

COMMITTEE MEETING MINUTES

Committee: YHALE Operations/Facilities Committee Meeting

Meeting need not be verbatim. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
2/14/25	9:08AM	10:17AM	3/14/25	4PM	Lyn Carden
Meeting Location:					
YHALE					
Attended by:					
Emile Hanam Susan George Ji Ma		Anthony Chung Tomiko Park Suchada Thepchatri Candy Yu Yash Ankit Lyn Carden (virtually)			
Highlights:					

CALL TO ORDER – 9:08am

I. Committee Update – No update

II. New Business –

- Storage Unit – Ms. George reported
 - i. Movers came yesterday and moved items in 4500 to another Sommerset building, warehouse 4375, to temporarily store, at no cost. The school can keep the items there until July 31st which will give the school time to condense. If necessary, the school will move the items to a storage unit after July 31 at an anticipated cost of \$100 per month. Ms. Yu requested documentation on the storage so the finance team can track costs.
- After school Program Review – Mr. Chung reported
 - i. He noted that school leadership was giving consideration to everything that takes place after 4pm, including enrichment, after care and teams. The school feels a more streamlined process would make this run smoother and would like to create a calendar. Mr. Chung noted he was still thinking about it regarding profits, staffing and roles, particularly given the growth of the school. He said that Ms. Thepchatri has been handling this year. He reported that the Alliance Theater had been added to enrichment offerings after the winter break. He told the committee he would share the profit/loss spread sheet and requested more time to consider options for next year. Ms. Hanam requested the item be added to next month's meeting agenda. brings profit, we don't have a streamline process. We don't have a calendar.
- School teams – Ms. Carden reported
 - i. She reported that the Governing Board has requested policies for team sports, she provided an update on the policy creation.
- Recess Area Planning – Mr. Chung reported

- i. He discussed his concerns around the size of the current recess location with consideration to the expansion. He noted that as the school plans for expansion the board needs to consider an additional play area.
- Additional classroom space for FY25 – Mr. Chung reported that during the expansion construction the school is going to be one classroom short at the beginning of the next school year. Ms. Hanam asked that this be discussed further at the next committee meeting.

III. Old Business –

- Facility expansion update – The committee reviewed the 4 general contractor bids provided by Sommerset.
 - i. Ms. Carden reported on a conversation she had with the property management company.
 - ii. The committee discussed its role as a recommendation for a general contractor.
 - iii. The committee discussed the financial impact of the overage.
 - iv. The committee discussed compliance
 - v. The committee discussed possible cost savings.
 - vi. The committee discussed the future playground location.
- Ms. Ma discussed her concerns regarding student outdoor options.
- The committee discussed the structure of the lease.

IV. Reporting Update

- Student Record Data Cleanse Report – Ms. Park reported
 - i. The window opened 2/5 and closes at the end of the school year.
- CPI – Mr. Chung reported that he would ask Ms. S. Williams to provide a report at that next Operations Committee meeting.

V. Next Meeting Date March 14, 2025 at 4PM

ADJOURNMENT – 10:17am