

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:
1/07/25	7:34pm	9:11pm	2/06/25	6:30pm	Lyn Carden
Meeting Location:					
Virtual					

Attended by:	
Liza Park Emile Hanam Lya Clay Tamecha Buck	Anthony Chung Ami Hasting Tamiko Park Connie Le Susan George Candy Yu
Highlights:	

CALL TO ORDER – 7:34pm

I. Administrative Functions

- Approval of Minutes – Motion made by Ms. Hanam accept the December 5, 2024 meeting minutes as presented, 2nd by Ms. Clay, unanimous

II. Public Comment – No public comment

III. School Related Reports

- Updates from the Principal – Mr. Chung presented
 - Presented the Proposed FY25 Academic calendars
 - He thanked Ms. Ma for her help with the calendars
 - He provided 2 proposals
 - Instructional Days outline
 - He reviewed the differences between the two proposals
 - He discussed parent teacher conference days & digital learning days, align with Gwinnett County
 - He conducted staff survey on which they preferred and presented the results.
 - He proposed they changed the name of the Digital Learning Days to Independent Learning Days.
 - He recommended the 2026 Lunar New Year celebration February 7
 - The board discussed the options. Ms. Liza Park voiced her concerns about having the celebration so far away from the actual Lunar New

Year and recommended they move the ILD day to the 20th and Lunar New Year to the 21st.

- She noted that if the board needed more time to decide this decision could be moved to the next board meeting.
- Mr. Chung reported on the Open House for prospective parents
 - The school had great success at the December open house
 - The next one is January 11
 - He reviewed the demographics of interested parents
 - He noted that the weather may affect the open house plan
 - He reviewed plans for parents who have shown interest in YHALE
- Lunar New Year student performance
 - As a part of the Lunar New Year, the school is doing student performances on the actual day of Lunar New Year
 - He reviewed the plan for the Lunar New Year Celebration on February 8.
 - They discussed vendors participating in Lunar New Year
- Charter Renewal
 - Mr. Chung presented the updated CPF from the authorizer
 - Mr. Chung requested that CCRPI data be added to next month's agenda
 - He reviewed time line for renewal
- He presented employee perfect attendance report
 - He told the board that the school gave staff members with perfect attendance a hoodie as a way to show appreciation for their dedication to the school.
- Mid-year TKES – Mr. Chung reported that the assistant principals were scheduling mid-year meetings
- Mid-year LKES – He reported that he had completed mid-year evaluations for LKES staff and was about to sign off on them.
- Benchmark Assessment results – He requested this report be provided at the February meeting.
 - They discussed MAP testing
 - Ms. T Park provided an update on MAP growth testing
- LKES – Ms. L Park requested a meeting to finalize LKES credentialing for Mr. Chung.

IV. Financial Reports

- Monthly Financial Reports – Ms. Yu presented as of November 30, 2024
 - She reported her team was working on the 2024 1099's and W2's
 - Working to finalize budget amendment and budget schedule for next year
 - Finalizing facility budget for 5-year proforma
 - Reviewed revenue
 - Budget vs. actuals
 - Reviewed year to date expenditures
 - Reviewed surplus
 - Income and expenses for Budget vs. Actuals
 - Cash on hand
 - Days cash on hand
 - DCOH projection
 - Asset review
 - Fixed assets
 - Long term assets
 - Accounts payable
 - Liabilities
 - Total equity and liability
 - Discussed the maintenance and operations of plant variance
 - Current ratio

- Reviewed CSP modeling
 - Discussed enrollment variance
 - They discussed the enrollment variances changes
 - They discussed points for CSP
- Motion to accept the November financial report made by Ms. Hanam, 2nd by Ms. Buck, unanimous

V. Committee Updates

- Academic Committee Report – Ms. L Park presented
 - i. The committee met December 12 –
 1. We discussed the middle school opportunities
 - a. She noted that the committee and school leadership had a meeting with middle school parents and students prior to the board meeting and it went very well.
 - b. She thanked the schools administrative team and parents for working together for a solution on some issues regarding middle school
 2. They discussed the early the literacy committee that met the day prior to the board meeting.
 - a. The committee is tasked with ensuring reading, screening for dyslexia and implementation of ELA standards are met and aligned with new state legislation.
 - b. She noted staff training was going to be required for some members.
 - c. She reported that the literacy committee is doing a great job and has a clear understanding of what needs to get done.
- PTO – Ms. L Park reported that usually the PTO President presents, but was under the weather. Ms. Park said that in January the PTO focuses on restocking supplies for teachers and Lunar New Year celebrations.
- Special events committee meeting – Ms. Ma reported. The committee has been working on plans for the Lunar New Year. She told the board that the school had created a sign-up genius for parent volunteers and has confirmed several vendors. The board discussed the invoicing for stage and decorations. Ms. Ma provided an update on marketing and promotion of the event as well as the schools open house. She requested support in inviting media and VIPs to join the Lunar New Year. The board discussed the value of the post cards for enrollment and open house information.

VI. Old Business

- Approval of the Renewal Packet – The board reviewed and discussed the language in the proposed renewal packet. Ms. Hanam made a motion to approve the renewal packet as presented, Ms. Clay 2nd, unanimous
- Fund Raising Update – Mr. Chung updated the board on donations received so far as well as corporate matching funds coming in.
 - i. The board discussed with him what the donations were earmarked for.
 - ii. He provided an update on his research regarding security badges for the staff.
 - iii. They discussed various options and the logistics of the badges in the context of the expansion.
 - iv. They discussed the costs.
- Facility Update – Ms. Carden provided an update on the facility expansion.

VII. New Business

- 2025-2026 Academic Calendar – Ms. L. Park requested this line item be moved.
- ELA Curriculum – Mr. Chung reported this was discussed during early literacy meeting and that the school would need a universal reading screener immediately which is being taken care of currently. Mr. Chung discussed the new benchmark requires as well as new

curriculum. The committee is continuing to meet. They discussed costs. Mr. Chung provided a time line.

- Committee Assignments – Ms. L Park requested Ms. Carden remind the board of the committee plan, strategic plan, succession plan and the on-boarding plan that was outlined during the boards previous training session.
- Strategic Plan -
- Succession Plan – The board discussed changes they would like to see in their bylaws, as well as the proposed succession plan. Ms. Hanam made a motion to amend term of board member service from 5 years to 3 and amend the bylaws and the succession to state so. Ms. Buck 2nd. Ms. Park requested a table of the vote so the board could discuss terms of service. The board discussed moving the terms of consecutive service from 2 to 3 years. Ms. Hanam made a motion to amend the bylaws and succession plan to change the term of board membership from 5 years to 3 years and maximum number of consecutive terms of service from 2 terms to 3 terms. Ms. Clay 2nd, unanimous
- On-boarding Plan
- Motion to adopt the strategic plan, the succession plan as amended, and the onboarding plan as a packet made by Ms. Hanam, 2nd by Ms. Buck, unanimous
- Credit Card Policy – The board discussed the credit card policy and process. Ms. Hanam made a motion to adopt the YHALE Credit Card Policy and Procedure, Ms. Clay 2nd, unanimous.

VIII. Next Meeting Date February 6, 2025 at 6:30pm

ADJOURNMENT – Ms. Buck made a motion to adjourn, Ms. Clay 2nd, unanimous at 9:11pm.