

## YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

### Minutes of YHALE Governing Board Special Set Meeting on July 15, 2023

A meeting of the Governing Board (the “Board”) of Yi Hwang Academy (the “School”) was held on July 15, 2023 at 9:00pm at 4550 River Green Parkway, Duluth, GA 30096. The meeting began approximately at 9:18am.

#### I. Attendance of Board Members

The following members of the Board were physically present: Liza Park, Emile Hanam, Tamecha Buck, Lya Clay, and Marissa Le

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

Anthony Chung

Sharon Chung

Katherine Szito

Susan George

#### III. Overview of Purpose of Board Retreat- immediate, short, mid & long-term planning: Today’s focus is on immediate & short term; Winter’s focus on mid to long term.

Liza announced that anything that was sent to her via email, she’s read through and gave thanks for insight. She has reviewed and noted that we need to focus on what is currently at hand, and there will opportunity to review.

Summertime Workshop and Winter Workshop (December/January) – it’s difficult to do a workshop during the school year, but we want to set a specific time for a lot of things so we know what to expect. For example, Friday before the first day of school will most always be Orientation. To preset up times, we can then know when to expect.

Summertime Workshop is more immediate planning- which is what we are doing today.

#### IV. Immediate Planning

##### a. Need Marketing for 2023-2024?

Must have 401 by October – need to fill up 4<sup>th</sup> Kindergarten Mandarin class

- We are at 396 students at this time. This is more than 2% off. This is 10 points off our CPF (Performance framework). This impacts our per-student financial expectation.

- Decision to renew is within the 5<sup>th</sup> year. Data is 1-4 years, crucial to keep up with the standards.
- Recruitment needs to happen to obtain more students. Our numbers were not this low but during summertime, the number has lowered and by October the actual number is usually less than the expected
- Liza discussed the effects of COVID to the rising 4<sup>th</sup> graders (they started Kindergarten during COVID) and the performance factors on GA Milestones test. 8 students failed the Milestones last year and those students withdrew from YHALE.
- We need to recruit 10 additional students. Kindergarten Mandarin has the most spots at this time. We opened up another section for Kindergarten Mandarin. This class is the prime class to recruit to capture students for the next 6 years, and those families don't need to move their students out of a current school.
- WeChat has been extremely effective in recruitment in previous years. Liza will discuss with Mr. Chung. Start thinking of any other platforms and ideas on how to recruit additional students.
- Susan stated that we should open up set times for families to come into the school to assist them with enrollment to make it easier for them to do that. Liza reminded that the school is required to have paper options/ nonelectronic options, so it would be beneficial for families to be able to come in and drop off/set up enrollment. The school now has access to the program that allows us access to obtain vaccinations so that takes the load off parents to obtain that.
- Mr. Chung stated that he agrees with everyone's input on recruitment, but added that goals of recruitment should be ongoing. At his previous school, there was a registrar assigned and added one assistant, a part time staff person, and parent volunteer help desk person. The follow up is very important. Added that he agrees with Susan and allowing for particular times for parents to come in. Need to develop standards and a plan with a team to implement and move forward.

One more Open House? WeChat ad, post cards, radio, newspaper ad?

- What is the immediate plan to capture as many Mandarin Kindergarten students within the next two weeks? Great to get more upper grade students, but we need to remember that we are still fluid in location and spacing.
- Get the word out that we still have space
- WeChat advertisement – an article posted on that platform. Payment needs to go out before they will post.
- Marissa drafted a block ad to be copied and pasted on social media immediately with open house and on-site enrollment assist date and time.

- Website discussion needs to happen- possibly before school starts- further discussion to be had later
- Digital Business Cards – to be reviewed as an option for marketing purposes and data collection

b. Parent Zoom Meeting on July 19

- i. Committees: facility, marketing, academic, finance, fundraising/special events
  - Need to recruit for these committees- how are we going to plan to do this?
  - Fundraising/Special Events done by Board is open to the public. The Fundraising/Special Events done by PTO is school-only. PTO fundraising funnels money into their account for specific things that PTO decides. Fundraising money goes straight into the school's budget.
- ii. How to use website & Infinite Campus – Events, calendar, Lunch, etc.
  - Discussion of what additional information should be on the website (additional spaces that are available in Kindergarten Mandarin, for example)
- iii. Building Information
  - Space for library has been put into the architectural plans
  - Dealing with carpool layout right now and lease issues
  - Ever Blocks being used for temporary walls in the new building
- iv. PTO presentation
  - Discussion about the playground and whether to move it to the new building or sell it and buy new – part of PTO Fundraising goal?
  - Mobile Library cannot service our school because one staff member runs the mobile library and she spent more than 50% of her time servicing our school only. Other options?
  - PTO explained how they organize room parents and their communication

c. Orientation

How many sessions, what's in orientation packets/folders, fundraiser student planners

- i. Pocket Folders have been ordered
- ii. Car tag numbers have been ordered
- iii. PTO – include in a handout?
- iv. July 31<sup>st</sup> – Orientation make-up day
- v. Mr. Chung proposed breakdown of orientation breakdown – still reviewing before sending email out to parents
- vi. Sharon and PTO put together a contact list to hand out to the parents
- vii. Fundraiser – school planner for students to keep track of their homework

d. Calendar

Set standing dates & deadlines like orientation, uniforms, committee meetings

- Having a master calendar will help to organize everything. It will look daunting, but it will show everything that is planned so that we can see what is being utilized and when (e.g., Space management)
  - Required items on calendar: at least two main cultural events (Lunar New Year, Moon Festival/Korean Thanksgiving, Children’s Day)
    - a. Lunar New Year will be held on February 3, 2024 from 12:00pm – 4:00pm
    - b. Moon Festival September 29, 2023
    - c. Children’s Day May 3, 2024
  - Reviewing calendars month by month starting with July to create the master calendar.
    - a. Everything that has to do with the Public has to be published to the public
- e. Lunch- What work involved with managing our own platform – who will do it
- i. Answering questions, dealing with payments and maintenance
  - ii. Melissa Clermont holds “lunch coordinator” in her title
  - iii. Previously utilized Meal Manage
  - iv. Need to find servers

**Motion to approve managing our own lunch platform by Meal Manage by Marissa Le Emile Hanem seconded the Motion**

**No objections to approve the Motion**

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

- f. Enrichment
- i. Ballet/HipHop, Art, Chinese Dance, Chess, Korean Instruments, Coding, Taekwondo, Korean Language, Chinese Language, STEAM? Sewing? Music?
  - ii. Scheduling Info Release by Parents Meeting July 19, 2023

g. Uniforms

The official uniform is navy bottoms, white polo, vest, tie, blazers. Discussion of uniforms, blazers, vests, etc.

Trim or not for navy polos – Trim will be available in October

What is required & Enforcement

- Navy bottoms, white polo logo or white polo plus navy vest

Schedule school pics with blazers for later in Fall

- Liza asked PTO that the pic day from August to September since August is very busy

**Motion to approve the navy polo with red and white trim by Marissa Le  
Emile Hanem seconded the Motion  
No objections to approve the Motion  
All in favor, seeing no opposition, Motion approved by unanimous vote.**

**Motion to approve that the YHALE emblem vest be a required part of the YHALE uniform. Vests will be worn every Tuesday from October through April of each academic year 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.**

- h. Field Trips – set up process for approval & costs
  - i. Last year Board reversed our motion to allow field trips after COVID
  - ii. Mr. Chung will let teachers know they can plan for field trips but there needs to be a process of approval. As far as costs, there needs to be discussion

V. Policies

- a. Employee Handbook/ Policies
  - i. Mr. Chung has 5 topics to discuss –
    - Hours of work – propose schedule is 8am-4pm for all full-time staff, with exception to staff meetings
    - Dress code- appropriate business attire required
    - Additional compensation- removing section
    - Sick Leave Time Off Request – What is the procedure and policy? Request form, make a phone call to in-house HR between 6:30am – 7:00am. What are the consequences? At least five business days’ notice in advance (personal days)
    - Remove paragraph of new employees coming from other schools Carry over sick time leave
    - Teachers cannot take off days off after DLD or holiday
    - Formal documentation of performance – 4 steps
    - Clock-in and Clock-out for employees – some employees clock in now and some do not. Has not been enforced.

Special Meeting will be set on Thursday, July 20<sup>th</sup> at 6:00pm to take a vote on the Employee Handbook policies

**Motion to approve the changes presented to the Employee Handbook by Mr. Chung 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.**

- b. Student Handbook- absences & doc excuse  
Continue discussion

VI. Carpool routes, parking procedures

- a. Mr. Chung and Liza will discuss through this layout before orientation

Continued review of all calendars for Master Calendar

VII. Public Comments – second opportunity

None at this time

VIII. Adjourn 6:10pm