

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES

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 5:01 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	absent	yes	yes	yes	yes	yes

Public in Attendance: EdFinMN: Scott Brown

NEO: Tu Nguyen

Parents:

Teachers/Staff/Students: Jaewho Ko, Karen Hong

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

2 minutes

Motion to approve **12/14/2023** agenda made by Donna Phillips, 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	absent	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. **11/16/2023 Minutes (02)**

2 minutes

Motion to approve **11/16/2023** regular meeting minutes made by Thomas Caron, seconded by Daniel Park. 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
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Member						
yes	yes	absent	yes	yes	yes	yes

**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**

Ebony Campbell - no updates

**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 Erik Funk, seconded by Thomas Caron. 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	absent	yes	yes	yes	yes

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

D. Grants

- Applied for PELS – 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

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- 24-25 calendar

**IX. PERSONNEL** (XXX, Committee Chair) – Daniel Park

2 staff volunteered to serve on committee.

Need board member chair.

Sungmin/ Jacob Chae's position (06)

Motion to approve job revision proposal for Sungmin Chae (have him finish out the year remotely, with monthly visit to MN (up to \$200 reimbursement for airfare)) made by Erik Funk, 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	absent	yes	yes	yes	yes

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

- A. What graduations will we have?
  - 2024 - PreK, K, 5th-6th Combined (last day of school), 10th Grade Personal Project Celebration (June), 12th grade (May 31 or June 7)
  - 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 6:43 pm

~6:30 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	