

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES & JOURNAL OF VOTES
Tuesday, January 21, 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 Erica Lim

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 Erik Funk

III. PUBLIC COMMENT: none

2 minutes

IV. APPROVALS & DISCLOSURES

A. 01/21/2020 AGENDA (#1)

2 minutes

- Motion to approve 01/21/2020 agenda made by Jordan Carlson, seconded by Erik Funk. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest: Jordan Carlson will refrain from voting on item IX C

C. 12/17/2019 REGULAR BOARD MEETING MINUTES (#2)

3 minutes

- Motion to approve 12/17/2019 minutes made by Erik Funk, seconded by Amy Britton. Motion passes unanimously.

V. DIRECTOR’S REPORT (#3) (Brad Tipka)

5:15- 5:33 PM

A. Academics

- a. Final teacher formal observations are wrapping up this week
- b. NWEA Winter session this week
- c. Some social/emotional work this week
- d. 2nd Quarter Report cards due Friday

B. Facility/Finance/Logistics

- a. 262 students currently in the building. 19 PreK.
- b. Open Enrollment completed on Jan. 15: 8 PreK, 5 - K, 1 - 2 nd , 1 – 3 rd 1 - 5 th , 3 - 6 th , 1 - 7 th (21 total)
- c. Food Service Review – still working on a few issues.
- d. Recruited Tech and SPED EAs
- e. Scott Brown set up the HSA
- f. Purchased lockers for high/school middle school
- g. Driver’s Ed with A+ Driving school at Sejong Academy - March 23-April 3
- h. We dismissed last Friday at 1 PM

C. Community Outreach

- a. Family Academy started last week. 9 families attended representing 19 students.
- b. Soellal is Feb. 6. Team Korea and PTO will lead the event. Choir will perform a brief set
- c. High School Information Night for 8th graders – Thursday, January 30
- d. Spring Activities are taking shape – Activity Fair Thursday
- e. Brad connected with the U of M Asian American Studies department to set up a volunteer program

VI. STUDENT COUNCIL REPORT

5:33- 5:34 PM

- A. Molly McCormick will be the new advisor for Student Council. They will meet at least monthly on Thursdays. Elections will be soon.

VII. FINANCE, FACILITY & Personnel

5:34- 6:22 PM

Meets before Board meetings @ 4:30 pm.

- A. Finance Training (#4) (20 minutes)
- B. December Financials (#5)
- C. Update on sports... Twin Cities Academy #6, MSHSL - MN State High School League
 - a. Board discussed and chooses not to join TCA for spring sports

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

6:22- 6:42 PM

- A. Approve 2020-2021 school calendar #7
 - Motion to approve 2020-2021 school calendar. Made by Erik Funk, seconded by Jorden Carlson. Motion passes unanimously.
- B. Publish available enrollment

Grade	# classes	Student Max	Current Enrollment	Open Enrollment	2020-2021 openings
PreK	2	40	0	8	32
K	2	40	20	5	15
1	2	44	36		8
2	2	48	33	1	14
3	1	24	24	1 - waitlist	0
4	1	24	16		8
5	1	25	24	1	0
6	1	26	25	3 - 1 accept, 2 waitlist	0
7	1	26	12	1	13

8	1	26	22		4
9	1	26	26		0 - very tentative
10	1	26	24		2

IX. PERSONNEL

6:42-6:55 PM

- A. Review salary guide at February meeting (cost of living increase?)
- B. Feb - need to do ED Evaluation
- C. Jordan Carlson is requesting February 18 off
 - Motion to approve Jordan Carlson’s request to take a personal day on February 18, 2020 - made by Jina Kim, seconded by Amy Britton. Motion passes unanimously.
- D. Krista Hanson is the long-term sub for grades 6-9 English Language Arts, while Addison Filiatreux has been out on maternity leave. Addison Filiatreux will return on Monday, January 27. Krista Hanson informed Dr. Tipka that Tuesday, January 21 will be her last day.
- E. Staff hiring
 - Motion to approve hiring the following for the remainder of the 2019-2020 school year: SPED EA’s: Juno Sung, Seung Woo Lee, Jiwhi Eo and Sean Pajak as Tech Coordinator. made by Jina Kim, seconded by Jordan Carlson. Motion passes unanimously.
Note: Seung Woo Lee was approved at the 12/2019 meeting.

X. CURRICULUM/Teaching & Learning (Jordan Carlson, Chair)

6:55-7:00 PM

- A. Korean Curriculum update

XI. Board Training

7:00-7:00 PM

- A. See finance above
- B. Update on online mini courses

XII. Meeting Reflection:

7:00-7:01PM

- What went well? Active
- What can we improve? Snack rotation

XIII. ADJOURN. Meeting adjourned at 7:01 pm

Month	business	board training
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	