

# YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Minutes of YHALE Governing Board Meeting on October 5, 2023

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on October 5, 2023 at 6:30pm at 1441 Dunwoody Village Parkway, Suite 100, Atlanta, GA 30338. The meeting began approximately at 6:35pm

## 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: Tamecha Buck and Emile Hanam.

## II. Welcome any members of public, announcements & take 1<sup>st</sup> public comments

Mr. Chung  
Tomiko Park  
Susan George  
Candy Yu (Avolon)  
Ankut Jain (Avolon)  
Audrey Chuong  
LaToya Bailey-Johnson  
Johnny  
Katherine  
Ji Ma  
Ami Hastings  
Amanda Maziarz

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

**Tabled until the next board meeting in November when the Board Secretary is present, just in case there's any question.**

#### IV. School Policy & Operations

- A. 1. Principal report – Mr. Chung - staff update & perfect attendance

**There's an improvement of staff attendance.**

**August 2023: Perfect attendance 42.9%, Imperfect 57.1%**

**September 2023: Perfect attendance 51.9%, Imperfect 48.1%**

**Recent hires:**

- Tomiko Park (Academic Coach, Testing Coordinator, Gifted Support Lead)
- Teresa Xu (Chinese teacher replacing Dr. Yang)
- Amber Lewis (SPED teacher)
- Ruth Wilson (Paraprofessional)

2. Milestones report - Ms. Tomiko Park

- **GA Milestones report will be provided to Mr. Chung in the near future. Presented the importance of FTE and MAP.**
- **4 Major Groups Receiving Additional Funding per FTE: EIP (43), SPED (19), ESOL (90), GIFTED (41).**
- **FTE, Student Class and CPI (Classified Personnel Information) Reporting – submission deadline October 24<sup>th</sup>, 2023. FTE was successfully submitted on October 3<sup>rd</sup>, 2023.**
- **MAP to predict GA Milestones results.**

**MAP Reading results of Grades 3-5:**

- Beginning Learner (6.45%)
- Developing Learner (22.58%)
- Proficient Learner (44.35%)
- Distinguished Learner (26.61%)

**MAP Math results of Grades 3-5:**

- Beginning Learner (3.2%)
- Developing Learner (20%)
- Proficient Learner (43.2%)
- Distinguished Learner (33.6%)

- In summary:
  - **If focused on EOTY results, will see a decline in student achievement year after year**
  - **Design action plans to progressively track and monitor Beginning and Developing Learners**
  - **Additional resources and a possible Reading Coach is advised to address growing data across Beginning and Developing Learners.**
  - **Consistently track and monitor performance on Reading, Math and Science standards.**

B. Reporting to the SCSC or GaDOE –

- Monitoring docs submitted on Sept 18
  - Liza to send the updated Employee Handbooks to Michelle Park to be posted on the website.**
- SCSC School visit on Oct. 10
  - School to review security measures/requirements and make sure inventory that's paid out of public funds are in proper place. Big thanks to Tomiko, Dr. Le, Suchada, Susan and Mr. Williams to prepare for the SCSC's visit.**
- Working on data collection due on Oct. 24th

C. Board Business - Any other submissions for board member with Education background

**If anyone wants to nominate, please contact any board member.**

D. Finance Report: Candy Yu and Ankit Jain

- **Current versus Projected FTE is very close 400 vs. 409.**
- **Our financial modeling looks very strong. YTD budget surplus of \$22,319.**
- **163 days cash on hand (minimum is 60 days)**
- **2 Funding Sources: FTE (higher ESOL, Gifted and other area) and Teacher's qualifications**
- **End of Oct/ Beginning of Nov –revisit if budget needs to be adjusted**
- **Maintenance & Operation tends to be higher in the beginning of the school year. It is 17.15% actual versus 15% budget**
- **Still waiting for DLE to change our bank (only the Operating account) from Well Fargo to Regions. They have all the docs as of yesterday. Hoping to have the transition happens in October.**

- Completed by Sep 30 filing the required DE046 report to DOE (budget vs actual from last year).

- Did the filing completion report for all grants for last year- which means the school can receive new grants info for the new school year (in Nov/Dec). Majority we spent 100% of the grant. There were a few we didn't have enough expenses to fulfill.

- MOE and Excessive cost analysis draft are submitted- pending DOE to review

- Charter Renewal 5 year projection- started working on this.

E. General Policies: Updates in handbooks and policies approved last month

Liza has put together the Protect Students First Act and will send to Michelle Park.

F. Operations/Health – Susan

1. Tours are ongoing. We've had a few from out of state. I will give a tour tomorrow, 10/5/23 to an out of state family.

2. Tomika Park joined us in September.

3. New doors have been installed and painted for Ms. Pu's room.

4. Lunch service was better in September. We had a couple of late deliveries – still able to serve lunch on time, but it was hectic. There were a couple of days that we were short.

Sam, a representative, agreed to reimburse us for our purchases.

5. Door security for 4450 has been installed. We have new key cards that can be used at both buildings.

6. The HVAC unit for Ms. Haley's room has a bad compressor. We have a temporary cooler. Need to go through payment agreement with landlord.

7. On Sept 9, the 3 rd and 4 th grade classes had a change for their lunch and recess time. This allows the students to enjoy recess at the playground. Students could opt out and stay indoors for recess.

8. School pictures was a smooth process.

9. Ms. Teresa Xu took over Dr Yang's class after DLD.

10. Worked with the target language coordinators – renewed subscriptions.

11. Spent a few days assisting with Safe School Plan (Susan, Mr. Chung, and Bryon)

12. PTO provided a delicious lunch on DLD. Also, celebrated Sept birthdays and baby shower for Daisy Chen.

13. We had an intruder drill on Sept. 28. The students followed directions – good job.

14. Diabetes training on Sept 26 for a few staff members.

15. Celebrated Moon Festival and Korean Thanksgiving on Sept. 29. The students did a great job with their performances.

G. Enrollment – Melissa  
Melissa didn't attend the meeting.

V. School Committees, Support Organizations

A. PTO – Katherine

- **Annual Fundraising has started**
- **Book Fair Oct.10<sup>th</sup> - Oct 20<sup>th</sup>**
- **School Pictures – positive feedback from parents. Oct 9 order deadline.**
- **Picture make up day- sometime in Nov**
- **Potluck from PTO for the staff – Oct 13<sup>th</sup>**
- **Yearbook Cover Competition- received 26 entries**
- **Spirit Day on Nov. 3rd in Downtown Lawrenceville**
- **PTO Newsletter helps parents know what's going on**
- **Monthly meeting to sync up the dates between PTO & Mr. Chung**
- **Reminder will be sent out for vest to be required starting in October**
- **Trunk or Treat in October - one of cultural events**
- **Liza – DLD luncheon was very nicely done! Thank you on behalf of the Board.**
- **Moon Festival & Korean Thanksgiving – thanks to our parents and PTO's design.**
- **Request to include entries for yearbook cover.**
- **Ji Ma discussed about the car magnet – marketing budget. To be discussed on Oct. 20<sup>th</sup>.**

B. Committee Reports:

Facility – Emile - update on facility

- **Landlord hires new leasing management company.**
- **Carpool in Bldg 4450 to change immediately. Landlord will put cones out. Liza to send out email to parents.**

Special Events - Marissa Le - Lunar New Year 2024

**Meeting every first Tuesday of the month at 6:30pm.**

Marketing – Liza

- **Set Open House dates for 2024-2025- will follow the pattern from previous year.**
- **Trunk or Treat 10/31- has been approved by the Board previously. Part of cultural events. Liza will send out email explaining the event and SignUp Genius.**

Academic & Student Programs – Liza –

**Language screening for second grade and above starts Jan 1<sup>st</sup>. Doesn't affect current students. Need to vote for process/procedures in the November's Board meeting. Ji will send out the procedure proposal.**

Student ambassadors training date: Oct 15 to prep for Open House

Finance – Lya

Refer to Candy Yu's report.

VI. Old Business – none

VII. New Business – none

VIII. 2nd Public Comment Section

- **Ji Ma- recommended Infinite Campus' Premium Level & Messenger Function to be able to complete application online, do photo release and messaging to parents. Mr. Chung and Ji to send request to Candy.**
- **Nov. 1<sup>st</sup>, 2023 (DLD day)– Globe Academy to visit YHALE (their teachers and leadership team will visit us)**
- **March 15<sup>th</sup>, 2024 (DLD day)- YHALE to visit Globe Academy (only for target language teachers)**
- **Nov. 3<sup>rd</sup>, 2023 - Invite GSU professor to do a professional training for PE for our target language teachers.**

IX. Executive Session -none

X. Adjournment 9:00pm