

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:
6/12/25	6:35pm	10:19pm	7/10/25	6:30pm	Lyn Carden
Meeting Location:					
Virtual					

Attended by:	
Liza Park Emile Hanam Tamecha Buck	Anthony Chung Tomiko Park Susan George Ji Ma Cynthia Bancroft Kelly Chen Ankit Jain Candy Yu Lyn Carden
Highlights:	

CALL TO ORDER – 6:35pm

I. Administrative Functions

- Approval of Minutes from May 1, 2025 – Ms. Hanam made a motion to accept the May meeting minutes as presented, Mr. Buck 2nd, unanimous.

II. Public Comment – No public comment

III. School Related Reports

- Updates from the Principal – Mr. Chung presented.
 - He provided a summer sign off update for GaDOE
 - He provided a hiring update
 - He reviewed open positions, onboarding and positions filled
 - He provided an enrollment update
 - He reviewed the master calendar
 - The board discussed the annual fund-raising calendar date
 - Ms. L Park reviewed opportunities for improvement of the annual fund raiser and the history of the event.
 - The board discussed dates for the annual policy review
 - Mr. Chung discussed student support services alignment

IV. Financial Reports

- Monthly Financial Reports – Mr. Jain presented
 - He presented the income & expenses year to date
 - He reviewed variances

- He presented budgeted income & expenses for April & May
 - He discussed variances
- He presented expense ratios
- He presented asset to liability data
- He presented the efficiency margin
- He reviewed the debt to asset ratio
- He reviewed cash on hand, and projected cash on hand
- He reviewed days cash
- Ms. Hanam made a motion to accept the April & May financial reports as a packet, Ms. Buck 2nd, unanimous.
- Ms. L. Park noted that while the budget hearing had been properly posted through a purchase in the legal organ as well as on the school's website and on the monthly meeting announcement posted at the school, it had not made it to the agenda and would need to be added. Ms. Hanam made a motion to amend the agenda to add the 2nd hearing of the proposed FY26 budget. Ms. Buck 2nd, unanimous.
- Budget hearing – Mr. Jain presented
 - He presented projected revenue & project expenses
 - The board discussed the projected surplus
 - Ms. Yu noted changes
 - Ms. L Park asked for Public Comment regarding the budget – No public comment
 - Ms. Hanam made a motion to accept the proposed FY26 budget, Ms. Buck 2nd, unanimous.

V. Committee Updates

- Academic Committee report – Ms. L Park presented
 - i. The committee discussed the middle school scheduling and orchestra
 - ii. They received an early literacy committee report regarding next steps for curriculum implementation
 1. The committee discussed monitoring and implementation of the curriculum
 2. They discussed the curriculum
- Operations/Facility Committee report - Ms. Hanam presented
 - i. The committee discussed the car pool plan.
 - ii. They discussed the afterschool program.
 - iii. They discussed a new payment method opportunity - My Payment Plus
 - iv. They discussed the school entry and key pad plan.
 - v. They discussed camera monitoring locations & new cameras
 - vi. They discussed the PA system
 - vii. They discussed the grant expenditures
 - viii. They discussed the expansion
 1. The committee discussed hand driers & additional wall protections and the impact of those on the budget
 - ix. They reviewed the fencing proposal that would be presented later in the meeting
 - x. They discussed the lunch vendor RFP
 - xi. They discussed the open position of facility manager
 - xii. They reviewed upcoming reporting requirements
- PTO – Ms. Bancroft and Mr. Chen introduced themselves as the new co-presidents of PTO
 - i. Ms. Bancroft noted that the PTO board has been filled with new members and that everyone is set up and onboarded.
 - ii. She reported that they still have 3 or 4 new positions to fill and events as soon as school starts
 - iii. She reported on their upcoming meeting
 - iv. Ms. L Park said the Governing Board was happy to have them both and is very excited for great things this upcoming year.

VI. Old Business

- School nutrition vendor proposals – Ms. Carden presented
 - i. She reported that there were no responses to the nutrition RFP and as a result she contacted vendors directly.
 - ii. She told the board 5 vendors were contacted and 2 responded with proposals which were in the board packet.
 - iii. Ms. Carden reviewed the proposals.
 - iv. The board requested in person meetings and an opportunity to sample the food.
- Director of Business and Finance –
 - i. The board reviewed the job description
 - ii. Item tabled – board requested the HR manager attend the next meeting to discuss the job description.
- Contract for Susan George – tabled

VII. New Business

- Student accelerated grade request – Ms. T. Park presented
 - i. She presented the student grade acceleration information
 - ii. She discussed historic data
 - iii. She discussed benchmark data
 - iv. The board reviewed historic information regarding acceleration and the school's policy.
 - v. They discussed the previous approvals
 - vi. They discussed the gifted program requirements
 - vii. They reviewed previous meeting minutes in which acceleration was approved.
 - viii. They discussed the timing of acceleration
 - ix. They discussed both students. Board members expressed concerns.
 - x. The board asked Mr. Chung for his thoughts – He said that considering data and the school policy, he recommends moving 1 student forward and continued consideration on the other student.
 - xi. The board requested a clearer policy be created for consideration around this issue at the next board meeting.
 - xii. Motion to approve the acceleration of the 1st grader in August made by Ms. Hanam, 2nd by Ms. Buck, Ms. L Park asked for further discussion, having none she called for the vote, unanimous.
 - xiii. Ms. L. Park requested that the school gather additional data regarding the 2nd student and present it at the July board meeting.
- Proposed FY26 Organizational Chart –
 - i. The board reviewed the proposed FY26 organizational chart.
 - ii. Ms. L Park noted her concern regarding the FY26 fund raising campaign & marketing/enrollment.
 1. Mr. Chung outlined individuals and job descriptions that point directly to those two responsibilities. Ms. Hanam made a motion to adopt the organizational chart, Ms. Buck 2nd, unanimous.
- Proposed Outdoor Plan –
 - i. Ms. Carden explained to the board that an outdoor plan needed to be presented to the landlord as a part of the expansion.
 - ii. Ms. Ma presented the proposal to the board.
 - iii. Ms. Ma noted that the school was also requesting a change from aluminum fencing to steel.
 - iv. The board discussed costs
 - v. They discussed artificial turf & playground options, including the cost of relocating the current play ground to the new area
 - vi. They discussed future playground equipment
 - vii. They discussed the location of the fencing

- viii. Ms. Carden told the board that once directed, she would take the proposal to the landlord, and if they approved, the school would presented a budget to the board for consideration.
- ix. The board directed Ms. Carden to take the proposal to the landlord.

VIII. Annual Meeting – Liza welcomed everyone to the annual meeting

- Board Member Candidates –
 - i. Eddie Kali – Ms. Hanam presented
 - 1. She provided is work history and back ground.
 - ii. Domingo Bugg – Ms. Hanam presented
 - 1. She discussed his current involvement with YHALE.
 - iii. Fadzai Konteh – Ms. L Park presented
 - 1. She reviewed her conversation with the candidate. Her back ground and the possibility of consideration for board treasurer.
 - iv. Ms. L Park discussed the need for various skill sets on the board including financial and educational
 - v. She discussed onboarding
 - vi. Ms. Hanam made a motion to elect Motion to elect Eddie Kali, Domingo Bugg and Fadzai Konteh to the YHALE Board of Directors, Ms. Buck 2nd, unanimous.
- Officer Elections - tabled
- FY26 Meeting Schedule – Ms. Haman made a motion to adopt the proposed FY26 board meeting schedule, Ms. Buck 2nd, unanimous
- Conflict of Interest – Ms. Carden reminded the board that they would be receiving their annual conflict of interest forms to be signed and returned.

IX. Executive Session – To discuss personnel (OCGA 50-14- 3(b)(2)) - tabled

X. Required Actions following Executive Session

XI. Next Meeting Date – July 10, 2025 at 6:30pm

ADJOURNMENT – Ms. Buck made a motion to adjourn, Ms. Hanam 2nd, unanimous at 10:19pm.