

## YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

### Minutes of YHALE Governing Board Meeting on September 9, 2021

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on September 9, 2021 at 6:30pm at 4550 Green River Parkway, Duluth, Georgia 30096. The meeting began at approximately 6:33pm.

#### 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: Marissa Le, Emile Hanam, Ji Ma, and Melanie Avila

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

Kevin Tremble  
Ami Hastings  
Dr. Yu  
Christina Ketmayura  
Si Lee  
Nancy Carpenter  
Melissa Clermont  
Susan George

#### III. Approval of previous meeting minutes

Motion to approve the meeting minutes for August 5, 2021 and August 15, 2021 made by Marissa Le  
Emilie Hanem seconded the Motion  
No objections to approve minutes of August 5, 2021 and August 15, 2021  
All in favor, seeing no opposition, meeting minutes approved by unanimous vote.

July 8, 2021 minutes will need to be uploaded to website and Board will review and approve in October meeting.

#### IV. Progress Report and Report Cards

- A. 8 reporting – 4 progress reports, 4 report cards – awareness for parents to know where students are in benchmarks and grades (9 weeks)
- B. 1<sup>st</sup> time will be paper reports – not through Infinite Campus. The rest will be through Infinite Campus platform
- C. Change in policies – update in handbook- Grade 3, 4, & 5 to receive letter grades (instead of Grades 4 & 5 only receiving letter grades)

Motion to approve the change the school policy regarding progress reports, report cards, and grading, such that there are 4 progress reports, 4 report cards, and Grade 3,

4, & 5 to receive letter grades in the ELA subjects (English, Language Arts, Math, and Social Studies) made by Marissa Le  
Emilie Hanem seconded the Motion  
No objections to approve the Motion  
All in favor, seeing no opposition, Motion approved by unanimous vote.

V. School Policy & Operations

- A. Principal report – beginning of school updates
  - a. Updates on things accomplished- start of school, Mobile library, construction, WIDA and GKIDS Testing, Carpool, Lunch, Added Staff/Changed Staff, CLIP, COVID, Enrichment
  - b. In process- CSP monitoring visit, SCSC monitoring visit, Lunar Festival/Korean Thanksgiving, Progress Reports, Book Fair
  - c. Current Enrollment Numbers- Withdrawals 6 (due to COVID situation), No Shows 8. Total students 213
  - d. Thank you to all parents and volunteers for all the help and assistance with everything in the school
- B. Reporting to the SCSC or GaDOE – SCSC documents due September 13; CSP Grant visit on September 22; SCSC school visit on September 30; school head court October 5- the number of kids in school on that day will be our number
- C. Federal Programs reporting – CLIP report done; Prep for Data Collections in October – Heather Robinson and Melissa Clermont
- D. Board members training for 2021-2022:
  - Wednesday, November 10 @ Callaway Gardens Hotel & Resort
  - Wednesday, February 9 @UGA Center for Continuing Education & Hotel
  - Wednesday, April 13 @ Loudermilk Conference Center
    - This year will be one day in-person (6 hours) then must do the rest of the courses online
- E. Covid/ Pandemic Plan – review policies & procedures; current CDC guidelines
  - a. Melissa Clermont suggested to review the Public Health Department guidelines regarding contact with Covid- Dr. Yu confirmed that we have been following both the Public Health Department and CDC guidelines, as they are the same policies and procedures.
- F. Grants – Deadline for CSP – due date was September 30, 2021, now extended for a year until August 2022; Grant by Korean Consulate Education Center received about \$11,000
- G. Free & Reduced Lunch (FRL) – Verify applicant qualifications; National School Lunch Program (NSLP)
  - a. 50 applications for Free & Reduced Lunch, not all qualified; but this is still ongoing. We did not budget for this many FRL students (30-45 students) – budgeted for 15 students. School has to absorb this cost- do we continue with lunch program? We can do fundraising for this cost. Look to become a member of the National School Lunch Program, but there are regulations associated with the program- most Charter schools do not choose to be a part of the program because they don't want to be

regulated. National School Lunch Program will reimburse a certain amount. Vendor must also be a part of the National School Lunch Program. There are zero vendors with Asian cuisine that are currently approved. Our food vendor will have to do all the paperwork to become approved, as well- or we have to find a new vendor. Board is a part of this because it includes budgeting and cost. Must make sure all FRL students are really qualified. FRL funding is helpful with other areas of school. Will continue discussions throughout the year and need to be aware of.

- VI. School Committees, Support Organizations
  - A. Special Programs Report – none this month
  - B. Organizing first committees: facility – Emilie; marketing – Ji; curriculum – Liza; finance – Melanie; fundraising/special events – Marissa
    - a. Ji, Marissa and Kevin had a committee meeting last week to discuss marketing and fundraising/special events
    - b. Fundraising PTO vs. School separation guidelines
      - i. PTO direct support organization for school
      - ii. School fundraising for capital campaigns
      - iii. School spirit week/fundraising
  - C. PTO comments, remarks, report or presentation – Grief counselor from Kate’s Club; committee assignments; upcoming events
    - a. Ami Hastings PTO report
    - b. 501(c)(3) approved, able to proceed with payment platforms and banking system
    - c. annual fund campaign to raise money for target language library and the playground
    - d. book fair coming up as a fundraiser for teachers and classrooms
    - e. Moon Festival and Korean Thanksgiving – gearing up for volunteers
    - f. ASLA came in to donate water, sanitizing wipes, kids face masks- local high school group chose YHALE to assist. One of the parents (PTO board secretary) is an advisor of this group.
    - g. Anonymous donor \$15,000.00 towards the playground
    - h. Parents to donate- maybe a match program in donations
- VII. Marketing & Enrollment
  - A. Enrollment for 2021-2022 – rolling admissions
    - a. Applications still coming in – need to make sure we still have space for these applicants
  - B. Count Day October 5<sup>th</sup> – what special event to do (dedicate new playground?)
    - a. Picture day on October 5<sup>th</sup>? All companies spoke to were booked for 10/5, so we need to find another company- Ji Ma has a company that is available. Will discuss directly with her.
- VIII. Old Business
  - A. New Building – playground, gym, signs, security, larger classrooms, etc.

- a. Playground Dedication to Chase Fernandez- late in October, will figure out what day would work best
- b. Gym is the main area – used as additional lunch room space, as well to social distance within each table/seat
- c. Signs and Security are in process
- d. Larger classrooms- renovations still planned out

IX. New Business – phased in floor plan and renovations timing

- a. In process floor plan still ongoing- work in progress

X. Executive Session

N/A

XI. Adjournment 9:07pm