Yi Hwang Academy Of Language Excellence (YHALE)

Minutes of YHALE Governing Board Meeting on March 21, 2019

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on March 21, 2019 at 6:30pm at 1441 Dunwoody Village Parkway, Atlanta, Georgia 30338. Quorum was achieved and the meeting was called to order at 6:51pm.

I. ATTENDANCE:

The following members of the Board were physically present: Liza Park, Melanie Zambrano, and Megan Johnson.

The following members of the Board were absent: Marissa Le, Spiceda Davis Jackson and Greg Evans.

II. APPROVAL OF PREVIOUS MEETING MINUTES:

Melanie Zambrano made a motion to approve the minutes from the previous meeting held on February 25, 2019.

Megan Johnson seconded the motion to approve the minutes. Motion passed without objection.

III. SCHOOL PRE-OPENING CHECKLIST ITEMS TO APPROVE:

A. Our lease with Sugarloaf Korean Baptist Church was approved by SCSC, we then executed the approved lease, and then it was submitted to the SCSC.
B. Four board members attended the new school orientation on March 12.
C. All but one board member has completed the board members training now.
D. Confirmed current contact info of board members
E. We will provide written notice of opening to GaDOE by April 1.
F. We will establish an official email system by April 1 – based off our website. Board would like to look into using www.yhale.com in addition to our current website URL.
G. Elisa sent us personnel handbook options, and they were previously distributed to board members. After discussing the options, Megan Johnson made a motion to adopt the Foothills Faculty Handbook with along with any policies we have already approved. Melanie Zambrano seconded the motion, and the motion passed without objection.

IV. SCHOOL SET UP
A. Teacher Recruitment
   1. We will begin official teacher ads now that our lease has been executed.
   2. We no longer require a video of teaching from applicants. Instead teacher candidates narrowed down to the last interviews will teach a concept during the interview.
   3. We can work with TNTP for teacher recruitment.

V. MARKETING
A. Ad campaign begins now that we have our lease/location. KTN ads begins soon.
B. Discussed canvassing. Melanie proposed doing targeted mailers instead. We will gather more information on mailers.
C. We need to concentrate on mailing lists to send school info.

VI. OLD BUSINESS
Another grant application was submitted on March 2. This one was specifically for DLI programs.

VII. NEW BUSINESS
Board members Roy Neill and Alex Sonu have decided to roll over to the advisory board.

VIII. EXECUTIVE SESSION
Melanie Zambrano made a motion to move into executive session, and Megan Johnson seconded the motion. The motion passed without objection. Board to discuss personnel, our lease and real estate and prospective board members.

IX. ADJOURNMENT
Meeting adjourned at 9:02pm.