

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES & JOURNAL OF VOTES
Tuesday, November 19 2019 @ 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 Jorden Carlson Jina Kim Amy Britton Erik Funk
 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

Bonnie Schwieger (Abdo, Eick & Meyers) Tia Johnson (Abdo, Eick & Meyers)

Jiyoung Kim (teacher) Dongjin Choi (teacher) Eunjoo Oh (teacher) Mick White

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 - none

2 minutes

IV. APPROVALS & DISCLOSURES

A. 11/19/2019 **AGENDA (#1)**

2 minutes

- Motion to approve 11/19/2019 agenda made by Jorden Carlson, seconded by Jina Kim. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest: If any vote takes place for IB Coordinator position, Jorden Carlson will abstain from voting.

C. 10/15/2019 REGULAR BOARD MEETING **MINUTES (#2)**

3 minutes

- Motion to approve 10/15/2019 minutes made by Jina Kim, seconded by Erik Funk. Motion passes unanimously.

* **Korean Curriculum (#4)** by Jiyoung Kim, Jina Kim (10 min+ questions)

5:15- 5:33 PM

* **Audit (#3)** presentation by Abdo, Eick & Meyers (20 minutes)

5:33- 5:51 PM

V. **DIRECTOR’S REPORT (#5)** (Brad Tipka)

5:51- 6:00 PM

A. Academics

- 100% Conferences achieved.
- Teacher Evaluation System completed third step of Director/Lead Teacher Observations
- Tomorrow will review some major topics from observations
- Will be attending Head of School training for IB Diploma program in December

- e. Working on high school course offerings to satisfy internal wishes, IB and staffing
- f. We have one more Reading Corps volunteer
- g. Met with all homeroom teachers to go over NWEA scores
- B. Facility/Finance/Logistics
 - a. 256 students currently in the building. 20 PreK.
 - b. Open Enrollment: 4 PreK, 1 - K, 1 - 2 nd , 1 - 5 th , 1 - 6 th , 1 - 7 th
 - c. Food Service Review – in process. Due December 13.
 - d. Applied for Extended Day, Week, and Summer School funding today.
 - e. Mr. Liew providing admin support and will complete an admin internship here
 - f. Hired a new PreK EA
- C. Community Outreach
 - a. Mailed 49 Sejong packages for Korea trip and promotions
 - b. Received \$510 on Give to the Max Day
 - c. Korea Trip fundraiser this Saturday
 - d. Meeting with Theater Mu Friday
 - e. Girls/Boys Futsal under way

VI. STUDENT COUNCIL REPORT 6:00- 6:03 PM

- A. Spirit Week this week - feedback that themes are more for middle school/high school
- B. Bus Monitors
- C. Lunch Menu
 - a. Special lunches on Friday
- D. PE clothes
 - a. Closet by the auditorium has been cleared out for changing
 - b. Students have 3 minutes to change
- E. Fundraiser Saturday, November 23. 6-8 pm. Karaoke, dance, games & food. Info to be posted tonight and go out tomorrow.

VII. FINANCE, FACILITY & Personnel 6:03- 6:23 PM

- Meets before Board meetings @ 4:30 pm.*
- A. Awarded IB STEM grant: \$21,335 each year for the next 2 years. This will help cover staff trainings, IB fees, materials, etc.
 - B. **October Financials (#6)**-- 7 minutes
 - a. Summer School Budget
 - b. Educational Assistant (one full-time)
 - C. Facility update. **Development Partner (#7)** discussion (JB Vang vs. TenSquare) -- 11 minutes
 - Motion to approve partnering with JB Vang for Development Partner for new facility project made by Jina Kim, seconded by Amy Britton. Motion passes unanimously.

Erik Funk had to leave the meeting at 6:20 PM for family engagement.

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 6:23- 6:32 PM

- A. Approve **Academic Honesty Policy (#8)** (required for IB)
 - Motion to approve the Academic Honesty Policy made by Jordan Carlson, seconded by Jina Kim. Motion passes unanimously.
- B. Approve **Wellness Policy (#9)** (required for MDE food service review)
 - Motion to approve the Wellness Policy made by Jina Kim, seconded by Jordan Carlson. Motion passes unanimously.

- C. Motion to make Brad Tipka Individual with signing authority for MDE
 - Motion to approve Brad Tipka Individual with signing authority made by Grace Lee, seconded by Jina Kim. Motion passes unanimously.

IX. PERSONNEL 6:32-6:41 PM

- A. PreK EA
 - Motion to approve K’Jar Thein for PreK EA for the remainder of the 2019-2020 school year made by Jorden Carlson, seconded by Jina Kim. Motion passes unanimously.
- B. **IB MYP Coordinator Job description (#10)**
 - Motion to approve IB MYP Coordinator Job Discription made by Amy Britton, seconded by Jina Kim. Motion passes unanimously.

X. CURRICULUM/Teaching & Learning (Jorden Carlson, Chair) 6:41-6:51 PM

- A. Set 2020-2021 class sizes.

2019-2020 ENROLLMENT				
Grade	Grade Total	Class Max		2020-2021 max
pre-K	20	20	2 preK	
K	18	20	2 K	
KA	17	20		
1	17	22	2 1st	
1A	16	22		
2	23	24	2 2nd	
3	16	24	1 3rd?	
4	24	24		
5	25	25		
6	10	26		
7	21	26		
8	26	26		
9	23	26		
	256	304		

- Motion to approve K - 2 classes, 1st grade - 2 classes, 2nd grade - 2 classes, 3-10th - one class each, a second PreK is contingent upon staffing, facilities and enrollment. Class size maximums will be the same as the 2019-2020 school year as indicated in the table above. Motion made by Jina Kim, seconded by Jorden Carlson. Motion passes unanimously.

XI. Strategic Planning Committee

- A. See Facilities, IB, Korean Curriculum

Note: agenda items need to be sent to Jorden and Grace at least one day before the board meeting.
December meeting to include finance training

XII. Meeting Reflection: 6:51- 6:53 PM

What went well? Finished early, covered a lot, clean audit
What can we improve?

XIII. ADJOURN. Meeting adjourned at 6:53 pm

Month	business	board training
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OCT	Audit presentation >> November	- Finance training >> Nov
	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		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	