

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Governing Board Monthly Meeting Agenda

October 8, 2020

- I. Board Members – attendance
- II. Welcome any members of public in attendance – take comments
- III. Approval of previous meeting minutes
- 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 vote 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.
 - 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.
 - 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 any more?
 - 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... 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.

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.
- B. Process for finding/hiring new principal. Review and develop our timeline.

IX. Executive Session – to discuss principal candidates if any