

Annual Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
Thursday, June 8, 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	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: Scott Brown

NEO:

Parents: Daniel Park

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>)

*** Anna Carpenter’s Board resignation.**

Donna Phillips brought up that Anna Carpenter was offended. Grace agreed to follow-up after the meeting. Anna Carpenter thanked for the opportunity to serve on the board.

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 Thomas Caron.

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

III. APPROVALS & DISCLOSURES

> 5:12

A. **06/08/2023 Agenda (01)**

2 minutes

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

Motion to approve 06/08/2023 agenda made by Thomas Caron, seconded by Donna Phillips. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	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. May regular meeting minutes **06/01/2023 Minutes (02)** 2 minutes

Motion to approve 06/01/2023 regular meeting minutes made by Erik Funk, seconded by Hoonseok Oh. Motion passes unanimously.

Thomas Caron Teacher	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	yes	yes	yes	yes	yes

IV. ANNUAL REPORT and Q&A (3) Brad Tipka (45 min) > 6:00 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) > 6:20PM

- Lower School 234, Upper School 127 >> 361
- 44 open enrolled for next year.
- 2023-2024 Annual Budget (04)**

Motion to approve the recommendation of the finance committee to approve the 2023-2024 Annual budget made by Thomas Caron, seconded by Hoonseok Oh. Motion xx

Thomas Caron Teacher	Erik Funk Community Member	Pawku Hser Teacher	Grace Lee Community Member	Hoonseok Oh Teacher	Donna Phillips Parent
yes	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 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!!!

G. Grants

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

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 15 minutes

> 6:30 PM

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

B. School climate survey - posted 5/18. Requested completion 5/28 >> 6/9.

- So far 61 responses representing xx students (38 LS, 19 US)

	student 1	student 2	student 3	student 4	Total
PreK-6	23	13	8	7	51
Grades 7-12	36	19	12	13	80
					131

C. Board will appoint someone to replace Anna Carpenter

IX. PERSONNEL (XXX, Committee Chair)

> xxPM

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

> xx pm

A. 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.

B. 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

6:14 pm

~6:40 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	