

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

Thursday, January 18, 2024 @ 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:

Parents: Rasmussen parents

Teachers/Staff/Students: Jaewho Ko, Lisa Thompson, 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!

IB MYP/ CP Presentation by Mrs. Thompson, Upper School Principal

> 5:15

III. APPROVALS & DISCLOSURES

> 5:22

A. **01/18/2024 Agenda (01)**

2 minutes

Motion to approve **01/18/2024** agenda made by Thomas Caron, seconded by Hoonseok Oh. Motion passes unanimously.

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

Disclosure of any conflicts of interests

C. PUBLIC COMMENT

3 minutes

Note: topics with times having ** will have separate time for public comment

Karen Hong - last board meeting mentioned potential new facility having one section per grade with larger classes, but more staff (e.g., 2 teachers or teacher + EA). Karen Hong recommends against that based on what she sees with current larger classes. Takes away from community-centered.

Jaewho Ko - there hasn't been co-teacher training. There will need training on co-teaching, co-assessing. Haven't had that. Larger classroom size - will we be able to accommodate electives with larger classes?

Daniel Park - how will that work with IB courses - offering more courses per grade.

Karen Hong - how many students do we need for the new building.

D. **12/14/2023 Minutes (02)**

2 minutes

Motion to approve **12/14/2023** regular meeting minutes made by Donna Phillips, seconded by Erik Funk. Motion passes unanimously.

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

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

> 5:30

See report

V. STUDENT COUNCIL REPORT

Ms. Walsh, 23-24 Advisor

VI. Parent Teacher Organization (PTO) REPORT

Ebony Campbell

VII. FINANCE, FACILITY (Erik Funk, Chair)

> 5:40PM

A. Enrollment compare to financial report

a. **Google sheet (04)**

B. **December Financials (05)**

Motion to approve the December financials (note: complete check register not included) made by Hoonseok Oh, seconded by Daniel Park. Motion passes unanimously.

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

Board Training: www.mncharterboard.com -

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

15 minutes

> 6:10 PM

24-25 class sizes

• Grade max in potential new home:

- Prek: 20
- K-1: 30
- 2-5: 32
- 6-12: 34
- TOTAL: 446

• If we reserve space for all current students, we will only have openings in the following grades: PreK and grades 4, 6-12. PROPOSAL: By the end of January, send "Intent to Return" form to current families. Inform them that it is our hope to move to a new facility for the 24-25 school year. Seollal, Feb 8, will be hosted in that facility. Please join us for Seollal and a new facility tour. In order to save your spot in the new facility, current families must turn in "Intent to Return" form by Monday, Feb. 12.

• Available enrollment by grade: PreK=20..15, grade 4=9, 6=9..8, 7=8, 8=18..17, 9=3..2, 10=5, 11=22, 12=24. >> Motion to approve the following grade maximums: PreK 20, K-1: 30, 2-5: 32, 6-12: 34 - except reserving space for current students if they submit an "Intent to Return" form by Feb 12, 2024 made by Thomas Caron, seconded by Donna Phillips. Motion passes.

Note: we will revisit grade maximums in February after Seollal, when our community gets a chance to see the new facility and after we get back Intent to Return forms.

Thomas Caron Community	Erik Funk Comm Community	Pawku Hser Community	Grace Lee Community	Hoonseok Oh Teacher	Daniel Park Parent	Donna Phillips Parent
yes	yes	absent	yes	no	yes	yes

- Approve **24-25 calendar (06)**
 - Add graduations, field day and talent show?
 - Request to have day 1 of Parent teacher conferences from 2-6 pm instead of 2:30-6:30 pm.
 - Change Carnival to Curriculum Night (first month of school)

Motion to approve the 24-25 school calendar (with orange changes and green highlighted notes above) made by Hoonseok Oh, seconded by Erik Funk. Motion passes unanimously.

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

- Performance Framework suggestions

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

ED Evaluation

Grace to send survey tonight.

Committee review early Feb?

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 – decide on date) >> June 7, 2024**
- 2025 - PreK, K, 5th (last day of school?), 10th Grade Personal Project Celebration (date?), 12th Grade (June 6)

B. Academic rigor -

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

C. School diversity

Facility discussion - closed meeting

XI. Meeting Reflection:

What went well? What did we accomplish?

What can we improve?

What's coming up?

XII. ADJOURN. Meeting adjourned at 7:27 pm

~6:45 pm

Month	business	board training
JUL-SEP	SEP - review climate survey results, ED SMART goals	Board Role & Responsibilities By-laws: Officers, Committees
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	
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	
JAN	ED evaluation; Performance Framework Review	
FEB	approve Executive Director Evaluation rec; ED does admin evals; approve staff budget for following year	Employment Policies & Practices

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	