

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

I. CALL TO ORDER 5:07 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) ___ Corbin Connell (parent)
___ Tha Da Hsi (student representative) ___ Rod Haenke (NEO) ___ Eric Molho (NEO)
___ You En Paw (student representative) ___ Jean Neuman

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. 12/17/2019 **AGENDA (#1)** 2 minutes
➤ Motion to approve 12/17/2019 agenda made by Jordan Carlson, seconded by Jina Kim. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest: none

- C. 11/19/2019 REGULAR BOARD MEETING **MINUTES (#2)** 3 minutes
➤ Motion to approve 11/19/2019 minutes made by Erik Funk, seconded by Jina Kim. Motion passes unanimously.

V. **DIRECTOR’S REPORT (#3)** (Brad Tipka) 5:15- 5:30 PM

A. Academics

- a. New teacher mentor meetings are happening with Lead Teacher
- b. Dr. Tipka attended Head of School training for IB Diploma Program in December
- c. MYP training focusing on unit plans for middle/high school teachers
- d. DEAR Day on Thursday, December 19th (Drop Everything And Read)
- e. World’s Best Workforce summary completed

B. Facility/Finance/Logistics

- a. 258 students currently in the building. 20 PreK
- b. Open Enrollment: 4 PreK, 1 K, 1 2nd, 1 5th, 1 6th, 1 7th
- c. Food service review - extended to Jan. 3rd
- d. Weather provides challenges with busing
- e. Recruiting Tech and SPED EA

- C. Community Outreach
 - a. PTO is helping with fresh fruit and vegetable program and winter clothing swap. Thank you to Erica Lim.
 - b. Met with Theater Mu last week for after school club

VI. STUDENT COUNCIL REPORT 5:30 PM

- A. Elections in January

VII. FINANCE, FACILITY & Personnel 5:31- 5:55 PM

Meets before Board meetings @ 4:30 pm.

- A. **November Financials (#4)** (7 min)
- B. PELS Teacher Mentorship and Retention Grant due tomorrow
- C. Join MN Association of Charter Schools \$3,448 this school year (5 min)
 - Motion to join MN Association of Charter Schools made by Jina Kim, seconded by Jorden Carlson. Motion passes unanimously.
- D. Cancel sports co-op with TCA (7 min)
 - Motion to no longer work with TCA for sports made by Jorden Carlson, seconded by Erik Funk. Motion passes unanimously.

VIII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) 5:55- 6:10 PM

- A. Approve 2020 meeting dates
 - Tuesday, January 21
 - Tuesday, February 18
 - Tuesday, March 24
 - Tuesday, April 21
 - Tuesday, May 26
 - Tuesday, June 16 * annual meeting?
 - Tuesday, July 21
- B. Classroom Language Policy (#5)**
 - Motion to approve the Classroom Language Policy made by Jina Kim, seconded by Erik Funk. Motion passes unanimously.
- C. Next meeting: approve 2020-2021 school calendar

IX. PERSONNEL 6:10-6:12 PM

- A. Tech Coordinator update
- B. SPED EA
 - Motion to approve hiring Seungwoo Lee as Special Education EA for the remainder of the 2019-2020 school year made by Jorden Carlon, seconded by Jina Kim. Motion passes unanimously.

X. CURRICULUM/Teaching & Learning (Jorden Carlson, Chair) 6:12-6:22 PM

- A. Korean Curriculum budget

XI. Governance Training - review: 6:22-6:33 PM

By-laws

<https://static1.squarespace.com/static/54ae926ce4b084338ad939a8/t/56f4c4531330ba72a8ad557/1458881619648/Sejong+Academy+By-Laws.pdf>

XII. Meeting Reflection:

6:33- 6:34 PM

What went well? Energetic

What can we improve? Incorporate online training

XIII. ADJOURN. Meeting adjourned at 6:34 pm

Month	business	board training
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	