

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

Monday, October 16, 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 5:16 PM

Board Members Attendance (“X” = present):

Grace Lee (Chair) Sarah Bunton Corbin Connell

Jiyoung Kim Brad Tipka (Ex-officio) Amy Britton

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 Jiyoung Kim.

III. PUBLIC COMMENT - none

2 minutes

IV. APPROVALS & DISCLOSURES

A. 10/16/2017 **AGENDA**

3 minutes

- Motion to approve 10/16/2017 agenda made by Corbin Connell, seconded by Sarah Bunton. Motion passes unanimously.

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

B. 9/18/2017 REGULAR BOARD MEETING **MINUTES**

4 minutes

- Motion to approve 9/18/17 minutes with board meeting time adjustment made by Sarah Bunton, seconded by Amy Britton. Motion unanimously.

V. DIRECTOR’S REPORT (Brad Tipka)

5:26- 5:30 PM

Academics

- Did PD on ELL strategies
- Interventions – 4 new staff: 2 ADSIS, 2 Reading Corps
- Oct. 19 training coming up
- More behavior issues this year
- MS is switching back to grade level grouping for Social Studies and English – as opposed to leveled groups
- Saturday school – 51 students

Facility/Finance

- 162 students, 144.2 ADM, budget is 143
- Have to end Friday 15 minutes earlier b/c of bussing
- Library has morning checkout and classroom checkout
- After-school clubs are going well – TKD, Art, Chess, GOTR, Volleyball.. newsletter, girls futsal; Great River archery
- Ms. Day Wah has started PT admin
- There have been some bathroom improvements
- Nearly 1-1 student-device ratios
- Final library report due Oct. 30

Community Outreach

- St Paul Charter school fair is coming up – Saturday, Jan. 27

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

5:30- 5:50 PM

Meets before Board meetings @ 4 pm.

- Finance report (review **September packet**)
- FRP population: 89% 2016-2017 -> 96% (129 free, 11 reduced) FRP
- 2017: 18% fund balance; end of this year 15%, end of year five is projected to be 21% fund balance.
- Facility update. Will look into facility options for the future; CSDC (charter school development corp)
- 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; up to 40% (\$8k) from gen ed funds
- Staffing update: pre-K EA, SPED
- Facility: water fountains: school should suggest to the church to put a fountain in front of the main office

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

5:50- 6:10 PM

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

- Board vacancies (~~1 community member~~ + other); by-laws indicate intention of 7 board members; put something in newsletter for new parents
- Board Training: finance training in November (30 minutes); we'll review Board statutory requirements in future meetings
- Policies – Admissions
 - Motion to approve revisions to the Admissions policy made by Amy Britton, seconded by Corbin Connell. Motion passes unanimously.

Open Enrollment period for the 2018-2019 school year will be November 15, 2017 to January 15, 2018.

VIII. PERSONNEL (Sarah Bunton, Committee Chair)

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

ED formative evaluation will take place in November, to be presented in December

IX. CURRICULUM (Ji Young Kim Chair)

X. STUDENT ACTIVITIES (???, Chair)

XI. Meeting Reflection:

- What went well? Efficient; good discussion
- What can we improve?

XII. ADJOURN. Meeting adjourned at 6:25 pm