

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

Monday, September 18, 2017 @ 5:15 p.m.

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

I. CALL TO ORDER

5:15 PM

Meeting called to order at 5:15 PM

Board Members Attendance (“X” = present):

Grace Lee (Chair) Sarah Bunton (by phone/video) Corbin Connell
 Jiyoung Kim Brad Tipka (Ex-officio) Amy Britton Lisa Hill

Public in Attendance: Scott Brown Brett Studer (NEO) Samantha Smetana
 Wendy Swanson-Choi

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 Sarah Bunton.

III. PUBLIC COMMENT - none

2 minutes

IV. APPROVALS & DISCLOSURES

A. 9/18/2017 **AGENDA**

3 minutes

- Motion to approve 9/18/2017 agenda adding discussion of Lisa Hill’s membership made by Corbin Connell, seconded by Jiyoung Kim. Motion passes unanimously.

Disclosure of any Conflicts of Interest – none. Note: Amy needs to sign Conflict of Interest Disclosure.

B. 8/15/2017 REGULAR BOARD MEETING **MINUTES** and 8/21/2017 SPECIAL MEETING **MINUTES**

4 minutes

- Motion to approve 8/15/17 AND 8/21/15 minutes made by Sarah Bunton, seconded by Corbin Connell. Motion passes unanimously.

V. DIRECTOR’S REPORT (Brad Tipka)

5:26- 5:30 PM

PLC – parent communication strategies by Mrs. Cho
Teacher evaluations
162 enrolled (17 preK), 2 students ahead of budget
Bussing and food pretty smoothly
After-school going well. A lot led by teachers
Parent-Teacher conferences 80% so far. Still following-up
900 mass mailing through postal office – no feedback
Community events – let’s keep our eyes open; continue to advertise with Korean Quarterly
Korea trip – planning committee met

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

5:30- 5:50 PM

Meets before Board meetings @ 4 pm.

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

- \$272k cash balance
- \$115k hold-back (10% hold-back: lease aid, gen ed, sped)

Strategic Planning

- Where are we now?

- Immersion experience: language K and 1st grade are 100% Korean immersion, 2nd grade is 70%, 3rd grade is 50%, 4th grade and up is one Korean class (morning meeting, classroom language); need to continue to develop the program/curriculum, add more Korean language into the day – e.g., grades 3-6 if more fluent, continue with more language; German school does tracks. Consider our terminology... - e.g., intense language experience; research other immersion models
- Demographics – 90% EL, primary grade are more diverse than the upper grades
- Smaller school community
- Where are we going?
 - More diverse; able to better retain all our students
- How will we get there?
 - Facilities, playground, expand to high school

Considerations: location rules people out more than attracts; Higher test scores...

HS Expansion – discuss at PLC in October

Note: look into more advertising opportunities

- Pre-adoption classes at Children’s Home and Family Society
- Korean Culture Camp - website

FINANCE & FACILITY continued

- B. Facility update (water fountain); met with church and discussed capital improvements; electrical
- C. Misc. 8th Grade Korea Trip during May break – come up with policy to determine what responsibilities students must follow: academic standing, fundraising participation... school budget line item? Grace to share budget with board → about \$2k/person
- D. Staffing Updates –Pre-K EA, PT Office help, SPED teacher

Motion to approve offer to Caroline LaBate for PT Pre-K EA consistent with other similar staff made by Jiyoung Kim, seconded by Corbin Connell. Motion passes unanimously.

Motion to accept recommendation of finance committee to hire PT administrative assistant to work in the office for 4 hours per day at up to \$15/hour when school is in session made by Grace Lee, seconded by Amy Britton. Motion passes unanimously.

Motion to accept recommendation of finance committee to hire one FT SPED teacher or EA paid up to \$37,500 annually made by Grace Lee, seconded by Amy Britton. Motion passes unanimously.

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

5:50- 6:10 PM

Meets the first Monday of the month from 5-5:40 pm.

- A. Board vacancies (1 community member + other)
Amy Britton accepted our invitation to serve on the Board of Directors. Today is her official start date. Amy Britton fills the community member vacancy.

Grace Lee to look into board training.

- B. Lisa Hill’s Board Membership
Board had discussion regarding Lisa Hill’s board membership. Since her children no longer attend the school, she no longer qualifies as a parent board member.

➤ Therefore a motion was made to remove Lisa Hill from the Board of Directors of Sejong Academy made by Grace Lee, seconded by Amy Britton, Motion passes unanimously.

The board appreciates Lisa Hill’s contribution and service.

VIII. PERSONNEL (Sarah Bunton, Committee Chair)

Meets the first Monday of the month from 5-5:40 pm.

IX. CURRICULUM (Ji Young Kim Chair)

X. STUDENT ACTIVITIES (???, Chair)

Discuss new Student Activities Chair

Motion to move Board Meetings back to third Monday of the month from 5-7 pm made by Amy Britton, seconded by Corbin Connell. Motion passes unanimously.

XI. Meeting Reflection: What went well? Video conferencing technology went well. Ending 20 minutes early, What can we improve? Pre-planning

XII. ADJOURN. Meeting adjourned at 6:55 pm