

Regular Meeting of the Sejong Academy School Board - MINUTES  
Wednesday, October 28, 2015 @ 5 p.m.  
1330 Blair Ave. N., St. Paul, MN 55104, meeting room 104

#### I. CALL TO ORDER

5:00 PM

Meeting called to order at 5:11 PM

Board Members in Attendance: Grace Lee, Dan Larson, Cobin Connell, Julie Chi, Jisu Ryu, Brad Tipka (Ex Officio)

Board Members Absent: Moo Lor La, Jiyoun Kim

Public in Attendance: Scott Brown

#### II. SCHOOL'S MISSION

Sejong Academy is committed to providing an academically rigorous education to K-8 Twin Cities students through immersion experience in Korean language and culture by using research-based curriculum, high standards for accountability and promoting an appreciation for diversity and international cultures.

School mission read by Corbin Connell.

#### III. APPROVALS

##### A. 10/28/2015 AGENDA

- Motion to approve 10/28 agenda made by Corbin Connell, seconded by Dan Larson. Motion passes unanimously.

##### B. 9/23/2015 REGULAR BOARD MEETING MINUTES

- Motion to approve 9/23 minutes made by Dan Larson, seconded by Grace Lee. Motion passes unanimously.

#### IV. FINANCE & FACILITY

- Review financial statements
  - Review September financial statements
  - Resolved facility utility fees with St. Columba.
    - Successfully negotiated utility overage charge of \$7,800 down to \$2,748!
  - 990 (informational tax return) due Nov. 15
    - Motion to approve 990 not required. Board members have until November 4 to contact Brad Tipka with any issues or comments.
  - \$90k Line of Credit proposal
    - Motion to approve the Corporate Borrowing Resolution with Nonprofits Assistance Fund for line of credit of \$80,000 made by Julie Chi, seconded by Dan Larson. Motion passes unanimously.

#### VI. GOVERNANCE/POLICIES

- Set Open Enrollment Dates
  - Motion to make the 2016-2017 Open Enrollment period November 12, 2015 to January 22, 2016 with a potential Lottery to be held January 29, 2016 made by Corbin Connell, seconded by Dan Larson. Motion passes unanimously.
- Wellness Policy (review Yinghua's example)
  - Board asked to review Yinghua's example. Sejong's policy to be presented at next meeting.
- Parent Involvement Plan PROPOSAL
  - Motion to approve the Sejong Academy Family and Community Involvement Plan, changing name back to Parent Involvement plan made by Dan Larson, seconded by Jisu Ryu. Motion passes unanimously.
- Discuss Board Composition (Paw Htoo, Moo Lor La)
  - Motion to pass the following resolution:
    - The board of Sejong Academy is committed to having a diverse board that is representative of our student body.
  - Motion made by Julie Chi, seconded by Corbin Connell. Motion passes unanimously.

- Moo Lor La is a dedicated board member. However, since new employment he has missed more than three consecutive board meetings. According to our by-laws (section 9), the board shall vote to remove such a member.
  - Motion to remove Moo Lor La from the Board of Sejong Academy due to 3 consecutive board absences made by Grace Lee, seconded by Dan Larson. Motion fails unanimously.
- The board will work with Moo Lor La to see if our meeting schedule may be changed to be more accommodating to his new work schedule.
- Discuss Board role (governance vs day-to-day operations; see **By-Laws**)
- Review **NEO Board Meeting Observation Form**
- Discuss Board of Directors Offices; elect new officers
  - President (CEO and Chair)
  - Treasurer (CFO)
    - Motion to elect Corbin Connell to serve as Treasurer for a term ending in January 2017 made by Grace Lee. Seconded by Dan Larson. Motion passes unanimously.
  - Secretary
- Board Committees; determine board chairs
  1. Governance/Policies – Grace Lee
  2. Finance/Facilities – Corbin Connell
  3. Personnel (ED evaluation, new hiring, benefits) – Dan Larson
  4. Curriculum – Jisu Ryu
  5. Student activities – Julie Chi

## **V. DIRECTOR'S REPORT**

### VII. PERSONNEL

- No applications yet for long-term sub

### VIII. COMMUNITY & FAMILY INVOLVEMENT

- Open House @ 5-6:30pm (Th. Nov 12, Tue. Jan 12) & School Tour @ 9am (Tue. Nov 17, Dec 15)

### IX. TEACHING AND LEARNING

- Pre-K program –expansion affidavit sent by NEO to MDE
- Discuss Language proficiency goals (% of day in Korean/English by grade)
  - For Korean language, are we aiming for our students to be conversational or fluent?
  - Things to consider when determining proficiency goals: EL population, staff and family input (survey), etc.
  - → move work to Curriculum/Student Activities committee for study
  - Julie Chi emailed board members some articles

### X. ADJOURN

- Motion to adjourn meeting at 7:16 pm made by Corbin Connell, seconded by Julie Chi. Motion passes unanimously.