

Regular Meeting of the Sejong Academy School Board – Approved Minutes

Wednesday, March 16, 2016 @ 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 5:03 PM

Board Members in Attendance: Grace Lee, Corbin Connell, Jiyoung Kim, Julie Chi, Brad Tipka (ex-officio)

Board Members Absent: Dan Larson, Paw Boh Htoo

Public in Attendance: Jean Neuman, Scott Brown

II. SCHOOL'S MISSION

5:04 PM

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 Grace Lee.

III. APPROVALS

A. 3/15/2016 AGENDA 3 minutes

- Motion to approve 3/15 agenda made by Corbin Connell, seconded by Jiyoung Kim. Motion passes unanimously.

B. 2/24/2016 REGULAR BOARD MEETING MINUTES 3 minutes

- Motion to approve the 2/24 minutes with edits in pink made by Grace Lee, seconded by Corbin Connell. Motion passes unanimously.

IV. DIRECTOR'S REPORT (Brad Tipka) 5:10- 5:20 PM

V. FINANCE & FACILITY (Corbin Connell, Committee Chair)

→ 5:40 PM

Meets the Tuesdays before Board meetings @ 5 pm.

1. Enrollment update: motion to increase the class size of K-1 from 24 to 25 for the 2014-2016 including adding a part-time paraprofessional for up to 20 hours a week made by Grace Lee; seconded by Julie Chi; motion passes unanimously.
2. Recruiting: It is everyone's responsibility to recruit. ~~Adoptive parent groups could be approached more by board and PTO members who are adoptive parents.~~
3. Review February financial statements: Finance and Facility Committee met last night; looking at excess capacity that we would like to fill. Looking at class sizes for the fall. We have received expected payments for March. We still have a small cushion in our budget. Next year's budget will need to cover desks and supplies for the added classrooms.

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

→ 6:03 PM

Meets the first Wednesday of the month from 4-4:40 pm.

A. Bylaws –corrections:

5 minutes

1. Art. 3. Section 1: Minn. Stat. 124D renumbered to 124E
 2. Art. 3. Section 3: board election dates -> June
 3. Art. 3. Section 11
 4. Art. 3. Section 13
 5. Art. 4. Section 1
 6. Art. 4. Section 4
 7. Art. 4. Section 7
 8. Art. 5. Section 5
- Motion to amend the board bylaws to correct specific sections above (that are colored red in the bylaws in the board meeting packet) made by Corbin Connell; seconded by Jiyoung Kim; motion passes unanimously.

- B. Election procedures were discussed. 10 minutes
- C. Bylaw revisions: 8 minutes
 - 1. Number of board members? Potential to increase to more members later; the plan is to continue with 7 members.
 - 2. Board terms: 2 years instead of 4 years? Board to further ponder this issue. Four years seems long but two years seems short.
 - 3. Officer elections: July instead of January?
 - Motion to amend bylaws to change officer elections to July and amend article 5, section 5 to a three-day notice for special meetings to be aligned with open meeting law made by Grace Lee; seconded by Corbin Connell ; motion passes unanimously.
- D. Annual meeting agenda – to be discussed in April

VII. PERSONNEL (Dan Larson, Committee Chair)

→ 6:23 PM

Meets?

- A. Executive Director Evaluation committee recommendation
 - The Board discussed the process by which Mr. Tipka was evaluated and the ratings he received. The board was pleased with Mr. Tipka’s performance evaluation and wishes to renew his contract.
 - i. Motion to approve the ED evaluation committee’s recommendation and offer Brad Tipka a new contract for the 2016-2017 school year with a board approved salary increase made by Julie Chi; seconded by Corbin Connell ; motion passes unanimously.
 - Classroom staff recommendations were discussed.
 - i. Motion to accept the 2016-2017 staffing recommendations of the Executive Director made by Corbin Connell; seconded by Jiyoung Kim; motion passes unanimously.
- B. Salary Schedule: General information about the raises provided to staff was shared. Every staff member received a raise (NO MOTION WAS MADE REGARDING SALARIES ON THIS DATE)

VIII. CURRICULUM (???, Committee Chair)

→ 6:45 PM

Meets?

- A. ~~Current Korean language time~~
 - ~~K 1~~
 - ~~2 3~~
 - ~~4 5 one hour Korean Language Arts~~
 - ~~6 7 one hour Korean Language Arts~~
- B. How much instruction in Korean for 2016-2017?
 - 2016-2017 Korean language time
 - Pre-k – just one hour of Korean
 - k - 100% Korean with English interventions for EL students. After school in English.
 - 1 - 59% or more.
 - 2-3 - 37% or more.
 - 4 - 37% or more.
 - 5 - one class plus morning meeting
 - 6-8 - one class plus morning meeting
- C. Consider: Beginning in grade x, if a student is below grade level (*by how much?*), his/her family may choose to opt out of Korean language class, during which time the student would receive intervention services.

IX. STUDENT ACTIVITIES UPDATE (Julie Chi, Committee Chair)

→ 6:52 PM

The Saturday prior to board meetings at 11:00 in the conference room.

- A. Update: Julie Chi updated the Board on the Committee's progress on enrichment opportunities. Further investigation is necessary into the costs to parents for such enrichment. At this point the Board does not need to approve any costs.

X. ADJOURN

6:55 PM

Chair declares meeting adjourned at [6:52 pm](#)

What went well: everyone was here; we were efficient with the agenda; everything had sufficient time for discussion

What can we improve: add public comment to agenda.