

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, July 20, 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	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	absent

Public in Attendance:

EdFinMN:

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>)

**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**

**> 5:10**

A. **07/20/2023 Agenda (01)**

2 minutes

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

Motion to approve 07/20/2023 agenda made by Hoonseok Oh, seconded by Erik Funk. 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	absent	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. June special meeting minutes 06/22/2023 Minutes (02) 2 minutes

Motion to approve 06/22/2023 special meeting minutes made by Donna Phillips, seconded by Erik Funk.

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	absent	yes	yes	yes

\* **Board Vacancy** - Interview Daniel Park

> 5:20

Dear Sejong Academy Board,

My name is Daniel Park and I am a Sejong parent. Our daughter Ingrid was in Mrs. Oh's Pre-K class this past school year and will start kindergarten at Sejong this fall. We also have a two-year-old son who we plan on sending to Sejong in a couple years. My wife and I are originally from Madison, WI. Our family moved to St. Paul four years ago from Philadelphia, PA. We lived in Philadelphia for 6 years while my wife was in graduate school. I am currently a graduate student at the University of Minnesota studying nurse anesthesia. Prior to this, I worked as an ICU nurse at the Minneapolis VA Hospital.

I am interested in joining the board because I am passionate about the immersion experience and educational opportunities provided by Sejong. As a second generation Korean-American, I am enthusiastic about Sejong's mission to share Korean language and culture with students of all backgrounds. I care about building an equitable and empathetic learning community. I believe I will bring a balanced point of view to the board and more perspective from the lower school. I've attended most of the board meetings as a community member this past school year and have seen how critical the board's decisions are for the success of Sejong. As a board member, I hope to actively engage in decision making that takes into account the needs of Sejong's staff, students, families, and the wider community while promoting a rigorous and welcoming school environment.

Thank you for your consideration,

Daniel Park

Daniel - excited for the opportunity.

Erik - mentioned board training; fin meeting; curriculum - once a month

Hoonseok - how did you find sejong academy; lives near the old building and saw it

Grace asked what do we need to work on this year? Daniel wants to provide perspective from lower school parent. School calendar for next year - only built in 1 snow day; e-learning doesn't really work for primary grades. That perspective would've been a good balance.

Motion to approve Daniel Park to fill Board seat vacated by Anna Carpenter (seat end date of 06/30/2026) made by Hoonseok Oh, seconded by Thomas Caron. 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	absent	yes	yes	yes

**IV. DIRECTOR'S REPORT (03)** Brad Tipka (8 min)

> 5:25

Hoonseok Oh - Mr. Chae, summer school director, is doing a great job. Theme is great. More collaboration/ incorporating Korean culture.

Donna Philips asked about summer school transportation.

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

**V. STUDENT COUNCIL REPORT**

Do we have an advisor for 23-24 school year?

**VI. Parent Teacher Organization (PTO) REPORT**

Recruit at Open House?

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

> 6:00PM

A. Enrollment

a. Lower School 208, Upper School 127 >> 335

b. 58 enrolled for next year (24 PreK) >> 393

B. **June Financials (04)** >> table until Scott Brown arrives, reviewed ~ 5:50 pm

Motion to approve the June financials made by Erik Funk, seconded by Thomas Caron. Motion passes unanimously

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

C. **IT Services Proposal (05)**

Donna suggested to get more quotes. Board would like Brad to get 1-2 other quotes.

Motion to approve the IT Services Proposal made by xx, seconded by xx. Motion xx

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

D. Facility Update

E. Property tax exemption - no update.

F. Erik Funk spearheading sound proofing of cafeteria and window shades/tinting/perforated signage. Thank you, Erik!!!  
Soundproofing was supposed to be installed July 5-8. Seems the materials were delivered but maybe not yet installed.

G. Grants

- Expecting \$500 IBM grant - Grace to follow-up
- Awarded for DHS drug-prevention grant \$190k
- Applied for Stronger Connections grant \$500k
- Applied for MDH SRAE (Sexual Risk Avoidance Education) grant \$350k
- Applied for Library Services and Technology Act grant \$75k

**VIII. GOVERNANCE/POLICIES** (Grace Lee, Committee Chair) 15 minutes **> 6:xx PM**

A. School climate survey - will review results in August

B. Board Training: [www.mncharterboard.com](http://www.mncharterboard.com) - review schedule in August

**IX. PERSONNEL** (XXX, Committee Chair) **> xx pm**

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

A. IB CP (Career-related Program) endorsement & IB STEM grant proposal

**Letter from Jon Peterson, MN IB Executive director (06):**

Sejong Academy leaders have developed a plan to add the CP for their high school students to complement the IB Middle Years Program (MYP) their students already experience. To do this, they will add IB classes in math and science. I think this is a perfect way to leverage their K-12 framework which builds a set of comprehensive skills based on conceptual teaching and learning. Math and science skills are woven into all aspects of education at Sejong Academy and are connected to language, history and arts education through shared concepts and skills. When looking at the plans Sejong Academy leaders have shared, I see a vision that will realize their long-term plans to give all students personalized pathways to their futures.

The grant proposal says we need evidence that the Board supports the following 3-year plan:

<b>Objective 1.1 Adopt and implement a three-year plan.</b> <i>Describe each action/task to reach this objective. Add rows as needed.</i>	<b>Person Responsible</b> <i>Who is responsible for completing the task?</i>	<b>Timeline</b> <i>When will the task occur?</i>
Register teachers for IB MYP and IB CP and IB DP training sessions; Apply to be an IB CP Candidate school	Ms. Thompson	Fall 2023
Active participation in IB MYP and IB CP training sessions: MYP Sciences (Choi, Kwok, Oh), MYP Maths (Choi, Kim), MYP Design (Kim), IB CP Role of the Coordinator (Roubinek and Thompson), IB DP Chemistry (Oh), IB DP Computer Science (Kim), IB DP Mathematics: Applications and Interpretations (Kim), CP Personal and Professional Skills (Roubinek)	Teachers named in the description to the left	2023-2024 school year
IB MYP and IB CP and IB DP Curriculum and Supplies Purchases	Mr. Oh and Ms. Roubinek (or IB CP and IB MYP Coordinators)	Spring 2024
Work with partners for IB CP career-related studies pathways and with our IB consultant as we proceed towards a 2025-2026 verification visit	Ms. Thompson	Spring 2024-2026
Active participation in IB CP training sessions: Service in the CP (TBD, perhaps Oh, Principles of Equitable and Inclusive Education (Tipka or Cho or Roubinek), IB DP Biology (Choi), MYP Interdisciplinary Units (Oh), CP Reflective Project (TBD)	Teachers named in the description to the left	2024-2025 school year
IB CP and IB DP Curriculum and Supplies Purchases	Mr. Oh and Ms. Roubinek (or IB CP and IB MYP Coordinators)	Spring 2025
Verification Visit	Ms. Thompson	Fall 2025 (or Spring 2026)

Motion to pursue implementation of IB Career-related Program at Sejong Academy and approve the IB STEM grant proposal made by Hoonseok Oh, seconded by Grace Lee. Motion passes unanimously

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

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. >> what will happen this fall with student identified as gifted? What programming will we have??
- 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 6:03 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). <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	