

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES  
 Thursday, September 21, 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. Host: Mr. Oh.

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 5:00 PM

B. Board Members Attendance

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent	Brad Tipka ex-officio
yes	yes	yes	yes	yes	yes	yes	yes

Public in Attendance:

EdFinMN: Scott Brown

NEO: Jean Neuman

Parents: Rasmussen family

Teachers/Staff/Students: Jaewho Ko

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. **09/21/2023 Agenda (01)**

2 minutes

Motion to approve 09/21/2023 agenda made by Thomas Caron, seconded by Hoonseok Oh. Motion passes unanimously.

Thomas Caron Community Member	Erik Funk Community Member	Pawku Hser Community Member	Grace Lee Community Member	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	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. **08/24/2023 (02) and 09/07/2023 Minutes (03)**

2 minutes

Motion to approve 08/24/2023 regular meeting minutes and 09/07/2023 special meeting minutes made by Erik Funk, seconded by Donna Phillips. Motion xx.

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

**IV. DIRECTOR'S REPORT (04)** Brad Tipka (8 min)

> 5:18

See report

**V. STUDENT COUNCIL REPORT**

Ms. Walsh, 23-24 Advisor... Student Council ideas for recruitment? >> Brad to see what they think

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

Who is the point person? - Cho

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

> 6:15PM

A. Enrollment compare to financial report

- a. Google sheet
- b. MARS report (dates?) Oct 1 is big - [scott to add enrollment/ADM numbers to monthly financial reports](#)

B. **August Financials (05)**

>> 5:45

Motion to approve the August financials made by Hoonseok Oh, seconded by Pawku Hser. Motion passes unanimously

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

C. Budget: what does it include? What does it not include? Change adopted budget?

[Finance committee prepare new budget for adoption \(brad and team to look where we can save more on expenses\)](#)

D. Review **current state (05a)** vs **current state with staff cut (05b)** - [board agreed to wait until next month to see where enrollment and financials are before making any staff cuts.](#)

E. Lease update - [still in discussions with lawyer](#)

F. Korea trip - [last month agreed on 18 student max, grades 10-12. 13 students expressed interest. No 11th grade students are going - went down to 10, so opened to 9th grade, still with a max of 18. Due to budget constraints, if even after opening to 9th grade, the max of 18 is not met, we will not open to any grade lower than 9th.](#)

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
- Apply for PELSB?

**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 emailed teachers to see if any interested in serving on board - emailed allstaff 8/24 >>> 2 teachers replied; Board wants to have elections to keep all current board members and add 2 seats. Grace to look into bylaws about adding seats mid-year.

B. School climate survey - will review results in September  
Reviewed pie charts and comments; some comments (school communication, school lunches) seem to be recurring issues. Erik Funk: even adding kimchi to lunch would be a small way we can improve connection to Korean culture. Brad Tipka - some classes have kimbap parties... Hoonseok Oh: what about having some Korean side dishes at lunch; upper school have cultural-exchange program; 2 schools in Korea are interested in partnering with us. Donna Phillips: local artist wants to partner with us to perform and speak to students on bullying. Would help even help with promotion. He performed at Allianz field. Donna to speak with Brad about this opportunity. Grace Lee mentioned need to finalize ED smart goals.

Thomas Caron- more professional development; more time for instructional leadership team to work with teachers; more in-service days.

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

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

> xx pm

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

> 6:30 pm

A. After-school clubs

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 – still need gifted and talented teacher for after school
- 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. - post homework expectations on the website. Daniel Park said he got a homework expectations paper.

C. School diversity - to discuss climate survey results September; Brad ask race equity for an update

**XI. Meeting Reflection:**

Donna Phillips - Lower School TKD teacher, Nami Colaizy, is doing a great thing with students. Kids stand up and their classmates say something positive/affirmations about the student. Brad - she also makes a great newsletter.

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

**XII. ADJOURN.** Meeting adjourned at 7:05 pm

**~7:00 pm**

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