

## **MEETING MINUTES**

**Board:** YHALE Governing Board  
**Board Meeting:** Monthly Meeting

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
7/5/24	9:11am	12:21pm	7/11/24	6:30pm	Lyn Carden
<b>Meeting Location:</b>					
YHALE					

<b>Attended by:</b>	
Liza Park Emile Hanam Tamecha Buck	Anthony Chung Susan George Connie Le Tomiko M. Park Ji Ma Danny Brewington (Virtually) Allison Nealy (Virtually) Lyn Carden (Virtually)
<b>Highlights:</b>	

### **CALL TO ORDER**

**I. Administrative Functions** – Ms. Park reminded those in attendance the purpose of the meeting

#### **II. Introductions**

- The school level team introduced themselves
- The EIP team introduced themselves

#### **III. Agenda review**

- They discussed the agenda
- They discussed the planning session for the activities/events calendar

#### **IV. Old Business**

- Mr. Chung provided an enrollment update
- The board discussed pending enrollment

#### **V. New Business**

- They discussed orientation
  - i. They discussed carpool
  - ii. They discussed the preparation of the school for opening
  - iii. They discussed the information on enrichment for parents on orientation day
  - iv. They discussed student ambassadors

- v. They discussed folders provided at orientation
- vi. They discussed challenges at the opening last year and opportunities for improvement
- vii. They discussed classroom assignment timing
- viii. They discussed the completion of all required forms
- They discussed the master calendar
  - i. Mr. Chung complemented Ms. Ma on her hard work to complete and manage the school calendar
- They discussed board run events
- They discussed picture day
  - i. Mr. Chung reported on issues with the school uniforms arriving on time
  - ii. They discussed moving picture day because of the delays in uniform arriving
  - iii. They discussed what the students are wearing until the uniforms come in
  - iv. Mr. Chung noted the importance of making it easy for parents, and agreed he would notify them in the upcoming newsletter of issues regarding needed to notify them in the next newsletter
- They discussed the plan for enrichment for FY25
  - i. They discussed the timing for registration
  - ii. Mr. Chung reported on a plan to move the registration online in advance
  - iii. He noted that there will be two art teachers this coming year
  - iv. They discussed an orientation for enrichment
  - v. Mr. Chung noted that the school needs more structure and accountability around vendors for enrichment
  - vi. Ms. Park reminded those present that the schools enrichment program was a part of its innovative feature
- They discussed the newsletter
  - i. Mr. Park thanked Mr. Chung and noted the value of continuing the newsletters over the summer
- They school is holding a parent meeting with rising 6th graders
- They discussed new parents' orientation
- They reviewed the plan for parent tables
- The board discussed the value of free and reduced for the families
  - i. Mr. Church reported that the vendor suggests that the school change to EZ app for lunch menu ordering
  - ii. They discussed the lunch plan
  - iii. They discussed the change from Meal Manage
  - iv. Ms. T. Park reported on lunch vendor response issues
    - 1. They discussed financial agreements with the vendor and their slow pay
  - v. Mr. Chung reported on a conversation with the vendor notifying the school that they plan to be there on open house day
  - vi. They discussed policy of bringing in food from outside vendors, they discussed creating a policy around this issue
  - vii. They discussed challenges of lunch
  - viii. They discussed lunch options
  - ix. They discussed national school lunch program
  - x. They discussed the survey results regarding the food vendor
- Mr. Chung provided a staffing update
  - i. They discussed a marketing position
- The board reviewed the employee handbook
  - i. They discussed the new maternity leave legislation
  - ii. They discussed what leave days vs. sick leave
  - iii. They discussed a possible attendance bonus
  - iv. The board reviewed policy changes
  - v. Mr. Chung requested that any changes be provided in time for presentation to the board at the next meeting.

- vi. They discussed the school's financial policy manual
- vii. They discussed current and potential financial procedures
- They reviewed student handbook
  - i. Mr. Chung reviewed changes
  - ii. They reviewed the policy for severe weather release and cancellation as well as the emergency policy
  - iii. They discussed the unstructured time outdoors policy
  - iv. They reviewed the water safety policy
  - v. Mr. Chung discussed the challenges of getting acknowledgement signatures.
  - vi. They reviewed the code of conduct
    - 1. They discussed differentiate the elementary and middle school code of conduct
- Ms. Park requested public comment – there was none
- Ms. Park asked for closing comments
- Ms. Buck made a motion to adjourn, Ms. Hanam 2<sup>nd</sup>, Ms. Park called for a vote, unanimous at 12:21pm

**Next Meeting Date – July 11, 2024**

**Adjournment**

.