

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:
3/10/25	4:03pm	4:50pm	4/11/25	4:00pm	Lyn Carden
Meeting Location:					
YHALE					
Attended by:					
Emile Hanam Susan George Ji Ma			Lyn Carden (virtually) Naomi Ahn Tomiko Park Anthony Chung		
Highlights:					

I. Committee Update- No updates

II. New Business –

- Playground – The committee requests a conversation regarding the playground. They discussed the schools needs to accommodate the students.
- Intent to Return/New staff recruitment plan – Mr. Chung presented
 - i. Presented an intent to return as of March 5, 2025 for students
 - ii. Provided student enrollment data
 1. He discussed school tours and open house
 - iii. New staff recruitment and positions for current year and possible new positions for next year. Mr. Chung pointed out that he is continuing to collect data to determine any possible need as the board considers next year’s budget.
 - iv. He presented enrollment by language and student growth in the last 4 years.
 - v. Presented projected enrollment for FY26
 - vi. The committee discussed the language track history
 - vii. He presented student growth information by language

III. Old Business –

- Expansion construction impact on classrooms – The committee requested Ms. Carden discussed construction expense planning with Somerset. They discussed the current design and configuration. They discussed building size solutions and enrollment and staffing.
- After school Program Review – Ms. Ahn presented.
 - i. She reviewed the program offerings and details and two campus offerings.
 - ii. She discussed costs and fees.
 - iii. She provided the aftercare schedule.
 - iv. She provided an income and expense comparison for the past 3 years & a participation report.
 - v. The committee discussed total number of participants monthly vs. the daily average.

- vi. The committee discussed parent registration and staffing with the student to teacher ratio.
- vii. The committee discussed staff salaries.

IV. Reporting Update

- CPI Follow up – Mr. Chung reported that Susan Williams and Tomiko Park have been working on this. He defined CPI was and walked the committee through the cycle 2 timeline.
- Annual Non-profit Corp. Registration (4/1) – It is complete and renewed for 3 years.
- Student Class Size Report – Discussed earlier

V. Next Meeting Date – April 11, 2025 at 4pm

ADJOURNMENT – 4:50pm