

COMMITTEE MEETING MINUTES

Committee: YHALE Academic Committee

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:
4/24/25			5/29/25	6:30pm	Liza Park
Meeting Location:					
YHALE					
Attended by:					
Liza Park Tomiko Park Anthony Chung Ami Hastings Yelena Kim Ji Ma					
Highlights:					

The meeting covered several important topics, including technical difficulties during testing, middle school planning, and the implementation of a new assessment system. The committee also discussed the selection and adoption of a core curriculum for the upcoming school year, along with associated costs and payment terms. Finally, the meeting addressed upcoming events such as Children's Day, 5th grade graduation, and planning for the next academic year.

Next steps

- Early Literacy Committee: Prepare comprehensive HMH curriculum presentation for the board meeting on May 1st
- Academic Committee: Present HMH curriculum recommendation to the Board on May 1st
- Cara Gallardo & Quinta Capers: Get detailed payment options from HMH representative by April 29th
- Cara Gallardo & Quinta Capers: Obtain breakdown of HMH curriculum package options and associated costs for different years
- Cara Gallardo & Quinta Capers: Send updated curriculum cost information to CFO before May 1st board meeting
- Cara Gallardo & Quinta Capers: Investigate if HMH package components can be reduced in years 2-3 to lower costs
- Tomiko Park: Create and send out survey to current 5th and 6th graders regarding orchestra interest for next year
- Tomiko Park: Prepare program overview descriptions for orchestra and other elective options to include with the survey
- Tomiko Park: Compile and report final numbers of teachers completing required state certification courses
- Tomiko Park: Complete growth projection reporting for SCSC using confirmed new student numbers
- Tomiko Park: Send meeting recording to Liza and copy Lynn
- Amy & Vita: Finalize setup logistics and parent volunteer coordination for 5th grade graduation at Cornerstone Church

- Amy & Vita: Determine and communicate guest limit per student for 5th grade graduation due to space constraints
- Anthony: Finalize post-planning schedule for May 22-23
- Anthony: Complete pre-planning agenda for July including EIP training and Dr. Allison Neely SPED training
- Michelle & Pat: Provide list of projected new students with GTIDs, addresses, gender and birthdays to Tomiko for state reporting
- Lynn: Add student recognition/wall of fame discussion to next month's committee meeting agenda
- Vita & Team: Finalize volunteer assignments and preparations for Children's Day event by next Monday's meeting
- PTO: Execute book fair over the next two weeks

Technical Difficulties Cancel Test

In the meeting, Anthony provided an update on the milestone situation. He explained that there were technical difficulties during the test, with some laptops unable to log in or being kicked out. Despite attempts to resolve the issue, the problem persisted. As a result, the decision was made to cancel the test and follow the protocol. Anthony also mentioned that the tech person was reaching out to AT&T for updates on their end. He concluded by stating that the decision to stop the test was made with the students' best interest in mind. Tomiko then added that they don't have a lot of makeups and will start testing those kids the next day. Liza asked if the students who need makeup will be given the same kind of timing as the kids who sit for the exam, to which Tomiko confirmed that they will have one section per day. Emile asked how this would affect the SCSE visit on Wednesday, to which Anthony responded that the testing is the priority and they have identified 6 students, 2 of whom are 5th graders. He also mentioned that they have identified the next 2 available candidates to replace. Liza then asked if someone was available to take notes, as Lynn was not able to make the meeting. Tomiko offered to send the recording to Liza once it finishes downloading.

Middle School Planning and Orchestra

In the meeting, Anthony, Liza, and Tomiko discussed the middle school planning, particularly the orchestra and the connections. They decided to continue the discussion in May. Tomiko suggested sending out a survey to the rising 5th and 6th graders to gauge interest in the orchestra. They also discussed the possibility of a field trip for the 6th graders. Liza emphasized the importance of future planning for the middle school as it expands. Tomiko confirmed that the foreign language credit for the 6th graders is on track. They also discussed the possibility of a separate orientation for new 6th graders.

New Assessment System for Students

Liza, Anthony, and YHALE discussed the implementation of a new assessment system for their students. The system, which includes pre-assessment, mid-year assessment, and post-assessment, aims to evaluate students' proficiency levels in four skills: speaking, listening, reading, and writing. The assessment is currently being used for kindergarten to fifth grade, with plans to extend it to third to fifth grade. The team also discussed the potential benefits of the new system, including more consistent results and better alignment with their goals. However, they also acknowledged the need for more training and ongoing support for teachers.

Core Curriculum Selection Committee Meeting

In the meeting, Quinta and Cara presented the findings of their committee on the selection of a core curriculum for the upcoming school year. They discussed the timeline of their work, the curriculums they reviewed, and the feedback they received from teachers and stakeholders. They narrowed down their choices to Amplify and Hmh, based on their focus on science of reading. After considering the feedback from teachers, they recommended Hmh for the Universal Screener and interventions, and suggested purchasing Ufly and Waggle for phonics and intervention purposes. They also proposed hiring a science of

reading consultant for specific training. The committee expressed their belief that these recommendations would be beneficial for the growth of the school.

HMH Curriculum Cost Breakdown Discussed

Cara shared the cost breakdown for Hmh's curriculum, which includes a one-year, three-year, and five-year plan. The cost varies by grade level and decreases as the number of students increases. The total cost for a one-year plan is \$64,000, while the three-year plan costs \$111,000, which translates to approximately \$37,000 per year. The five-year plan is not detailed in the transcript.

Payment Terms for 3 or 5-Year Contract

In the meeting, Liza, Cara, Quinta, Emile, Tomiko, and Anthony discussed the terms of payment for a 3 or 5-year contract with a representative. They considered the possibility of breaking the payment into yearly installments and the potential for a discount for a lump sum payment. They also discussed the possibility of adjusting the package based on their needs over the years. The Academic Committee recommended adopting the HMH curriculum, and there were no objections. The committee also discussed the need for ongoing training throughout the school year.

Staff Progress and Student Incentives

The committee discussed the completion of the assigned courses by the staff, with most teachers nearing completion. They also acknowledged the efforts of the committee members in reaching out to stakeholders and teachers, despite not always receiving a response. The committee expressed excitement about the opportunities for improvement in the learning process for students. A suggestion was made to introduce positive reinforcement and rewards for students to encourage better performance. The committee agreed to revisit this idea in the next meeting.

Children's Day and Kindergarten Celebrations

Liza discussed the upcoming agenda for the next meeting, with a focus on the special event, Children's Day, scheduled for May 2nd. Anthony reported that preparations were underway, with more than enough volunteers and activities planned. Tomiko confirmed that all milestones would be completed by the 30th. Liza also inquired about the availability of volunteers, which Anthony said would be confirmed by the next meeting. Lastly, Liza mentioned the upcoming kindergarten move-up celebration and 5th grade graduation, with Anthony providing updates on the planning process.

5th Grade Graduation Logistics Update

Anthony discussed the upcoming 5th grade graduation at Cornerstone Church, which is scheduled for May 20th. He mentioned that the church has agreed to support the event and that the teachers are excited to attend. Ami provided an update on the logistics, stating that the stage has been extended and there is limited space for a light breakfast setup. She also mentioned that the sound system will not be available for use and that they will need to bring their own. Liza asked about live streaming, but Ami was unsure about the possibility. Ami also mentioned that there will be a limit on the number of guests per student due to the smaller space. Tomiko provided an update on the growth projection window, which is now open for the school committee.

Middle School Enrollment Error Discussion

In the meeting, Tomiko discussed the error she made in entering the number of new students for the new middle school, which was not new to the school. She confirmed this with Carmen and others. Liza clarified that the number of new students refers to the number of seats, not actual people. Tomiko also mentioned that she had entered the correct number of projected students, but the error was in entering the number of middle school kids. The committee also discussed the post planning and pre-planning schedules, with Anthony working on the post planning schedule and considering including Dr. Allison Neely for training. The next meeting was scheduled for May 20th, with the option to move it to the 29th if needed.

