

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES

Wednesday, October 18, 2016 @ 5:15 p.m.

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

I. CALL TO ORDER

5:15 PM

Meeting called to order at 5:15PM

Board Members Attendance (“X” = present):

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

Public in Attendance: Scott Brown

II. SCHOOL’S MISSION

5:17 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

IV. APPROVALS

A. 10/18/2016 AGENDA

3 minutes

- Motion to approve 10/18 agenda with amendment of start time to be 5:15 made by Lisa Hill, seconded by Corbin Connell. Motion passes unanimously.

B. 9/21/2016 REGULAR BOARD MEETING MINUTES

3 minutes

- Motion to approve 9/21/2016 minutes with amendment to section IX.A. made by Lisa Hill, seconded by Grace Lee. Motion passes unanimously.

V. DIRECTOR’S REPORT (Brad Tipka)

5:26- 5:35 PM

A. Academics: all online applications in place; teacher evaluations in process; Saturday school has begun: 10/15 had 31 students with 5 adult volunteers. Library field trip; added literacy lab intervention in library; NEO Learning Walk was last week

B. Facility/Finance/Logistics: 137 students enrolled; 123 non-preK; recruiting new art specialist; Q-comp plan in place; applied for Extended Day Revenue from MDE

C. Community Outreach: conference attendance still in progress. Currently at 95%; movie night had about 150 attendees; Enrichment Activities for Fall and Winter info sheet to go out this week. EL parent night was last night. Received positive feedback

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

5:35- 5:50 PM

Meets Monday/Tuesday before Board meetings @ 5 pm.

A. 990 draft – acknowledge receipt; verified board received a copy; need to verify if new board members who started 7/1/2016 should be included on page 7.

5 minutes

B. Finance report (review September packet)

10 minutes

- Dr. Chuck Speiker visited last finance committee meeting; received positive feedback

C. Timeline for working budget – finance committee to work on adjusted budget December/January

D. School furniture update

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

5:50- 6:20 PM

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

A. Authorizer oversight: (1) Board meeting observations (2) Learning Walks (3) Annual Site Visit

- Review Board meeting observation rubric
- Business manager to walk us through financial statements in a little more detail going forward. Treasurer to still give finance committee update/summary.

B. Set Open Enrollment Period

- The Open Enrollment period for the 2016-2017 school year was November 12, 2015 to January 22, 2016. If a lottery is necessary, it is usually held at the end of January/early February.

- For the 2017-2018 school year, open enrollment will be November 14, 2016 to January 20, 2017. If a lottery is necessary, it will be held January 25, 2017.
- Board to discuss and decide on school calendar at the November board meeting. Board to distribute survey to staff and families. Year-round vs Conventional.

C. Background checks – what is or is not acceptable?

- Research other school policies and statutes

D. Family Survey Results

2015-2016 Family Survey																								
grade	K	K	K	K	K	K	1	1	1	1	1	4	4	4	4	4	5	5	5	5	6/7	7	7	Average
my student feels safe at school	2	1	1	1	1	2	1	1	1	2	1	1	1	1	2	2	1	2	3	2	1	1	1	1.4
my student is not bullied at school	4	4	2	1	1	2	1	1	1	3	1	1	2	1	2	2	1	2	1	3	2	2	1	1.8
my student has friends at school	3	1	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	1	1.3
I check my student's folder for notes from school	2	1	1	1	1	1	1	1	1	3	1	1	1	2	3	2	1	1	2	2	4	1		1.5
I feel well informed with school news	2	1	1	1	3	1	1	1	1	3	1	1	1	1	2	2	1	5	1	2	2	4	1	1.7
I feel like I can talk to school staff if I need to	2	1	1	1	1	1	1	1	1	1	1	1	2	1	2	2	1	2	3	2	1	1	1	1.3
I feel like my child is being challenged	1	1	2	1	2	1	1	1	2	1	1	1	2	1	1	1	1	3	3	2	3	1	1	1.5
I feel like my child's social emotional needs are met	2	2	2	1	2	1	1	1	1	2	1	1	1	1	2	2	1	2	1	3	1	1	1	1.4

1= strongly agree, 2 = agree, 3 = don't know/neutral, 4 = disagree, 5 = strongly disagree
 K notes: could use advanced notice on events, email blasts, etc
 hope can keep responsive learning environment as child advances in grade. Also hope to keep balance in academics and natural exploration of learning

E. Discuss December board meeting date – move December meeting to Wednesday, December 14, 2016

F. Ramsey County Workforce Innovation Board – nomination letter for Grace Lee

- Motion to nominate Grace Lee to the Ramsey County Workforce Innovation Board made by Lisa Hill, seconded by Corbin Connell. Motion passes unanimously.

VIII. PERSONNEL (Sarah Bunton, Committee Chair)

6:20- 6:30 PM

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

- A. Update on Executive Director evaluation committee – revamped the ED survey for staff and families; to distribute November 28 to families; staff surveys to go out Wednesday November 30. Also to be distributed at the end of the school year. Board expects 80% survey response. Committee to wrap up final evaluation in March 2017.
- B. Reconsidering staff contracts (tabled till working budget)
- C. Discuss Executive Director trip to Korea – main goals: establish practicums with teachers from Korea; potential teacher recruitment. Partnerships with schools – pen pals, teacher exchange

IX. CURRICULUM (Ji Young Kim and Dan Larson Co-Chairs)

6:30- 6:35 PM

- A. Authorizer Goals – MDE approved new running total, will have to work with NEO to adjust goals (tabled)
- B. MAP vs. fastbridge.org (curriculum committee to research?)

X. STUDENT ACTIVITIES (Lisa Hill, Chair)

- to meet on last Saturday school of the month at 10 a.m., first meeting to be 10/29.
- To look at adding fee based music lessons; art buddies – Minneapolis Institute of Art (6 week program in spring)

XI. Meeting Reflection: What went well/What can we improve: nice new chairs; board materials came out a little earlier; ED can include more reports for the Board to review on their own time.

XII. ADJOURN

Meeting adjourned at 7:12 pm