS drug-prevention grant \$190k

**VIII. GOVERNANCE/POLICIES** (Grace Lee, Committee Chair)      15 minutes      **> 5:50 PM**

- A. Board Training: [www.mncharterboard.com](http://www.mncharterboard.com) - Holding a World's Best Workforce Meeting - video
- B. May - send out school climate survey - Brad Tipka? – figure out what we did last year. **Send out by Friday, May 12. Ask families to return by Thursday, May 18.** Last year used google form, but made parents use student email to ensure 1 submission per email address. >> this year just make it open; **make a form on the website.**
- C. June - annual meeting. Not an election year. All terms end 2024 or 2026

**IX. PERSONNEL** (XXX, Committee Chair)      **> 5:52PM**

Clarification of Salary Guide

Our salary guides are based off of SPPS, which makes steps 15-19 the same. Last month's step increase misrepresented that. For clarification, here is the 23-24 teacher's salary guide:

2023-2024 Sejong Academy Teacher Salary Guide										
MA										
Step	% increase	BA	BA+15	BA+30	BA+45	BA+60/ MA	MA+15	MA+30	MA+45	MA+60
1		\$41,200	\$42,745	\$44,290	\$45,320	\$ 46,350	\$47,380	\$48,410	\$ 49,440	\$50,470
2	2.0%	\$42,024	\$43,600	\$45,176	\$46,226	\$ 47,277	\$48,328	\$49,378	\$ 50,429	\$51,479
3	2.0%	\$42,864	\$44,472	\$46,079	\$47,151	\$ 48,223	\$49,294	\$50,366	\$ 51,437	\$52,509
4	3.0%	\$44,150	\$45,806	\$47,462	\$48,565	\$ 49,669	\$50,773	\$51,877	\$ 52,980	\$54,084
5	3.0%	\$45,475	\$47,180	\$48,886	\$50,022	\$ 51,159	\$52,296	\$53,433	\$ 54,570	\$55,707
6	3.0%	\$46,839	\$48,596	\$50,352	\$51,523	\$ 52,694	\$53,865	\$55,036	\$ 56,207	\$57,378
7	4.0%	\$48,713	\$50,539	\$52,366	\$53,584	\$ 54,802	\$56,020	\$57,237	\$ 58,455	\$59,673
8	4.0%	\$50,661	\$52,561	\$54,461	\$55,727	\$ 56,994	\$58,260	\$59,527	\$ 60,794	\$62,060
9	4.0%	\$52,688	\$54,663	\$56,639	\$57,956	\$ 59,274	\$60,591	\$61,908	\$ 63,225	\$64,542
10	4.5%	\$55,059	\$57,123	\$59,188	\$60,565	\$ 61,941	\$63,317	\$64,694	\$ 66,070	\$67,447
11	4.5%	\$57,536	\$59,694	\$61,852	\$63,290	\$ 64,728	\$66,167	\$67,605	\$ 69,044	\$70,482
12	4.5%	\$60,125	\$62,380	\$64,635	\$66,138	\$ 67,641	\$69,144	\$70,647	\$ 72,151	\$73,654
13	4.5%	\$62,831	\$65,187	\$67,543	\$69,114	\$ 70,685	\$72,256	\$73,827	\$ 75,397	\$76,968
14	4.5%	\$65,658	\$68,121	\$70,583	\$72,224	\$ 73,866	\$75,507	\$77,149	\$ 78,790	\$80,432
15-19	5.0%	\$68,941	\$71,527	\$74,112	\$75,836	\$ 77,559	\$79,283	\$81,006	\$ 82,730	\$84,453
20	5.0%	\$72,388	\$75,103	\$77,818	\$79,627	\$ 81,437	\$83,247	\$85,056	\$ 86,866	\$88,676

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

**> 6:07 pm**

**A. 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.

**B. School diversity - AAPI month activities?**

**C. Sejong Curriculum Committee Highlights from Mr. Oh**

Lower School

Ms. Beck, Mr. Park, Ms. Hyein Lee, and Ms. Cho are working on the Math curriculum for the lower school. One of the challenges that was addressed was test preparation. Lower school students learn the contents in Korean but the MCA and NWEA tests were delivered in English.

Upper School

Gym; physical activities. Students keep asking for physical activities. Several students said they will transfer to other schools to join Boys soccer, fitness, etc. Element Gym confirmed that Sejong can use Element Gym from Mon - Thursday 3:30 PM to 4:30 PM.

From 4/24 to 6/2/2023 (8th grade to 12th grade students only)						
Day/Time	Mon 3:30 to 4:30 PM	Tue 3:30 to 4:30 PM	Wed 3:30 to 4:30 PM	Wed 3:30 to 4:30 PM	Thur 3:30 to 4:30 PM	Thur 3:30 to 4:30 PM
Upper School for the rest of the school year and both lower and upper school in 2023-2024 school year.	Boys Soccer	Boys Volleyball	Girls Soccer (students who were nominated after the tryout)	Fitness (will be split into two different groups for safer supervision)	Girls Volleyball	Fitness (will be split into two different groups for safer supervision)
Supervisor	Mr. Lay	TBD	Mr Jang	Mr. Lay and Ms. YW Kim	Ms. Naw Mu (Ms. HY Lee 4/27 only)	Mr. Lay and Ms. YW Kim

4/26, We had our first-ever Boys Volleyball team game (please see the attached photo).

Math and Science Curriculum Development.

Ms. Ko prepared Math Development Plan

Science Department will have a curriculum development meeting during Summer Break (date/time will be confirmed)

2023-2024 ACT science goal 24 (2022-2023 -19)

2023-2024 MCA science (8th/10th) goal 50% (2022-2023 Test Date: May 9th and 10th)



- D. School atmosphere, family engagement - spring family events: field day, talent show, graduations. 11&12th grade GLP event - when? >> informational event for students going into 11 & 12, canceled due to snow. School carnival - no more? - no. it counts as half a PD for teachers
- E. Upper School size
  - Discussion on athletics, after school sports clubs.
  - Focus on what we're good at. it may not be athletics. It may be associates degrees, korean, travel experiences... motivate students in other ways
  - What are we good at?
  - Strong family relationships; family reading and math nights; curriculum night;

**XI. Meeting Reflection:**

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

**XII. ADJOURN.** Meeting adjourned at 6:20 pm

~6:10 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	