

## **Yi Hwang Academy of Language Excellence (YHALE)**

Minutes of YHALE Governing Board Meeting on August 6, 2020

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on August 6, 2020 at 6:30pm at 1441 Dunwoody Village Parkway, Atlanta, Georgia 30338. The meeting began at approximately 7:05 pm.

### **I. ATTENDANCE:**

The following members of the Board were physically present: Liza Park, Marissa Le, Melanie Zambrano

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

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

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

### **III. Approval of previous meeting minutes**

Meeting minutes from special meeting will be approved in our next meeting.

### **IV. School Opening Prep Checklist**

#### **A. Our next deadline is August 31 to turn in CLIP – new date**

In contact with Ms. Cliete who is helping to streamlining the process.

#### **B. Data Collection Training is usually in August but is on Webinars now**

Ms. Han was going to attend initially, but we will now send Susan George.

#### **C. Furniture purchase – this Friday & weekend at Duluth Montessori School**

Liza Park will attend sale to see if there is anything we can use.

### **V. School Set Up**

#### **A. Teachers continue professional development and training**

#### **B. We are setting up liability insurance and surety bond**

#### **C. Next week will install shelves, backpack hooks, sneeze guards, wall removal**

#### **D. Zoom meeting with parents one more time because delayed start?**

We are needing to replace the 2<sup>nd</sup> grade teacher. Memo was sent to the parents Monday night regarding the delayed start. There were 2 withdrawals, and approximately 3-4 new students per week. Liability insurance meeting will take place tomorrow 8/7/2020. Surety bond is pending Alicia.

VI. Marketing

- A. Should we advertise any more?
- B. Need a permanent outdoor sign for YHALE & YHALE Preschool
- C. Have Banner done – need to install

Brandon (hired handyman) is working on new installations this week. Brandon will handle outdoor sign & banner installation. New desks were purchased, and we will still be using sneeze guards. Wall was removed, accordion wall is going up and the decision has to be made on that.

VII. Old Business

Approved financial management services in special meeting with Candy Yu

Teachers are still in quarantine

We are interviewing replacement teacher for one who had to resign due to Covid

Teachers will rotate shifts to cover being at the school. We need to figure out how to unlock the computers- will confer with Emile Hanem's husband, who works in the IT field. Sick teacher has not yet received test results (resigned). DLI on 8/29; Marissa Le and Emile Hanem signed up with Ms. Wu. Saturday interview will take place for teacher replacement. Ms. Wu and Susan George are working on a substitution list. Harder to find substitute teachers, but we have a working list.

VIII. New Business

Installing security system, Ring System, Accordion wall

School will be switching to AT&T internet services. Church specifically wants Ring. We have two doors to cover on camera.

IX. Executive Session –

- A. Personnel – administrative / office / office manager /compliance

We did not move into Executive Session this meeting.

X. ADJOURNMENT

The meeting was adjourned at 8:25pm.