

## 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:
2/06/25	6:36pm	9:17am	3/06/25	6:30pm	Lyn Carden
<b>Meeting Location:</b>					
Virtual					

<b>Attended by:</b>	
Liza Park Emile Hanam Lya Clay Tamecha Buck	Anthony Chung Ami Hasting Tamiko Park Connie Le Susan George Candy Yu Katherine Szeto Veta Jarmon Lyn Carden
<b>Highlights:</b>	

### **CALL TO ORDER – 6:36pm**

#### **I. Administrative Functions**

- Approval of Minutes – Ms. Hanam made a motion to accept the January 7, 2025 meeting minutes as presented, Ms. Buck 2<sup>nd</sup>, unanimous.

#### **II. Public Comment – No public comment**

#### **III. School Related Reports**

- Updates from the Principal – Mr. Chung reported
  - CCRPI – Discussed last month
  - Benchmark – Ms. T. Park presented
    - Still doing make up testing
    - She presented ELA Comparison from fall to winter
      - She discussed the scoring
      - She reviewed growth results
      - They discussed the DLI compared to ELA
    - Presented Math comparison from fall to winter
    - She discussed GMAS Saturday School for students that may need extra support based upon the MAP data noting this is a state wide initiative
  - Mr. Chung presented the employee intent to return results
    - He discussed contracts for next year
  - He presented the FY26 Re-enrollment Update
  - He presented a FY26 Lottery Update

- He presented the perfect attendance report
- The board discussed reenrollment numbers and requested the school contact parents who did not sign the intent to return.

#### **IV. Financial Reports**

- Monthly Financial Reports – Ms. Yu presented
  - She told the board that 1099 distribution and mid-year analysis was a large focus of the month of December
    - All 1099's have been Successfully filed
  - Ms. Yu presented financials as of December 31, 2024
    - She presented year to date income and variances.
    - She reported on the QBE and told the board that they anticipate the mid-year adjustment to be lower than current funding
    - Expenses under budget year to date budget
    - She presented YTD surplus
    - She reviewed revenue and budget as well as expenditure vs. budget
    - Reviewed December's surplus
    - She presented the cash balance
    - She presented accounts payable and reviewed liabilities
    - She presented cash on hand and projected cash on hand
    - 12-month average expenditure
    - She reviewed Expenses and variances
    - Ms. Yu reported that the school was meeting standards for all CPF matrix
    - The Board discussed the notification that the CSP grant had been frozen. They discussed strategies around the grant
  - Ms. Hanam made a motion to accept the December financial report as presented, Ms. Buck 2<sup>nd</sup>, unanimous
  - Ms. Yu presented the proposed Amended FY25 budget.
    - She reminded the board that this was done annually based upon FTE counts
    - She reviewed 6 months actuals vs. current budget
    - She reported that the finance team collected a wish list from the school and HR for the remainder of the year.
    - Presented year to date actuals and the current approved budget
    - She reviewed the proposed amendments
    - She reported anticipation of higher income based upon grant revenue
    - She reported projecting to spend less than originally projected and presented projected surplus
    - The board discussed renovation costs
    - Ms. Yu discussed timing of the amended
    - The board discussed the impact of the unknown nature of the CSP grant on the amended budget
    - They discussed the Sommerset bids
  - Ms. Park asked for public comment regarding the budget presentation
    - No comment

#### **V. Committee Updates**

- Academic Committee Report – Ms. T Park presented
  - i. The committee discussed the Early Literacy team
    1. They met earlier in the day regarding ELA moving forward
    2. Invited vendors to present their products
    3. They discussed the project that was chosen
  - ii. They discussed middle school teams and clubs
    1. Ms. Park noted that the target to prepare in FY25 to start teams in FY26.
    2. She reported the activities chosen by the school were Soccer, volleyball, cheer, chess, newspaper/yearbook, robotics

- Operation Committee Report – Ms. Hanam reported
  - i. The committee has been formed and will have their first meeting February 12 at 5:15pm
  - ii. The board discussed the name of the committee
- PTO – Ms. Szeto presented
  - i. She reported that the PTO did a supply restock for teachers and staff in both buildings in January based upon a poll of things that were needed
  - ii. She said the following day was going to be the DLD lunch from Mr. Bentil.
  - iii. She reported that the PTO was planning for the school dance in Mach which would be held at the school.
  - iv. Ms. Szeto reported that the PTO was working on succession and membership for FY26.

## **VI. Old Business**

- Proposed 2025-2026 Academic Calendar – Ms. Chung presented
  - i. Ms. L Park reminded the board this was originally reviewed during the January board meeting.
  - ii. Mr. Chung reviewed the differences between version 1 and 2
  - iii. He reported on a poll completed of the staff and their preference of version 1
  - iv. He notified the board that the school was adjusting language from DLD to independent learning days
  - v. He discussed lunar new year for FY26
  - vi. The board discussed winter break
  - vii. Ms. L Park suggested a plan moving forward that the Lunar New Year schedule is always is the 1<sup>st</sup> Saturday in February and recommended consideration in the future
  - viii. They discussed the Gwinnett County calendar
  - ix. Ms. Hanam made a motion to approve version 1 of the 2025 -2026 academic calendar, Ms. Clay 2<sup>nd</sup>, unanimous
- Security System purchase update – Mr. Chung presented
  - i. He reminded the board that the plan for this purchase was a part of the annual fund-raising campaign
  - ii. He presented the 2 proposals that were received
  - iii. Centegix
    1. He discussed the panic button
    2. He reviewed the costs
    3. He reviewed the service Centegix provides and their history in Georgia
  - iv. RAVE
    1. He reviewed the costs
    2. He reviewed the service RAVE provides
  - v. He noted that the school as in facility transition and pointed out that Centegix requires installation which would have to be moved in less than a year.
  - vi. He reported that the school was recommending RAVE and the reason why.
  - vii. He reported on training
  - viii. He noted that RAVE was developing a wearable appliance similar to Centegix
  - ix. The board discussed the terms of the contract
  - x. They discussed other school's using both products
  - xi. Ms. George reported that RAVE is certified by the Dept of Homeland Security
  - xii. Ms. Hanam made a motion to approve the RAVE system for security of the school and allow administration to negotiate the terms, Ms. Buck 2<sup>nd</sup>, unanimous.
  - xiii. Ms. Park thanked the school team for their work on the project.
  - xiv. The board discussed a security grant

## **VII. New Business**

- Bylaw amendment – Ms. L Park presented

- i. She reported that when the original bylaws were adopted it was before the school, and the board was a non-profit, as a result the bylaws are more in line with non-profit bylaws. Now that the school is open the board needs to consider revising the bylaws to better reflect an SCSC school expectations.
  - ii. Ms. L Park reported that the board was receiving the bylaws as an introduction and asked the board to please review and be prepared for a vote at the March board meeting.
  - iii. The board discussed the bylaws and new state requirements.
- YHALE Clubs – Discussed earlier
- SCSC Monitor Letter and CAP – Ms. Carden presented
  - i. The board discussed YHALEs history with the SCSC monitor reports including last year.
  - ii. Ms. Carden reviewed the findings and proposed CAP
  - iii. The board discussed adverse practices
  - iv. Ms. Hanam made a motion to approve that CAP as presented for submission to the authorizer, Ms. Clay 2<sup>nd</sup>, unanimous.
- Home Depot Credit Card Request – Ms. George presented
  - i. She reviewed the current financial arrangement for purchases at Home Depot.
  - ii. They discussed issues with the pending application for a school credit card.
  - iii. Ms. Carden reported on a conversation with Ms. Yu who offered some concerns regarding incurring addition credit card debt as this time.
  - iv. The board discuss the process and procedure of the current credit card policy
  - v. They discussed a credit limit.
  - vi. They discussed the concerns around fraud.
  - vii. Ms. Hanam made a motion to authorize the school to apply for a Home Depot credit card with a \$1000 limit. Ms. Clay 2<sup>nd</sup>, unanimous.
- Board Election Time Line – Ms. Carden presented
  - i. She discussed board activities in the Spring including the board officer election process and member recommitment
  - ii. The board discussed the training requirements.
  - iii. They discussed the bylaws language regarding the annual meeting.

### **VIII. Additional Business**

- The board discussed SCSC training the following week and additional training opportunities
- Ms. L Park announced that Ms. Clay had tendered her resignation on the board. The board discussed succession.
  - i. Ms. Clay said that unfortunately she cannot remain on the board due to other commitments. She said she hated to leave but felt the board needs to find someone who can dedicate the time needed for a full functional board. She told the board that she still loves YHALE and was grateful for the opportunity.
  - ii. Ms. L Park discussed Ms. Clays history with the school and noted that she had been on the board along with the current members, since the beginning and that continuity has led to the success of the school. She thanked Ms. Clay for her service and all she had done for the school and wished her well.
- Ms. L Park reminded the attendees and board about the Lunar new Year February 8<sup>th</sup>.

### **IX. Next Meeting Date March 6, 2025 at 6:30pm**

**ADJOURNMENT** – Ms. Buck made a motion to adjourn, Ms. Hanam 2<sup>nd</sup>, unanimous at 9:17pm.