

Regular Meeting of the Sejong Academy School Board – JOURNAL OF MINUTES
Tuesday, February 18, 2020 @ 5:05 p.m.
1330 Blair Ave. N., St. Paul, MN 55104, conference room

I. CALL TO ORDER

5:05 PM

Meeting called to order at 5:05 PM

Board Members Attendance (“X” = present): Grace Lee Jordan Carlson Jina Kim
 Amy Britton Erik Funk Brad Tipka (Ex-officio)

Public in Attendance: Scott Brown (TAG) Joseph Sovine (TAG) Rod Haenke (NEO)
 Eric Molho (NEO) You En Paw (student representative) Jean Neuman Linnea Swanson (parent) Erica Lim (parent)

II. SCHOOL’S MISSION

5:07 PM

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

III. PUBLIC COMMENT

15 minutes > 5:22 pm

Linnea Swanson (LS) and Erica Lim (EL): Parent Involvement Plan (00), parent concerns, communication LS expressed concern over an issue (cracking knuckles) that occurred in TaeKwonDo class.

* LS feels that a letter should have gone home to inform families about what happened.

* Additionally, EL suggested that the board look into policies regarding staff physical code of contact in regards to physical touch with students.

Board agreed to send a letter home and look into such policies. Additionally, Board informed LS and EL that we are looking to hire a full-time school counselor who will implement a Social Emotional Learning program at Sejong.

LS expressed concern over school-family communication. We informed her of schoology (email/text notification), community liaisons, dual-language home communications, home phone calls and Family Academy (for Karen families).

LS questioned if we require background checks for parent chaperones on field trips. We said that currently, we do require background checks for regular volunteers, but have not done so for field trip parent chaperones. We can do the free BCA criminal background check on parent chaperones and will talk to teachers about volunteers taking students to the bathroom.

Discussion ended at 5:53 pm

IV. APPROVALS & DISCLOSURES

A. 02/18/2020 AGENDA (#1)

3 minutes

- Motion to approve 02/18/2020 agenda made by Erik Funk, seconded by Amy Britton. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest: none

C. BOARD MEETING MINUTES (#2, 3)

4 minutes

- Motion to approve 01/21/2020 minutes made by Jina Kim, seconded by Erik Funk. Motion passes unanimously.

- Motion to approve 02/11/2020 minutes made by Amy Britton, seconded by Jina Kim. Motion passes unanimously.

V. **DIRECTOR'S REPORT (#4)** (Brad Tipka) 5:29- 5:40 PM

VI. STUDENT COUNCIL REPORT
Speeches and Elections will be Thursday, February 27

VII. FINANCE, FACILITY & Personnel 5:40- 5:50 PM

Meets before Board meetings @ 4:30 pm.

- A. **January Financials (#5)**
- B. Update on facilities; ABC attorney, Erik Funk discussed potential sites; Facilities committee met with potential architects; discussed board letter to landlord about snow removal

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 5:50- 6:10 PM

- A. Instructional Opt-Out Policy **#6** - send Grace modifications by March 3. Grace to post draft by March 17
- B. Language Policy **#7**
- C. Assessment Policy **#8**
 - Motion to approve the Language and Assessment Policies made by Erik Funk, seconded by Jina Kim. Motion passes unanimously.

IX. PERSONNEL 6:10-6:20 PM

ED Eval (staff survey) will take place in February
Salary guide approval → moved to March meeting. Will increase current salary guide by 2% for cost of living increase.
FT Counselor, FT Assistant Principal or Instructional Coach -- started looking, but will review with budget

X. CURRICULUM/Teaching & Learning (Jorden Carlson, Chair) 6:20-6:25 PM

6th grade self-contained - 2 sections? Need to start thinking about having 2 sections - as 6th grade for next year is full with a wait list of 7. Increasing to 2 sections may be good b/c the following year's 6th grade class would be large as well - based on current 4th grade enrollment.

XI. Board Training 6:25-6:30 PM

Need volunteer to schedule online sessions to be viewed at regular board meetings - Erik Funk volunteered; Grace Lee to forward Tony Vu's email with login info.

XII. Meeting Reflection: 6:30-6:35PM

What went well? Active. Heard from parents
What can we improve?

XIII. ADJOURN. Meeting adjourned at 6:37 pm

Month	business	board training
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OCT	Audit presentation >> November	Finance training >> Jan
	establish open enrollment period & lottery date for 2020-2021 school year (by Nov 1)	
NOV	set class sizes for 2020-2021	Governance. MN Statute 124E
DEC	Establish available enrollment by grade (publish by Feb 1). Approve calendar for next academic year	Governance. Statute, By-laws
JAN		Personnel/Employment
FEB	ED evaluation	Personnel/Employment
MAR	approve Executive Director Evaluation recommendation	Feb mtg - approve salary guide ED recommendations, incl. salary
APR	approve staff contracts for following year	
MAY	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	