

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Minutes of YHALE Governing Board Special Meeting on December 5, 2023

A special meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on December 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: Emile Hanam, Marissa Le, Lya Clay

The following members of the Board were present via Zoom: Liza Park

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

Mr. Chung
Tomiko Park
Connie Lee
Suchada
Susan George

No public comment at this time

III. Principal Chung’s mid-year report

a. Focus agenda to discuss priorities

- i. Why – Why is it important? Communication is key
- ii. What – What can the report do for the principal and the board? Strategizing and summarizing. Practice intentionally and think critically. Clearly focus on what is important to work towards. Reflect back.
- iii. Who – Who prepares it? Who should be reading it? Prepared by principal as the connecting point within the community. “In this school, no one can work in isolation” Principal connects everyone because of his role. Everyone shares in ownership.
- iv. How - How are the priorities addressed? Cohesive leadership team – not driven by one person. Shared common values, how to extend large action team to support school development. Big on consensus. Mission and vision support. Make sure deliver and implement by building a core team.
- v. When- What does the timeline look like from now to the next 2-3 years? Principal must be responsive and address issues as they come. Also need to be proactive.

b. Five Priorities

i. Student Performance/ Academics

1. Standard-focused lesson planning – reduce variability of teaching practices, streamline lesson plans
2. Standardized pacing and tracking of curriculum – everyone following the same standard and data, link instruction with data
3. Curriculum map development – within grade level and language, building a structure – horizontal and vertical development
4. DLI Articulation, Progression, Assessment and Transdisciplinary Teaching – K-8 grade levels, how should DLI look in middle school progression? How do students progress in language and how to track and determine development? Oral proficient documentation. How to connect each subject area with each other
5. Quality PLC – Professional Learning Community – Teacher collaboration to promote student achievement. Teacher lunch and planning, administration, etc. how do we build this and deliver

ii. Programming- Formalize structure within the school

1. Organize administration and instructional responsibilities to improve service quality for students in SPED, Gifted, ESOL, and EIP
2. Create synergy and redundancy across Leadership and Support Teams. Execute cross training to ensure effectively use the multiple talents that exist within our Leadership and Support Teams. This is vital if we are to ensure that critical component of the school's daily operations is in place and can continue regardless of who is available at the time.
3. Streamline CLIPS, operational monitoring process (e.g., SCSC Monitoring, CFM Monitoring) and Titles compliance.

iii. Staff Retention/ Staffing

1. Comprehensive and ongoing vetting and onboarding practices to identify, secure and hire the highest capacity staff – keep retention high
2. Survey & Staff Meeting
3. Highly competitive salary- goal to attain, but YHALE is only 4 years old, yet this is something important to consider
4. Develop a leadership development process and succession plan for leadership role- tenure goes so far- potential, commitment

iv. Resources

1. Create an annual development plan that projects ambitions for annual fundraising growth – Board and PTO ongoing discussions – how we can integrate resources to support School
2. Increase financial and partnership resources to increase academic resources and technology improvement.

v. Charter Renewal

1. Hire a consultant to take charge of the charter renewal data collection and analysis showing expected performance in academics, operations and finance (due by 12/31/2024) and renew successfully

Conclusion

Transformation requires teamwork, strong foundation, structure. Moving forward, the school does not transform itself. Its transformation requires leadership that is catalytic, thoughtful and persistent. The data has proven YHALE has established a strong foundation at its initial stage of school development. Moving forward, the school's leadership should aim to create a sophisticated, systemic and thoughtful force to inspire and guide collective efforts and connect stakeholders in ways that allow them to contribute their work to the larger goal of YHALE.

Facilities budget update by CFO Candy Yu

- o Facility lending options to purchase the facilities we are currently in. Request to approve Candy Yu to represent YHALE in facilitating these options – reserve cash on hand, roll into financing
- o Discussion on financing and leasing options vs. ownership of building and long-term building and solutions
- o 6-12 months to finalize financing

Motion to approve Candy Yu as the representative of YHALE to begin facilitating facility lending options 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. Public Comments – second opportunity

Discussion of reactive vs. proactive actions

Thanks to Mr. Chung for putting together this report and requesting this meeting

V. Adjourn 8:00pm