

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES

Wednesday, May 18, 2016 @ 5 p.m.

1330 Blair Ave. N., St. Paul, MN 55104, meeting room 104

I. CALL TO ORDER 5:04 PM

Meeting called to order at 5:0xPM

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

Board Members Absent: Dan Larson, Paw Htoo

Public in Attendance: 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. PUBLIC COMMENT 5 minutes

No comments.

IV. APPROVALS

A. 5/18/2016 **AGENDA** 3 minutes

➤ Motion to approve 5/18 agenda made by Corbin Connell, seconded by Julie Chi. Motion passes unanimously.

B. 4/20/2016 REGULAR BOARD MEETING **MINUTES** 3 minutes

➤ Motion to approve 4/20 minutes made by Corbin Connell, seconded by Jiyoung Kim. Motion passes unanimously.

V. DIRECTOR’S REPORT (Brad Tipka) 5:15- 5:25 PM

VI. FINANCE & FACILITY (Corbin Connell, Committee Chair) → 5:55 PM

Meets the Tuesdays before Board meetings @ 5 pm.

A. Enrollment update

K/1 = 25, 2/3 = 25, 4/5 = 27, 6/7 = 13. Total = 90

Next year: lose 4, gain 46

Pre-k	11
K	19
1	17
2/3	27 (16/11)
4	16
5	15
6-8	27 (17,6,4)

Total 132

➤ Motion to increase k/1 class to 26 and 4/5 class to 28 pending staffing adjustment made by Grace Lee, seconded by Jiyoung Kim. Motion passes unanimously.

B. Review **April financial statements**

Finance committee meeting was last night; highlight – we’re expecting remaining reimbursement from CSP grant within a week; will pay off second half line of credit balance. Enrollment is trending higher than budget. Scott Brown is working on SPED forms. Discussed lease negotiations. Church is asking to increase lease by 2 years.

C. Library Grant/partnership with St. Kate’s

- D. 2016-2017 food service providers being researched; contract to be considered in June
- E. Finance committee's recommendation for lease
 - Motion to authorize Brad Tipka and Grace Lee to continue lease negotiations with the church, which may include a two year extension of the lease term – made by Corbin Connell, seconded by Julie Chi. Motion passes unanimously.

VII. GOVERNANCE/POLICIES (Grace Lee, Committee Chair) → 6:03 PM

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

- A. **Policy Review** (final presented in June) 3 minutes
 - 1. Fund Balance (revise)
 - 2. Budget and Expenditure Authority (draft)
 - 3. Sexual Harassment (example)
 - 4. Board Code of Conduct (draft)
- B. Annual meeting & Election update 5 minutes
 - a. Board candidates: Sarah Bunton (mom of Kindergartener), Lisa Hill (mom of 1st and 3rd grader), Grace Lee (current board member and mom of 4th grader).
 - b. Since there are 3 vacancies and only 3 candidates, discuss modifying election procedures to allow for vote by show of hands or verbal 'aye/nay' when number of candidates equal number of vacancies.
 - Motion to modify election procedures to allow for vote by show of hands or verbal 'aye/nay' when number of candidates equal number of vacancies – provided it is statutorily compliant – made by Grace Lee, seconded by Corbin Connell, motion passes unanimously.

VIII. PERSONNEL (Dan Larson, Committee Chair) → 6:08 PM

Meets?

- A. 2016-2017 2/3 teacher candidate: Eunsil Kang
 - Motion to accept Brad Tipka's recommendation to hire Eunsil Kang as the 2016-2017 2/3 class teacher – made by Julie Chi, seconded by Corbin Connell. Motion passes unanimously,

IX. CURRICULUM (???, Committee Chair) → 6:13 PM

Meets?

Amount of Korean instruction to be further discussed in July, because elections and annual meeting is in June.

X. STUDENT ACTIVITIES UPDATE (Julie Chi, Committee Chair) → 6:18 PM

Meets?

Committee pleased that recommendation for middle school field trip to Festival of Nations went well.

XI. Meeting Reflection:

- What went well: finished early; run efficiently; sufficient discussion
- What can we improve: materials to be sent earlier; go back to board reflection questions;
- Suggestion to have board retreat in fall; mission/vision; governance; long-term goals; be more intentional about connecting school community efforts to student learning

XII. ADJOURN 6:30 PM

Meeting adjourned at 6:12 pm