

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Minutes of YHALE Governing Board Meeting on July 13, 2023

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on July 13, 2023 at 6:30pm at 1441 Dunwoody Village Parkway, Suite 100, Atlanta, GA 30338. The meeting began approximately at 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, Lya Clay, Tamecha Buck, and Marissa Le

II. Welcome any members of public, announcements & take 1st public comments

Ami Hastings
Jessica Miller
Anthony Chung
Suchada
Johnny
Susan George
Esther
Jeff Fu

Jessica Miller is a parent of two girls at YHALE and she is the on the PTO. Wanted to bring up potential of allowing nuts at school. Liza stated we are having a discussion about the lunch vendor today and Saturday. For the school, it comes down to a liability issue. Ms. Miller stated that Brookwood Elementary at Forsyth Co. did not restrict nuts. Each child has a restriction/meal plan if they are allergic. Ms. Miller willing to research and talk to other schools on how they are able to incorporate it in the school. Liza stated that most vendors keep it nut-free because of liability. Ms. Miller clarified that she didn't mean the vendors incorporating nuts in lunch; but for parents to be able to bring nuts. Agree to start with a comprehensive survey.

III. Approval of any previous meeting, special meeting and/or emergency meeting minutes

Motion to approve previous monthly meeting minutes for June and the YHALE Budget Hearing minutes on June 15, 2023 and June 23, 2023, made by Marissa Le
Emile Hanam seconded the Motion
No objections to approve the Motion
All in favor, seeing no opposition, Motion approved by unanimous vote.

IV. Old Business – Dr. Yu's last day was June 30, 2023. Her official letter of resignation was May 16, 2023. Board began the search for potential candidates for replacement. Anthony Chung signed contract around June 15, 2023.

Motion to ratify Anthony Chung's contract made by Marissa Le
Emile Hanam 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 –

- a. CLIP completed- due on June 30, 2023. Was turned in on time.
- b. Cross Functional Federal Monitoring corrections were completed.
- c. Heather, state liaison, Liza worked on additional email/corrections this week
- d. Mr. Chung's Report:
 - i. Started on July 1, 2023
 - ii. Met with Dr. Yu for transition. Met with staff and admin. Getting to know the school's profile to give him an opportunity to strategically plan
 - iii. June 29th, there was a principal meet and greet.
 - iv. Leadership meeting- hearing from the staff and getting to know everyone. One more vacancy to fill. Working with Suchada on filling that position. Waiting to hear from the candidate- offer sent
 - v. Student Orientation Day is coming up- getting ready for that
 - vi. Getting school ready for start of the new year. Staff starts Monday July 24
 - vii. Principal email to be sent out tomorrow.

B. Orientation Day – scheduling of orientation and make-up day

- a. Need volunteers to help July 27 and/or July 28
- b. Orientation Day is July 28
- c. Two different locations to man this time around
- d. Will discuss in depth at Saturday's Workshop

C. Reporting to SCSC or GaDOE –

- a. Middle school application has been submitted again, starting with 6th grade for Year 2024/2025- response is that we are still ineligible, because the 3rd year of data is still not yet available to the State. Auditing may get done sometime in August instead of October. Liza isn't sure if the completion of the audit will make a difference. March 2024 is when we find out if we meet standards for 2022-2023. That is the completion of the data timeline. May have to run a separate recruitment and lottery process just for 6th grade if approved. End of April will be the deadline, so it'll give about 2 weeks for recruitment. May have the option of applying with Gwinnett County. Funding may be a bit more per child, but may lose a bit of control within the district level. We usually see schools moving from districts to SCSC. Liza talking about all options because of issues within the school monitoring history.

D. Board Business: Additional board members: education background member; review handbooks prior to workshop; financial amendment tonight; uniforms – navy polos option?

- a. Board members are nominated- keep in mind
- b. Workshop- plan and keep in mind other topics to review
- c. Parents Bill of Rights- need to work on and review
- d. Parents Right to Know – just adopted what the DOE sent out as a model
- e. Amended financial policy in January. Realizing that we should make another amendment. Anything above \$5k needs 3 quotes. Harder for admin since that amount is low. Liza has been advised raise threshold to between \$10k - \$20k.

- f. Navy polo options- shown sample options. Can have solid navy with logo on the front ready for start of school Trim won't be ready until October

Motion to approve raising the threshold for obtaining three written quotes before purchasing to \$15,000 made by Marissa Le

Emile Hanam seconded the Motion

No objections to approve the Motion

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

Motion to approve navy polos as an option for YHALE student uniforms made by Marissa Le

Tamecha Buck seconded the Motion

No objections to approve the Motion

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

Motion to approve navy polo with the white logo embroidery as an option for YHALE student uniforms made by Marissa Le

Lya Clay seconded the Motion

No objections to approve the Motion

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

Will hold off on motion for trim until Saturday's workshop.

- E. Summer Scheduling: July 19, 2023- Zoom parent mtg with the board; July 15, 2023- Summer workshop from 9am – 3pm;
- F. Financial – Candy Yu – Updated financial reports; budget 2023-2024 approved on June 23, 2023 – not with us at today's meeting today
- G. Operations/Health – Susan: June Report sent to Board Members-
 - a. Tours done throughout June
 - b. Andrew Lee worked with students to retake Milestones testing
 - c. June Camp success
 - d. July Camp underway
 - e. Suchada and Dr. Yu conducted interview throughout June
 - f. Chinese teachers around the area met at YHALE on June 11 for workshop on teaching Science
 - g. Anthony Chung came to visit on June 13
 - h. Susan and Mr. Chung attended the School Safety Conference in Athens, GA on June 19-20
 - i. Ordered desks and chairs to arrive in the middle of July
 - j. Mr. Chung Meet & Greet with staff was on June 27
 - k. Parent Summer Meeting June 28- introduced Mr. Chung and recognized Dr. Yu
 - l. Worked on checklist to get ready for the new school year

Hired new facilities person to assist with building facility maintenance – starts on Monday

VI. School Committees, Support Organizations

- A. PTO – New co-presidents for 2023-2024- Ami Hastings volunteered to represent PTO today. PTO in a meeting today. Ami has been president of PTO for three years. We now have 2 new PTO Co-Presidents this year.
 - a. PTO putting together a flyer for Orientation. PTO planning to be at Orientation to recruit

- b. Library Literacy Committee
 - c. Playground rep discussion for future move
 - d. Fundraising PTO
 - e. Be on the lookout for PTO email
- B. Committee Reports:
1. Fundraising/special events – Marissa – Special Events committee meetings starting August 8th. Planning to set it for every second Tuesday of the month.
 2. Facility – Liza & Emilie – Building plans – received contract today. Certificate of Occupancy is main concern at this point in time
 3. Marketing & Enrollment – Kindergarten Popsicle Playdate on July 29th 10am-12pm at EE Robinson Park, Sugar Hill, GA
Melissa – Update on enrollment- update on Saturday Workshop
 4. Academic & Student Programs – Liza – House System Reveal done before the end of August– email for YHALE Ambassadors applications to be sent out on 7/17. 5th grade leadership workshops – July 22 & July 27; this Academic & Students Program Committee meets on 3rd Thursday at 6:30pm... next mtg on 7/20/23
 5. Lunch / 3rd Party Vendors – Tamecha – Lunch contract proposals – vote on one
 - a. Yay! Lunch is higher price point than Chef Advantage
 - b. Chef Advantage emailed on Tuesday- waiting on contract to be returned to him. Possibly getting parents set up/ introduced. July 15th, the system will be ready to go
 - c. Using vendor’s platform vs. using our own platform- financial question, extra work- will discuss at Saturday’s Workshop
 - d. Staff for Servicing/portioning of lunch for students costs money

Motion to approve Chef Advantage as YHALE’s 2023-2024 Lunch Vendor made by Tamecha Buck
Emile Hanem seconded the Motion
No objections to approve the Motion
All in favor, seeing no opposition, Motion approved by unanimous vote.

VII. New Business – Prep for new academic year – admin is working on this every day. There will be some hiccups in being in two different buildings- just need to prepare for that. Admin will be in the new building as well as the old building. Still deciding on most equitable and practical thing in movement of classrooms. Anthony Chung will send his email out on Monday to include location of classroom.

VIII. 2nd Public Comment Section
 None at this time

IX. Executive Session

Motion to enter Executive Session and pause the open meeting at 8:33 pm made by Marissa Le
Emile Hanam seconded the Motion
No objections to approve the Motion
All in favor, seeing no opposition, Motion approved by unanimous vote.

Real Estate Discussion, Personnel Discussion

Motion to end Executive Session and un-pause the open meeting at 9:19 pm made by Marissa Le Lya Clay seconded the Motion
No objections to approve the Motion
All in favor, seeing no opposition, Motion approved by unanimous vote.

X. Adjournment 9:19pm