

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES - **DRAFT**

Wednesday, September 21, 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 5:05PM

Board Members Attendance (“X” = present):

Grace Lee (Chair) Sarah Bunton Corbin Connell Lisa Hill
 Paw Htoo Jiyoung Kim Dan Larson Brad Tipka (Ex-officio)

Public in Attendance: Scott Brown, Jean Neuman (NEO consultant), Abdo Eick and Meyers: Bonnie Schwieger, Kevin Kanopik

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 Sarah Bunton.

III. PUBLIC COMMENT 3 minutes

Jean Neuman said NEO would like to praise the school for having submissions on time to Epicenter.

IV. APPROVALS

A. 9/21/2016 **AGENDA** 3 minutes

- Motion to amend the 9/21 agenda, moving audit presentation before approval of the 8/17/2016 minutes made by Corbin Connell, seconded by Lisa Hill. Motion passes unanimously.

B. ABDO will present annual audit (**audit report, management letter**) 10 minutes

- No major findings, explained GASB 68

C. 8/17/2016 REGULAR BOARD MEETING **MINUTES** 5 minutes

- Motion to approve 8/17/2016 minutes made by Lisa Hill, seconded by Dan Larson. Motion passes unanimously.

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

Based on 2016 MCA’s, Sejong Academy received an MMR rating of 61.2%. This used to count as Celebration School. We scored high on Growth and achievement Gap Reduction. Low on Achievement. This is in-line with what we expected.

Parent-Teacher Conference attendance is still in progress, with teachers and Mr. Si following up with families. Currently, at about 85% participation.

Kindergarten and 1st grade hosted an immersion curriculum night. Received positive feedback.

Brad Tipka attended the U of M Community Partners Festival today. Talked to 15 potential volunteers and recorded an interview for the program guidebook.

Girls on the Run is going well. Most girls in grades 4-8 are participating.

Enrichment Activities are still in development.

VI. FINANCE & FACILITY (Corbin Connell, Committee Chair) 5:25- 5:50 PM

Meets Monday/Tuesday before Board meetings @ 5 pm.

A. Finance report (review **August packet**) 10 minutes

B. Enrollment update (134. 120 without pre-K) 5 minutes

Grade	Grade Total	Class total	Class Max
pre-K	14	14	15
K	13	13	24

1	20	20	25
2	17		
3	9	26	28
4	18	18	25
5	14	14	25
6	16		
7	9		
8	4	29	36

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

5:50- 6:00 PM

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

- A. **World's Best Workforce summary** – presentation
- B. Individual With Authority to Sign
 - Motion to designate Brad Tipka as the Identified Official with Authority to authorize user access to MDE secure website for Sejong Academy made by Corbin Connell, seconded by Lisa Hill. Motion passes unanimously.
- C. Board Officers

Still need a Board secretary.
- D. Board Committees

Existing:

 - Finance & Facility – Corbin Connell
 - Governance – Grace Lee
 - Personnel –Sarah Bunton
 - Curriculum –Ji Young Kim and Dan Larson
 - Student Activities – Lisa Hill
- E. Policies
 - **Sexual Harassment (draft) – need to have legal counsel review draft – Grace to ask Rachel Osband.**
- F. School Climate/Family Survey results to be presented in October with new school climate survey

VIII. PERSONNEL (Dan Larson, Committee Chair)

6:00- 6:15 PM

- A. Approve Librarian contract, Sarah Shapiro
 - Motion to approve the employment agreement for Sarah Shapiro to be the Sejong Academy Librarian made by Lisa Hill, seconded by JiYoung Kim. Motion passes unanimously.
- B. Reconsidering staff contracts will be referred to the finance committee.
- C. Q-Comp update – plan is in place and being implemented. Waiting for funding confirmation.
- D. Discuss Executive Director trip to Korea – **Why we want to send our Executive Director to Korea...** increase teacher candidate pool/possibly interview/meet candidates; look into getting student teachers/interns; look into getting sister schools/ pen pals for our students; funding opportunities, etc.
Board agreed Brad Tipka could use \$1500 of admin conference/travel budget to purchase ticket.
Brad Tipka to present Korea trip proposal at next meeting.

IX. CURRICULUM

6:15- 6:30 PM

A. NWEA MAP results

MATH			
grade	at grade level	total	%
K	3	13	23.1%
1	9	20	45.0%
2	3	14	21.4%
3	4	9	44.4%
4	7	17	41.2%
5	5	13	38.5%
6	6	15	40.0%
7	2	8	25.0%
8	2	4	50.0%
	41	113	36.3%

READING			
grade	at grade level	total	%
K	3	13	23.1%
1	6	20	30.0%
2	2	15	13.3%
3	1	9	11.1%
4	6	17	35.3%
5	5	13	38.5%
6	3	15	20.0%
7	3	8	37.5%
8	1	4	25.0%
	30	114	26.3%

Noted that the majority of new students scored below grade level. Also, while the overall % of students at grade level is low, we expect growth scores to track high, as in previous years.

Board members expressed concern with such tests for younger students. Board members inquired what kind of preparation teachers are doing to better focus students before students take the test – e.g., test taking skills.

We wonder if there are shorter assessments that can be used for younger students. Dan Larson noted that North St. Paul is using the fastbridge.org assessment – cheaper and shorter. Board to consider this in lieu of NWEA MAP for 2017-2018 school year. Brad Tipka noted that special ed is already using fast bridge for some students.

B. Authorizer Goals – MDE approved new running total, will have to work with NEO to adjust goals

X. STUDENT ACTIVITIES

XI. Meeting Reflection: What went well/What can we improve:

What went well – good time for discussion for a lot of issues; nice meeting in different room – cooler, more spacious.

What can we approve – having time to look at material beforehand; email out wifi password beforehand

XII. ADJOURN

Meeting adjourned at 6:56 pm

6:56 PM