

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES & JOURNAL OF VOTES
Tuesday, September 17 2019 @ 5:05 p.m.
1330 Blair Ave. N., St. Paul, MN 55104, auditorium

I. CALL TO ORDER 5:11 PM

Meeting called to order at 5:11 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) Jean Neuman Erik Funk (parent)

II. SCHOOL’S MISSION 5:12 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 Amy Britton

III. PUBLIC COMMENT 2 minutes

- A. Jean Neuman reminds the board we are invited to Leading and Learning on October 7th

IV. APPROVALS & DISCLOSURES

- A. 9/17/2019 **AGENDA** 2 minutes
➤ Motion to approve 9/17/2019 agenda made by Amy Britton, seconded by Jina Kim. Motion passes unanimously.
- B. Disclosure of any Conflicts of Interest: none
- C. 8/20/2019 REGULAR BOARD MEETING **MINUTES** 3 minutes
➤ Motion to approve 8/20/2019 minutes made by Jordan Carlson, seconded by Amy Britton. Motion passes unanimously.

V. **DIRECTOR’S REPORT** (Brad Tipka)- see handout 5:20- 5:30 PM

- A. Academics
- MCA’s scores: Math 56.5%. – Beats Expectations. Reading: 34.5%. Meets Expectations. Meets our Q-Comp schoolwide goals of 48% for Math and 33% for Reading.
 - PD is focusing on school wide literacy/EL strategies
- B. Facility/Finance/Logistics
- 251 students currently in the building. 20 PreK.
 - Still working on PreK scholarships applications. 15 Free/Reduced. 5 Paying.
 - Busing struggles to start the year are mostly good
 - Submitted all Title grants – some need revision
 - We have an MDE Admin review of our food service this year
- C. Community Outreach
- Fall Athletics Participation: 7 Boys Soccer, 10 Girls Soccer
 - Chuseok went well – about 400 attended/served

- c. Grace and three teachers will attend the annual Chicago Korean Consulate National Day Reception on October 1
- VI. STUDENT COUNCIL REPORT - elections will be annually in January
- VII. FINANCE, FACILITY & Personnel 5:30- 6:01 PM
Meets before Board meetings @ 4 pm.
 - A. August financial report
 - B. Smart Board request?
 - a. Two of the older Smart Boards are not working well. They cost about \$6,000 each.
 - b. Teachers will wait until next year. We will continue to evaluate and revisit if needed.
 - C. New facility search
 - a. Continuing to search for new facility
 - D. New Korean classroom - update
 - a. Since enrollment is strong, we can request more lease aid to add another classroom.
 - b. We must request an extra classroom from the church. Grace and Brad to meet with the church.
 - E. Toilet Flush upgrade (\$2,500/ 2)
 - a. Brad to get clarification on cost
 - F. Add Kinder EA - to be split b/n the two, and 2nd grade EA - tabled
- VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 6:01- 6:15 PM
 - A. Interview Erik Funk for board opening
 - Motion to invite Erik Funk to serve on the board of Sejong Academy to fill the spot left vacant by Jiyoung Kim, with a term of 3 years, that expires at the annual meeting in 2022 made by Amy Britton, seconded Jina Kim. Motion passes unanimously.
 - B. School communication - newsletters went home, Schoology being used for updates
- IX. PERSONNEL 5:50-6:29 PM
 - A. Posted for LT sub for MS/HS ELA
 - B. Sawlwin Si requested time-off before Thanksgiving break
 - Motion to grant Sawlwin Si one week unpaid time-off right before Thanksgiving break, so he can return to Thailand for an award ceremony where he will be honored at the 20 year anniversary of the school he helped start. Made by Jina Kim, seconded by Amy Britton. Motion passes unanimously.
 - C. Dongjin Choi's Professional Development reimbursement request?
 - Motion to approve up to \$800 or 50% of airfare (whichever is less) for Dongjin Choi's two week training in Korea during the summer of 2019. Note: she is teaching her students the traditional dances she learned and will be leading an afterschool enrichment club. Motion made Jina Kim, seconded by Jorden Carlson. Motion passes unanimously.
 - D. Science MCA Q-Comp Bonus - Should we add Science to the school-wide bonus for grades 5 and 8? Like \$250?
 - a. Brad to look at budget and discuss with Finance committee
- X. CURRICULUM/Teaching & Learning (Jorden Carlson, Chair) 6:29-6:30 PM
 - A. 9th grade Voyageur Outward Bound trip - went well
 - B. Grades 5-8 Camping trip - update
 - C. Library: school-wide literacy programs
 - D. Delta Dental of Minnesota Foundation - oral hygiene kits for grade 1 coming October
- XI. Strategic Planning Committee 6:30-6:33 PM
 - A. Sports Co-op with Twins Cities Academy and Great River - update
 - B. IB : Diploma or PYP?

a. Jorden to bring information on DP and CP to next board meeting

XII. Meeting Reflection:

6:33- 6:35 PM

What went well? We gained a new board member! Thanks to Jean for snacks.

What can we improve? Grace will get Google Drive access for easier sharing.

XIII. ADJOURN. Meeting adjourned at 6:35 pm

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, 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	