

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Minutes of YHALE Governing Board Meeting on July 8, 2021

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on July 8, 2021 at 6:30pm at 1441 Dunwoody Village Parkway, Atlanta, Georgia 30338.

The meeting began at approximately 6:37pm.

I. Attendance of Board Members

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

The following members of the Board were present via Zoom: Emile Hanam, Ji Ma, Melanie Avila, and Marissa Le

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

Dr. Yu, Principal

Susan George, Director of Operations

Christina Ketmayura

Ami Hastings

Kevin Tremble

III. Approval of previous meeting minutes

Motion to approve the meeting minutes for June 3, 2021 made by Marissa Le

Ji Ma seconded the Motion

No objections to approve minutes of June 3, 2021

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

IV. School Policy & Operations

A. Principal report – updated calendar

a. In June- moved out of the Sugarloaf Korean Baptist Church

b. Successful Summer Camp

i. Very successful

ii. Students moved up a level in Tae Kwon Do

iii. Susan George successfully made Summer Camp possible with Ms. Kim.

c. New curriculum and hiring of new staff

d. New Location and working on layout at this time

B. Reporting to the SCSC or GaDOE – building packet, Dr. Yu also superintendent

C. Federal Programs reporting – the CLIP is due this month – Heather’s new role will be the school’s consultant

D. Board members training

- a. Required Governance training certification portal open
 - i. All members have completed training
 - b. Board and admin retreat on July 10 at new building
 - i. Board and admin meeting will be at the new school location. Will not be a retreat, but an extended meeting starting at 10:15am.
 - ii. There will be an agenda to review
 - 1. Building, marketing, committees, playground planning, enrichment program, pandemic plan, and tours
- E. Covid Update & Pandemic Plan – Reconsideration of masks for students – CDC guidelines v. optional
- a. At the end of May, the Governor lifted the Executive Order to wear masks. How does this affect schools? School districts still have their own decision-making authority on this issue on masks, regardless of the Governor’s decision. Other districts have made masks optional.
 - b. Opening floor for comments- right now, it is our policy that everyone wears masks. Will need to make a motion and vote on the pandemic plan. The Board will need to send the plan to the SCSC. CDC has not changed their stance on the masks for schools. Things are still shifting based upon new information. Can we make changes within the policy as far as outdoor/indoor mask-wearing and vaccinated adults? Vaccination information is confidential- it cannot be mandatory to ask for verification one way or another.
 - c. Decision can be made at the Meeting on 7/10, or call a Special Meeting, or wait until August 5th Board Meeting
 - d. Policies can be changed mid-year or at any time, but will still need to be sent to the State
 - e. Issue will be picked back up on 7/10 Meeting to discuss. If we cannot come to an agreement, we can revisit after the Parent Zoom to have more of an idea of how parents feel.
- F. Governing Board meetings
- a. Meeting dates for FY 22
 - i. The first Thursday of the month
 - ii. Two months that we may want to move it to the second Thursday (September 9th – first Thursday is near Labor Day; and April 14th- first Thursday is during Spring Break)
 - iii. Dates will be posted on the Website, per usual
 - b. Grand Opening this Fall or wait until safer Covid conditions
 - i. Should we incorporate with the Moon Festival in September? No, too soon? Maybe during the Lunar New Year? Or after the pandemic is over.
 - ii. First Impression is important. May need to push out until next year
- G. Summer camp – final report plans for next year – Susan and/or Dr. Yu
- a. Summer camp used as a marketing tool and introduce YHALE

- b. Students to enjoy and use camp as a time to learn
- c. Broke even with finance- went above the goal
- d. Great Fundraiser for the enrichment programs
- e. Dr. Yu was a great person to have at camp to get the kids moving and having fun in the morning
- f. Teachers did a great job with teaching during camp, and the Mandarin and Korean students learned how to count and characters. The technology class helped with keyboard typing

V. School Committees, Support Organizations

A. Special Programs Report

- a. n/a at this time

B. Organizing first committees: facility, marketing, curriculum, finance, fundraising/special events

- a. Parents can join these committees. When these committees meet, they have to have an agenda, have minutes, etc. to follow the Board meeting policies.
- b. School Policies may be another committee to start
- c. Want to get survey out to parents regarding committees before parent zoom on 7/14
- d. PTO money is separate from the school money to do as they decide

C. PTO comments, remarks, report or presentation – lunches

- a. Christina Ketmayura presenting
- b. Topics heard from parents: heightened interest in school lunches. Cindy Park is someone Christina Ketmayura knows to offer school menu daily to students as an option for school lunch
 - i. Lunch plan within the initial application incorporated a cultural aspect. COVID happened and individual packaging was mandatory, so we had to hold off on the lunch aspect.
 - ii. Lunches from this vendor will be individual packaged.
 - iii. One vendor to do all the different lunches will be easier and more convenient.
 - iv. U.S. Dept. of Agriculture still providing the lunches thru 2022- still an option for students this year
 - v. Concern for vendor about how much the interest the parents will have to participate- will there be enough interest for the vendor? Can we roll out slowly- 2 or 3 days a week as an option? Keep in mind for future years.
- c. PTO Board meetings will be held Tuesdays before the Governing Board Meeting (First meeting may be 8/3- will confirm)
- d. Is YHALE doing Open House? Wanting new information and communication to ease parents' worries and concerns. Parents want information on new location/layout/playground

- e. Grant Writing- Have contact for someone who can lay foundation for Grant and repurpose what already is existing. Susan George and Dr. Yu will be the point of contact to structure this.
- f. PTO want to focus more on large fundraising events, rather than smaller ones like ice cream, since parent volunteers are need for things like that
- g. PTO asking to visit committees so as not to overlap between the organizations – Facility, curriculum, and finances will have to stay within the Board. These are things that run the school and that the State reviews to approve. PTO – room parent, events, special project coordinators, loyalty programs (box tops, etc). Liza will ask Greg and Heather how they make distinction, and get back to PTO.
- h. Annual funds- YHALE families \$250 annual voluntary donation/contribution to use for various things for the school
 - i. PTO vs. School goals working together towards common goal
- i. Orientation – PTO will have a table and recruit parent volunteers (Aug 5&6 Orientation) More information on Orientation will be available after this Saturday 7/10 meeting

VI. Marketing & Enrollment

A. Enrollment for 2021-2022 – summer marketing

- a. Ji Ma wants to create WeChat hook to increase the enrollment numbers and interest in the school for new families– to discuss more on 7/10
- b. May be able to do a tent event outside with a Meet and Great, first glance, pictures of layout and process
- c. Flyers ordered to draw more interest
- d. Banners/signs need to be approved beforehand by the property
- e. Need deadline (end of the month), retention, groups on Facebook, social media to bring in more interest and enrollment
- f. Use of apps like FB Groups, Nextdoor App (for carpools, as well), Mom groups, parent groups, etc. – bring ideas to meeting on 7/10

VII. Old Business

A. New Building – playground, play field, gym, signs, security, uniforms

- a. Parents have fears and concerns. Liza will address in email to parents. The issue is that everything is fluid and changing on a daily basis.
- b. Playground will be on the westside of the building in the grassy area. Bushes and trees will be taken away and the layout will be changed to level out the area to build the playground. There is a bidding process for the fencing companies. The landscaping will be done by the building landscapers.
- c. Play areas/playground and library can be goal of PTO funding usage initially. Goal: at least \$50,000.00

- d. Play field – Tamecha Buck to look into artificial turf for parking area that will not be in use as parking, for soccer, chase, games, other sports, etc. – would want to use the CSP Grant for this
- e. Gym – we have a large open area that is almost the same size of a standard gymnasium. Will be used as a multi-purpose room within the building.
- f. Signs- very strict policies within the contract
- g. Security – State has approved
- h. Uniforms – thicker option in material

Motion to adopt the updated school calendar for 2021-2022 made by Marissa Le Emile Hanem seconded the Motion

No objections to approve the updated school calendar for 2021-2022

All in favor, seeing no opposition, motion approved by unanimous vote.

- VIII. New Business – phased in floor plan and renovations timing
 - a. Phased in floor plan – when the school opens, the school will not look as the way it is fully planned
 - b. Construction will be ongoing throughout the year while school is in session
- IX. Executive Session
 - None
- X. Adjournment 8:46pm