

Regular Meeting of the Sejong Academy School Board – AGENDA  
 Thursday, November 16, 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:XX 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
	absent						

Public in Attendance:

EdFinMN: scott brown

NEO:

Parents: Abdo:

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 xx.

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

**III. APPROVALS & DISCLOSURES**

**> 5:10**

A. **11/16/2023 Agenda (01)**

2 minutes

Motion to approve 11/16/2023 agenda made by xx, seconded by xx. 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
	absent					

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. **10/19/2023 Minutes (02)**

2 minutes

Motion to approve 10/19/2023 regular meeting minutes made by xx, seconded by xx. Motion xx.

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

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

> 5:25

See report

Brad to present summary of NWEA results in november

**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**

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

> 6:00PM

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. **October Financials (04)**

Motion to approve the October financials made by xx, seconded by xx. 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
	absent					

C. Board Training: [www.mncharterboard.com](http://www.mncharterboard.com) - review schedule >> financial training in November

**FINANCE TRAINING (06)** by EdFin MN

D. Motion to make an exception to Korea trip for Dar Eh Kpaw Shee made by xx, seconded by xx. 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
	absent					

E. Grants

- Applied for PELSB

**Chicago trip Fundraisers**

Mr. Chae, Ms. KK Paw, Ms. Yejin Hong, Ms. Olson, Ms. Roubinek

**Korea Trip Fundraisers**

Ms. KK Paw, Ms. Frommelt

**Wolf Ridge Fundraiser**

Mr. Way

**After School Program Fundraiser**

Ms. Karen Hong

**Upper School Transition**

Mrs. Shin, Mrs. Lee, Ms. Ko, Ms. Hser Ku Poe

**Give To the Max**

Hayeon Lee

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

**A. Lice policy (05)**

B. Motion to approve the Lice Policy made by xx, seconded by xx. 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
	absent					

**C. Confirm Brad Tipka as IoWA for Sejong Academy**

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an **Identified Official with Authority (IoWA)** for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IoWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IoWA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties and will revoke that user’s access when it is no longer needed to perform their job duties.

The Board of Directors of Sejong Academy shall designate an IoWA to authorize user access to State of Minnesota Education secure websites for Sejong Academy. This EDIAM (Education Identity & Access Management) board resolution will be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

➤ Motion to approve Brad Tipka as the IoWA for Sejong Academy. made by xx, seconded by xx. 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
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	absent					
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- D. 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 >>> 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.

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

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

- A. Move grade 6 from lower school to upper school
- B. Motion to move grade 6 to part of Upper School starting 24-25 school year. made by xx, seconded by xx. 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
	absent					

- C. What graduations will we have?
- D. Academic rigor -
  - Testing for gifted & talented - parent may start after school program in spring
- E. School diversity - to discuss climate survey results September; Brad ask race equity to present in november  
Race Equity Presentation

**XI. Meeting Reflection:**

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

**XII. ADJOURN.** Meeting adjourned at xx pm

~6:30 pm

Month	business	board training
JUL-SEP	SEP - review climate survey results, ED SMART goals	
OCT	Audit presentation. Establish open enrollment period & lottery date for 2024-2025 school year (by Nov 1)	Financial Management
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	