

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Minutes of YHALE Governing Board Meeting on October 8, 2020

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on October 8, 2020 at 6:30pm at 1441 Dunwoody Village Parkway, Atlanta, Georgia 30338. The meeting began at approximately 6:35pm.

October 8, 2020

I. ATTENDANCE:

The following members of the Board were physically present: Liza Park

The following members of the Board were present via Zoom: Marissa Le and Emile Hanem

II. Welcome any members of public in attendance – take comments

One public member was in attendance via Zoom: Bailey Dryden from the SCSC to observe

III. Approval of previous meeting minutes

Motion to approve meeting minutes for September 10, 2020 made by Marissa Le

Emile Hanem seconded the Motion

No objections to approve minutes of September 10, 2020 minutes

All in favor, seeing no opposition, meeting minutes approved by unanimous vote

IV. School Policy & Operations

- A. This is the last week for principal Jie Wu... Liza Park, Susan George and Melissa Clermont have been transitioning with Ms. Wu for the last 3 weeks. Interim Principal should be coming on next week. During this meeting, we voted on the proposal (previously sent to board members to review) from Cross & Dot which includes providing an appropriate Interim principal and assisting us in finding/hiring a permanent principal. Heather Robinson will be interim principal for 45 days. Will wait for clarification from Cross & Dot on whether 45 day interim period is counted by calendar days or work/school days. If counted by calendar days, November 23rd will be the cut off; however, if counted by work/school days, December 18th will be cut off date. Either way, we will work towards having someone in place by December.

Motion to approve proposal from Cross & Dot made by Marissa Le

Emile Hanem seconded the Motion

No objections to approve proposal from Cross & Dot

All in favor, seeing no opposition, proposal from Cross & Dot approved by unanimous vote

- B. Data Collection – this began on Tuesday, Oct. 6 and goes on to Oct. 27. Melissa Clermont and the Interim Principal will handle most of these responsibilities. We prefer to have at least 2 board members complete the webinars as well as 2 school administrative staff. Board Members to attend annual training (November, February, or April)
 - C. Our bookkeeping/accounting/CFO service provider Avolon has introduced us to our full team.
 - D. We have not had a response to our initial CLIP submission yet. Next phase is the budgeting for it – our accounting team and Interim Principal will handle that.
- V. School Set Up
- A. Less issues with hybrid classroom/technology these days... all teachers and students seem more comfortable.
 - B. All insurance has been completed – including the surety bond for real this time
 - C. New janitor team working out well... no more complaints in that way.
 - D. PTO has started up... need to start to set up committees with parents who are filling out volunteer forms.
- VI. Marketing
- A. Should we advertise anymore? Utilizing social media (FB, Instagram)
 - B. Permanent outdoor sign getting done – have certain rules to follow for signs near the street and entranceway.
 - C. Normally would have grand opening and invite media – but no one allowed into building unless necessary due to Covid restrictions and gathering restrictions
- VII. Old Business
- A. Pandemic Plan – we added a bit to our pandemic plan to include how attendance would be counted for online students and students who use online if can't come to school because of symptoms or quarantined.
 - B. Security system working well – but we've had to remind church officials that doors can never be propped open during school hours. They agreed.
 - C. Principal says that science dilemma has been resolved. Target language teachers are teaching science in both languages for the most part. All units that will be tested for 5th graders are primarily taught in English but the vocabulary and basic concepts are also given in the target language. Preparation testing will be in English.
 - D. Target language teachers have been teaching PE outside and in the gymnasium... so separate PE instructor may not be necessary.
 - E. Two teachers had to leave for serious illness (not Covid related) reasons. Both have been replaced with new teachers who are doing very well.
 - F. Lunches have been provided through Gwinnett, and is going well

VIII. New Business

- A. Looking at new space for next year because it probable that our current space will not accommodate all students well when all students are in-person and the student body grows. Looking at facilities in same general area... west side of Gwinnett County generally in west side of Duluth and Suwanee. Duluth Montessori School is on sale. Will set up a tour to see facility and classrooms. If we are able to be at a new place by January, that would be ideal for recruitment purposes.
- B. Process for finding/hiring new principal. We have candidates and have posted the position. Review and develop our timeline- for the remainder of October, we will be advertising and collecting resumes. November will be utilized for narrowing down candidates, and conduction interviews. Criteria for a principal who is bilingual in Mandarin or Korean? Is it necessary? There are many advantages to having a bilingual principal, such as communication with parents and assisting students in target language.

IX. Executive Session – to discuss principal candidates if any

Board was not ready with an organized list yet. Will discuss at future meeting.

Governing Board Meeting Adjourned at 7:49pm.