

Regular Meeting of the Sejong Academy School Board – MEETING MINUTES & JOURNAL OF VOTES

Monday, February 27, 2017 @ 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:XXPM

Board Members Attendance (“X” = present):

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

Public in Attendance:  Scott Brown    Jean Neuman (for NEO)

II. SCHOOL’S MISSION

5:17 PM

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

III. PUBLIC COMMENT - Jean Neuman said, “Nice to see everybody.”

3 minutes

IV. APPROVALS & DISCLOSURES

A. 2/27/2017 **AGENDA**

3 minutes

Note: Corbin Connell would like to discuss recess/wellness policy at March’s meeting.

- Motion to approve 2/27/2017 agenda, made by Lisa Hill, seconded by Corbin Connell. Motion passes unanimously.

B. Disclosure of any Conflicts of Interest

C. 1/23/2017 REGULAR BOARD MEETING **MINUTES**

3 minutes

- Motion to approve 1/23/2017 minutes made by Corbin Connell, seconded by Lisa Hill. Motion passes unanimously.

V. **DIRECTOR’S REPORT** (Brad Tipka)

5:26- 5:35 PM

March board meeting, Mr. Tipka will make staff recommendations. Went over NWEA MAP winter results.

Ms. Kim asked if parents in K-1 may opt out of NWEA MAP tests. **Governance committee to investigate.**

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

5:35- 6:00 PM

*Meets before Board meetings @ 5 pm.*

A. Finance report (review **January packet**)

10 minutes

B. Facility walk-through – update; will take place in March

C. Considerations: Cell Phone Reimbursement – noted this is not common. 2017-2018 staffing needs, other?

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

6:00- 6:30 PM

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

A. Strategic Planning –3 documents – review later

B. **Expansion Survey** to go out in March – Mr. Tipka to go over with staff on Wed. Translate and send home by end of this week.

C. School Climate Survey to go out in April – sooner... maybe mid-March, depends on ED eval.

D. 2 Board vacancies (1 community member + other); would like someone with PR/marketing experience Or fundraising/development experience

E. **By-law updates**

- Motion to approve by-law updates made by Lisa Hill, seconded by Sarah Bunton. Motion passes unanimously.

F. Conflict of Interest Statement – going forward, all board members will complete such a statement within 30 days of election and shall annually complete such a statement on the anniversary of their election or on such an annual date that the board may select. Statements will be ready for next meeting.

G. **Background Check and Volunteer Policy** → change name of policy to Volunteer Background Check Policy

- Motion to approve Volunteer Background Check Policy made by Sarah Bunton, seconded by Jiyoung Kim. Motion passes unanimously.

H. **Dismissal Policy**

- Motion to approve Dismissal Policy made by Grace Lee, seconded by Corbin Connell. Motion passes unanimously.

I. **Bathroom Use** discussion – Governance committee to present policy at next meeting.

J. Pledge of Allegiance discussion – Mr. Tipka observed this at the Minnetonka Professional Development; he's seen it done once a week at other schools. Board did not see the need to implement this at this time.

VIII. PERSONNEL (Sarah Bunton, Committee Chair)

6:30- 6:35 PM

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

A. **Teacher of the Year Award** –Mr. Tipka to present to staff at Wednesday's staff meeting

B. ED final evaluation – to be completed by March meeting? → to be completed for presentation to board at May board meeting.

IX. CURRICULUM (Ji Young Kim Chair)

6:35- 6:40 PM

- Motion to approve **Reading Corps award** (one K-3 Literacy Tutor and one preK tutor) made by Corbin Connell, seconded by Jiyoung Kim. Motion passes unanimously. (It would only cost us the potential cost of paying an internal coach.)

- Motion to make kindergarten and first grade full Korean classroom immersion with EL services to those who qualify and targeted English in after-school program - made by Lisa Hill, seconded by Grace Lee. Motion passes unanimously.

Note: March meeting will have discussion on Korean-English breakdown for grades 2-8.

A. **Korean Scope and Sequence** – project proposal; committee to update board after completion of each S&S for each quarter. So progress and time can be tracked

Motion to approve Korean Scope and Sequence project proposal, with stipulation that committee gives update on progress after completion of each quarter - made by Grace Lee, seconded by Lisa Hill. Motion passes unanimously.

B. **Authorizer Goals**

X. STUDENT ACTIVITIES (Lisa Hill, Chair)

6:40- 6:45 PM

*Meets the first Saturday of the month at 10:30 am.*

After school activities – update?

Futsal (Saturday's March 4-April 15). Volleyball (found coach for afterschool program)

XI. Meeting Reflection:

What went well – well organized

What can we improve –get stuff out earlier; went a little long

XII. ADJOURN

Meeting adjourned at 7:17 pm