

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
 Thursday, June 1, 2023 @ 5:00 p.m., rescheduled from May 18, 2023

Note: May 18 meeting was rescheduled b/c we did not have quorum. Thomas Caron was in South Dakota for Sejong student trip, and Pawku Hser and Hoonseok Oh were in Korea for Sejong student trip. Donna Phillips was going to have to join late due to another meeting.

<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 (late)

NEO:

Parents: Daniel Park, R. Rasmussen

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

> 5:03 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. **06/01/2023 Agenda (01)**

2 minutes

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

Motion to approve 06/01/2023 agenda made by Donna Philips, 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 regular meeting minutes **04/27/2023 Minutes (02)**

2 minutes

Motion to approve 04/27/2023 regular meeting minutes 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

- Lower School 234, Upper School 128 >> 362
- 43 open enrolled for next year.
- April Financials (04)**

Motion to approve the April financials made by Thomas Caron, seconded by Donna Philips.

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	absent	yes	yes	yes	yes	yes
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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 end of June. 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

> 6:10 PM

A. Board Training: www.mncharterboard.com - not this month

B. Enrollment Policy Update: Motion to approve the Finance committee’s recommendation that the enrollment policy be updated to add, “Sejong Academy will not accept any enrollment applications for 12th grade students after October 1st of any given academic year” made by Thomas Caron, 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

C. School climate survey - posted 5/18. Requested completion 5/28.

- So far 27 responses representing 57 students (38 LS, 19 US)

	student 1	student 2	student 3	student 4	Total
PreK-6	17	9	6	6	38

Grades 7-12	9	6	2	2	19
					57

D. June - annual meeting. Not an election year. All terms end 2024 or 2026

- o Review (05) Draft of Annual Report and WBWF Summary

IX. PERSONNEL (XXX, Committee Chair)

> 6:13PM

- Mr. Oh's request for personal days: use 3 personal days to attend brother's wedding on 10/14/2023 in South Korea. proposed personal days 10/12 (Thursday, Friday) to 10/16 (Monday). It will be three days because 10/14 and 10/15 are weekends.

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

> 6:22 pm

A. PreK Program

From Ms. Oh, current PreK-A teacher: I'm concerned that the 50/50% model of KL and EL hasn't been successful over the past 5 years for the Sejong Pre-K program. In the first 2 years since I joined Sejong, I tried hard to meet that percentage goal in KL and EL for the Pre-K program. I realized that the 50/50 KL and EL are not fitting with ages 4 and 5 years old. Some of the students even begin the pre-K program at 3 years old.

I seriously reported to Mrs. Cho about it last year and this year. So I would like to propose the percentage adjustment KL & EL should be 80% EL and 20% KL.

An important part of the early childhood education goals for Pre-K age is social and emotional development. This area ensures their learning motivations. The teacher has to approach them in the main language EL to be comfortable and have fun learning to build their school routine. It doesn't matter if they are english speakers or not, because they are young. This is how I have been teaching my classroom practicing 80% EL and 20% KL for the last two years and it made a positive difference.

I propose to start with Q1 and Q2: speak EL 90%, social and emotional, academics and background knowledge. KL 10%, Soft approach with the Korean story and song level 1. Q3 and Q4; Speak EL 80% ; integration of language skill is more improved with high interactive lessons. Speak KL 20%: the students are powerfully engaged in KL such as speaking & reading, high interest in learning global culture, they are motivated to speak KL levels 2 & 3, they also practice KL with their families at home. (this is the feedback from the parents)

Also, if the Pre-K B teacher is not a KL speaker, we can do a language classroom exchange for the reading program, the Pre-K B teacher can teach English story time in my classroom for 3 days a week and I can teach the Korean story time in that classroom during the same times.

I strongly recommend this percentage adjustment for the success of the Pre-K language program.

Parent, Daniel Park commented that Mrs. Oh has been a great teacher for his child and supports her recommendation.

Board expressed agreement, and did not see the need for a vote, as this was not policy related.

B. Academic rigor -

- Testing for gifted & talented - CogAT testing - grade 2 took it in May. results to be reviewed and program determined for those identified.
- Reinstate homework expectations by grade. >> update. Lower school to co-create with PLC leads. Upper school to discuss with PLC leads.

C. School diversity - to discuss climate survey results next month

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 6:15 pm

~6:30 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	
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