

Regular Meeting of the Sejong Academy School Board – AGENDA

Thursday, December 14, 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

Public in Attendance: EdFinMN:

NEO:

Parents:

Teachers/Staff/Students:

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. **12/14/2023 Agenda (01)**

2 minutes

Motion to approve **12/14/2023** 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

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. **11/16/2023 Minutes (02)**

2 minutes

Motion to approve **11/16/2023** regular meeting minutes 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

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

> 5:25

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**

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

> 6:00PM

A. Enrollment compare to financial report

a. Google sheet (04)

B. November Financials (05)

Motion to approve the November 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

C. Board Training: [www.mncharterboard.com](http://www.mncharterboard.com) - r  
**Performance Framework Presentation by NEO**

D. Grants

- Applied for PELSB – AWARDED \$20,240. Thank you to Grace Lee for skipping her group fitness class to complete and submit the application in time. Thank you to Dr. Tipka for his input too.

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

> 6:15 PM

- 24-25 class sizes - to discuss. Note: Current 23-24 class sizes:

	22-23	23-24 *	MAX	# sections
PreK	35		20	2
K	33	35	20	2
1	31	33	22	2
2	25	31	24	2
3	35	25	24	2
4	30	35	24	2
5	22	30	26	2
6	18	22	26	1
7	29	18	26	1
8	30	29	26	2
9	13	30	26	2
10	15	13	28	1
11	16	15	28	1
12	22	16	28	1
	354			

- \* does not include transfer in/out. Just current students

- 24-25 calendar

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

2 staff volunteered to serve on committee.

Need board member chair.

Sungmin/ Jacob Chae's position (06)

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

A. What graduations will we have?

- 2024 - PreK, K, 5th-6th Combined, 10th Grade Personal Project Celebration, 12th grade
- 2025 - PreK, K, 5th, 10th Grade Personal Project Celebration, 12th Grade

B. Academic rigor -

- Testing for gifted & talented - parent may start after school program in spring

C. School diversity

**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	