

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES & JOURNAL OF VOTES
Tuesday, August 20 2019 @ 4:00 p.m.
1330 Blair Ave. N., St. Paul, MN 55104, auditorium

I. CALL TO ORDER 4:06 PM

Meeting called to order at XXX PM

Board Members Attendance (“X” = present):

Grace Lee Jordan Carlson Jina Kim Amy Britton
 Brad Tipka (Ex-officio)

Public in Attendance: Scott Brown (TAG) ___ Joseph Sovine (TAG) ___ Corbin Connell (parent)
___ Tha Da Hsi (student representative) ___ Rod Haenke (NEO) ___ Eric Molho (NEO)
___ You En Paw (student representative)

II. SCHOOL’S MISSION 4:07 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 Jordan Carlson

III. PUBLIC COMMENT 2 minutes (till 4:05)

IV. APPROVALS & DISCLOSURES

- A. 8/20/2019 **AGENDA** 2 minutes
➤ Motion to approve 8/20/2019 agenda, adding items C and D under section VII Finance, made by Grace Lee, seconded by Jordan Carlson. Motion passes unanimously.
- B. Disclosure of any Conflicts of Interest: none
- C. 6/18/2019 REGULAR BOARD MEETING **MINUTES** 3 minutes
➤ Motion to approve 6/18/2019 minutes made by Amy Britton, seconded by Jina Kim. Motion passes unanimously.
Note: there was no July 2019 meeting due to lack of quorum.

V. **DIRECTOR’S REPORT** (Brad Tipka) 4:15- 4:28 PM

- A. Academics
- MCA scores will be released August 29th
 - First round of NWEA testing will be August 26-29
 - Four staff attended AVID institute over the summer
 - Jordan Carlson attended further IB training
- B. Facility/Finance/Logistics
- 240 students currently in the building, 15 PreK
 - Still waiting for a cleared fire inspection to get Lease Aid flowing
 - Submitted the High Quality Charter School Expansion Grant - Update: did not receive the grant
 - We had Schoology information sessions at Open House to implement parent usage
 - Auditors coming next week

C. Community Outreach

- a. Erik Funk is new PTO president
- b. Ewha Women’s University was here for three days in July and hosted a Korean language and culture program. About 45 students attended.
- c. Open House attendance about 50%

VI. STUDENT COUNCIL REPORT

VII. FINANCE, FACILITY & Personnel

4:28- 5:13 PM

Meets before Board meetings @ 4 pm.

A. June & July financial report

- B. Need to make a big push this year for a new facility
- C. Discussion of adding middle school Korean classroom
 - a. Revisit at the next board meeting, based on enrollment
- D. Discussion of adding Kindergarten EA to be split between the two classrooms, and 2nd grade EA
 - a. We will hold off on additional EAs until our enrollment stabilizes. We are also trying to save money for a new building. We will be more active in trying to get volunteers.

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

5:14- 5:18 PM

- A. Need to recruit new board members
 - o Email sent to staff on August 20
 - o Grace will post on Facebook and Schoology
- B. Family Handbook/ School procedure topics:
 - o School Communication - ideas for 2019-2020
 - i. Monthly school-wide newsletter
 - ii. Schoology notifications
 - iii. Send out info on snow days - tv channel, facebook/website, schoology

Month	business	board training
OCT	Audit presentation	- Finance training.
	establish open enrollment period & lottery date for 2019-2020 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		Personnel/Employment
MAR	approve Executive Director Evaluation recommendation	Feb mtg - approve salary guide ED recommendations, including 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	

IX. PERSONNEL

5:18-5:22 PM

A. ED evaluation - review results

X. CURRICULUM (Jordan Carlson, Chair)

A.

B.

XI. Strategic Planning Committee

5:22-5:29 PM

A. Sports Co-op with Twins Cities Academy and Great River - update

XII. Meeting Reflection:

5:29- 5:30 PM

What went well? Got through everything quickly

What can we improve? Need more board members

XIII. ADJOURN. Meeting adjourned at 5:30 pm