



# YI HWANG ACADEMY of LANGUAGE EXCELLENCE

## 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.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
12/05/24	6:32pm	8:53pm	01/07/24	6:30pm	Shaun Kerr
<b>Meeting Location:</b>					
Virtual					

<b>Attended by:</b>	
Liza Park Lya Clay Emile Hanam Tamecha Buck	Anthony Chung Tomiko Park Susan George Katherine Szeto Connie Le Candy Yu Lyn Carden Shaun Kerr
<b>Highlights:</b>	

## CALL TO ORDER

### I. Administrative Functions

- Approval of Minutes
  - The board reviews previous month minutes and requests corrections.
  - Ms. Hanam moves to approve the minutes as amended; Ms. Buck seconds; approval of motion unanimous.

### II. Public Comment

- No public comment.

### III. School Related Reports

- Updates from the Principal
  - Mr. Chung went to GCSA for networking and feels it was successful.
  - Mr. Chung requests a review of the parent volunteer policy.
  - Mr. Chung shares the HR Employee Satisfaction Survey with the Board.



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- He reports on his future plans to conduct the survey the first semester each year
  - The board discusses the number of participant and source of the questions.
- Mr. Chung reports on an Early Literacy Committee that is being formed in response to new state literacy legislation.
- Charter Renewal
  - Mr. Chung shares the school's performance towards renewal.
  - Mr. Chung reviews the relevant dates for submission.
  - Mr. Chung communicates his belief that CCRPI data will be strong.
  - Ms. Park communicates the differences between the renewal data being shared by Mr. Chung and the currently embargoed CCRPI data and why the Board is feeling confident about renewal.
- Annual fundraising
  - Mr. Chung announces the amount of money raised and discusses difficulties with fundraising this year due to website issues as well as how the school overcame them.
  - The board discusses the fundraising shortfall.
  - Ms. Park shares here appreciation for those who have helped with fundraising and the issues with the website.
- Mr. Chung communicates the school attendance, the percentage of staff who had perfect attendance.

## IV. Financial Reports

- Monthly Financial Reports
  - Ms. Yu gives the financial report for the school; the fiscal health of the school; budget vs. revenue; expenses year-to-date surplus; budget vs. actual; budget amendment schedules; YTD cash on hand; end of the year cash on hand; expenses ratio; enrollment variance; reviewed the balance sheet; current assets; accounts payable; liabilities.
  - Ms. Yu gives an update on the process of changing banks, and dates relative to closing the old account.
- Establishment of new credit card
  - Ms. Yu recommends that school open a credit card instead of the current method (a debit card) with a \$25,000 limit.
- Enterprise account access.
  - The board discussed view only account access for the DOO and identified a strategy to provide information to the DOO without conflicting with school policy
  - Ms. Parks ask about the CPF variances.
- Enrollment variances
  - Ms. Yu discussed the impact large enrollment variances are having on the schools CPF score.
    - The board discussed the causes for the variances.
    - The board requested a plan to boost the school's waitlist.
  - Motion to approve financial reports
    - Motion made by Ms. Hanam; seconded by Ms. Buck; unanimous approval.
      - Motion to approve the establishment of a credit card in an amount to not exceed a \$25,000 limit and eliminated debit card usage for the



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school made by Ms. Hanam; seconded by Ms. Clay; unanimous approval.

## V. Committee Updates

- PTO
  - i. Ms. Szeto updates the Board on the activities and fundraising of the PTO.
- Academic & Curriculum
  - i. Ms. Park discusses the upcoming academic committee meeting and agenda items for that meeting 12/12/24 at 6:30.

## VI. Old Business

- Facility Update
  - i. Ms. Carden communicates about the potentially final version of the facility and requests that the Board approves the facility design as it is presented in the packet.
    - 1. The board discusses requests for information received from the architect.
    - 2. Motion made by Ms. Hanam to accept the final drawings as presented; seconded by Ms. Clay; unanimous vote.
  - ii. Ms. Carden reviews the permitting timeline.
  - iii. Ms. Carden reviews the lighting report provided by the architect.
    - 1. Motion made by Ms. Hanam to approve the value-engineering changes to be added to the construction documents, not to exceed \$14,000, seconded by Ms. Clay; unanimous vote.
  - iv. The board discusses the inoperable generator housed on the property.
    - 1. The board discussed the cost of inspection.
    - 2. The board discusses the cost of removal.
    - 3. The board agrees to not repair the generator and let it remain as is.
- CSP Grant Update
  - i. Ms. Park notifies the board that the CSP grant budget was approved and the school has already begun purchasing middle school furniture.
  - ii. The board discussed the specific requirements of the grant.
  - iii. Ms. Park reminds the board that that grant is specifically for middle school FF&E expenditures and therefore has no impact on school wide fund raising.
- Website Update
  - i. Mr. Chung reports on the recovery efforts of the website.
  - ii. Ms. Park notes that she is still seeing glitches
  - iii. Ms. Tomiko Park reports on the school's consideration of website updates
- School lunch vendor
  - i. The board discusses their ongoing concerns regarding the school lunch vendor.
  - ii. Ms. Carden reviews a timeline is the board decides to begin a search for a new vendor.
- Safety plan
  - i. The board discusses the submission of the school safety plan to GEMA.
- Annual campaign Update
  - i. Discussed earlier.
- Renewal Update
  - i. Discussed earlier.

## VII. New Business



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- Ms. Park reviews revised training policies from the authorizer and the FY25 training dates.

**VIII. Next Meeting Date** January 2, 2024 at 6:30pm

- Ms. Park notes that the next board meeting is scheduled for January 2, 2025 and recommends the board move their meeting date.
  - i. The board discusses the timeline for renewal to ensure the packet is approved at the board meeting.
  - ii. Motion made by Ms. Hanam to move the board meeting to January 7, 2025 at 6:30pm; seconded by Ms. Buck; unanimously approved.

**ADJOURNMENT (8:53)**

Motion to adjourn made by Ms. Buck; seconded by Ms. Clay; unanimously approved.