

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, August 24, 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 Community Member	Erik Funk Community Member	Pawku Hser Teacher >> Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent	Brad Tipka ex-officio
yes	absent	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: Scott Brown

NEO:

Parents: David 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**

**> 5:10**

A. **08/24/2023 Agenda (01)**

2 minutes

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

Motion to approve 08/24/2023 agenda, having added Safe School Opening Plan, made by Hoonseok Oh, seconded by Thomas Caron. Motion passes unanimously.

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Teacher >> Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
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yes	absent	yes	yes	yes	yes	yes
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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. 07/20/2023 Minutes (02) 2 minutes

Motion to approve 07/20/2023 regular meeting minutes made by Thomas Caron, seconded by Pawku Hser. Motion passes.

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

**IV. DIRECTOR'S REPORT (03)** Brad Tipka (8 min) > 5:18

- Brad - advertise curriculum night: website, social media, schoology, letters home
- Brad - post curriculum night info sheets on website after the event for parents who missed
- Grace talk to NEO - go over framework in the fall?? - grace emailed neo after meeting. They'll present in october
- Brad talk to thompson about 9th grade max/ need for EA
- Brad - lock-down drill - notify families afterwards

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? Ms. Walsh

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

Recruited at Open House? >> recruit parents at curriculum night and chuseok. Brad Ask mrs. cho will be point person

**VII. FINANCE, FACILITY** (Erik Funk, Chair) > 6:15PM

A. FY 23 Enrollment ~\$7,321 per PPU (does not include lease aid, etc.). After you add up everything, we say average ~ \$10k/ PPU (student). We have to submit MARS/ attendance reports to MDE about 6-7 times per year.

At our 6/8 annual meeting, we reported Lower School 234, Upper School 127 = total 361

FY23 - END OF YEAR				
Grade	From FY23 Projected	PER MDE 08.14.23	Difference	
PK	33	21.61	-11.39	*we are not funded on VPK over 20kids*
K	32	29.20	-2.80	
1-3	96	89.50	-6.50	
4-6	75	71.81	-3.19	
7-8	61	57.58	-3.42	
9-12	62	52.13	-9.87	
<b>Total Enrollment</b>	<b>359</b>	<b>321.83</b>	<b>-37.17</b>	

We need 20 preK kids to get funded for 7, b/c get funded 60% (0.6 PPU, up to max of 7.2)

**We must figure out if the error is on our end of MDE's.** If it is on our end, our fall hold-back payment may decrease by about \$250k (37.17 total diff - 11.39 PreK = 25.78 x \$10k)

>> brad update board each week until we find out the error. Also, send the board copies of MARS report/ attendance after each submission.

Scott met with brad and jacob. Each day is about 6 instructional hours at sejong. MARS says 7 hours. If not 5 by 9/1, may not generate revenue – but since we have early admission plan, should get revenue. Transfer out errors?? Mr. chae has reached out to MDE MARS person. b/n march 9 and last day of school, only 5 new kids came - is that right?

B. FY 24 (Current) Enrollment

FY24 - EXPECTED AND ACTUAL				
FY24	FY24 Budget Starting Budgeted Enrollment	08/22/2023	Difference	
PreK	30	31	1	
Full Day K	40	39	-1	
1	39	42	3	
2	34	30	-4	
3	24	24	0	
4	37	35	-2	
5	33	30	-3	
6	30	27	-3	
7	22	15	-7	
8	31	30	-1	
9	31	27	-4	
10	15	14	-1	
11	15	12	-3	
12	17	17	0	
<b>Adjustment REDUCE PSEO</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Enrollment</b>	<b>398</b>	<b>373</b>	<b>-25</b>	

\*make sure FRP, ELL and SPED are included going forward

Our current budget is based on 368 students (non-PreK). We're at 342 non-PreK, so we're down 26 non-PreK students and may likely lose more as not all transfer outs have been removed. 26 x \$10k = \$260k

Going forward, board will review above google sheet at every meeting AND review MARS report submissions. Find out dates of MARS submissions - Brad

C. July Financials (04)

>> 5:45

Motion to approve the July financials made by Thomas Caron, seconded by Donna Phillips. Motion passes unanimously

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

D. Lease update

- a. FY24 budget: \$88,060 - expecting to not pay this year b/c no gym; FY22 and 23 expecting \$140k payment for not having gym – are these already in the budget?
- b. 381 students x \$1460 lease aid = \$556k, but we're paying closer to \$850k

E. What can be done about enrollment? If enrollment does not increase, where do we make cuts?

- a. US section sizes, Korea trip (scale back size), support staff... don't backfill certain positions? Mr. Oh - how can we attract and retain students ... have a rigorous academic program, keep korea trip  
In September we'll have finance training, review budget more carefully. By then, hopefully enrollment has settled more and we'll have more insight into the FY23 MARS reporting.

F. IT Services Proposals (05)

	per mo	per year
canopy	4755	\$57,060
reboot network support	300	
reboot managed serv	5500	
	5800	\$69,600

Ask them to change to 30 days notice to cancel, NOT cancel within first 30 days.

\$25k x 1.26 = 31.5 k is already in our budget.

Plus can reassign PT tech to make up for 38,100.

Talked about need for tech at school. Frustrations staff would have without tech, etc.

Liked that reboot provides staff on site 2 days/week.

Motion to approve Reboot network support contract and managed services contract IF they change the managed services contract to say we can cancel with 30 days notice (not cancel within first 30 days) made by Hoonseok Oh, seconded by Donna Phillips. Motion passes unanimously

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

- G. Facility update: sound proofing (, window shades/tint/perforated signage  
 a. Soundproofing was supposed to be installed July 5-8. Seems the materials were delivered but maybe not yet installed. >> was installed. More materials in the cafeteria.

H. Property tax exemption - no update. We pay about \$100k.

I. Grants

- Expecting \$500 IBM grant - Grace to follow-up
- Awarded for DHS drug-prevention grant \$190k
- Applied for Stronger Connections grant \$500k - not awarded
- 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

> 6:20 PM

A. Board composition: 4 community, 2 parents, 1 teacher... replace community member with teacher? >> Grace to email teachers to see if any interested in serving on board - emailed allstaff 8/24

B. >> Safe school opening plan

Motion to approve Safe School Opening plan for the 23-24 school year made by Thomas Caron, seconded by Daniel Park. Motion passes unanimously

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

C. School climate survey - will review results in September

D. Board Training: [www.mncharterboard.com](http://www.mncharterboard.com) - review schedule >> Grace to get Daniel access - grace emailed tu on 8/24

**IX. PERSONNEL** (XXX, Committee Chair)

> xx pm

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

> 6:30 pm

A. After-school clubs

- Staff advisor paid \$50 per meeting (once per week)
- Fall = 15 weeks x \$50 = \$750/club, spring 16 weeks x \$50 = \$800/club
- Club minimum = 5 students, 20 max. >> make minimum 10, if lower, then can request exception from admin (cho, thompson and tipka) >> mr. oh make google form for exception

- d. Cost: \$30 per club, students could request scholarship; >> form to sign up - parents sign (permission)... have check box for scholarship
- e. **Take attendance** to determine whether or not to continue offering the following semester; ping pong could have up to 40, while other clubs may have under 5. Approximately 50% of students participate in at least one club. >> mr. oh to make google sheet and give staff advisors access to take weekly attendance

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?? >> **starting after school program; SPED team will help. Brad to follow-up with mrs. cho**
- Reinstate homework expectations by grade. >> update. Lower school to co-create with PLC leads. Upper school to discuss with PLC leads. >> **Brad to follow-up with mrs. cho**

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

**XI. Meeting Reflection:**

Thoughts on closing trip: keep it to grades 10-12 this year, b/c still trying to catch up. If fewer than 18 students, reduce number of chaperones.

What went well? What did we accomplish?

What can we improve?

What's coming up?

**XII. ADJOURN.** Meeting adjourned at 7:26 pm

**~7:00 pm**

Month	business	board training
JUL-SEP	SEP - review climate survey results, ED SMART goals	SEP - Financial Management
OCT	Audit presentation. Establish open enrollment period & lottery date for 2024-2025 school year (by Nov 1)	Board Role & Responsibilities By-laws: Officers, Committees
NOV	set class sizes for 2024-2025	Employment Policies & Practices
DEC	Establish available enrollment by grade (publish by Feb 1). <b>Approve calendar for next academic year</b>	
JAN	ED evaluation; Performance Framework Review	

FEB	approve Executive Director Evaluation recommendation; ED does admin evals; approve staff budget for following year	
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	