

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:
8/12/25	12:03pm	12:55pm	8/26/25	12:00pm	Lyn Carden
Meeting Location:					
YHALE					
Attended by:					
Emile Hanam Anthony Chung Susan George Tomiko Park Ji Ma Jerry Ramos Ronnie Hanam			Lyn Carden (virtually)		
Highlights:					

CALL TO ORDER –12:03pm

- I. Committee Update** – Ms. Hanam notified the committee that they would need to amend the agenda to add the After School Program Fees.
 - The committee received an update on current construction plans and the construction teams plan to resume weekly calls.

- II. New Business** –
 - Carpool – Mr. Chung reported that the first week of carpool went well, however, in the 2nd week, because they returned to regular carpool schedule without early pick up at 2:45pm, as in the first week of school, the line had issues to River Green Parkway at both schools. He acknowledged that while it was slower, enrichment would start next week and should improve things.
 - i. The committee discussed starting enrichment earlier in January to help with carpool.
 - ii. The committee recommended sending a reminder to parents that carpool starts back to regular time and of carpool rules.
 - iii. Mr. Ramos shared a map proposal to solve for late drop off.
 - iv. The committee discussed issues the school was having with some parents being reckless and impatient drivers.
 - v. The committee talked about the future car pool route and the process for making that design. They created a timeline.
 - Playground – Ms. Ma reported that she contacted 5 companies. The size of the space is an issue for several of them. She recommended the committee consider “Imagination Playground” which is less expensive and requires the least amount of space. She told the committee that other option is smaller equipment, but the delivery and installation fees are separate plus the cost of the equipment is \$20,000 per piece. Final estimate is over \$200,000 including artificial grass, fencing and playground equipment. They discussed the triangle corner and a sound barrier. Ms. Carden urged the committee to be conservative and plan for growth over time.

- After School Program Fees – The committee discussed fee structure. They discussed the current structure and Ms. Ma made suggestions to revise. Ms. George reviewed the My Payments Plus plan. The committee talked about the challenges for parents who have students in both enrichment and aftercare.
- SCSC Monitoring -Ms. Carden provided the committee with a timeline for the FY26 monitoring.
- Facilities Report –
 - i. Mr. Ramos reported on the HVAC units and told the committee that 2 units are out in 4550 and 2 portable units are in those classrooms, the parts are ordered and on the way.
 - ii. He reported on the damaged commercial refrigerator ordered from Amazon and told the committee it had already been picked up, adding he expects the replacement in the next couple of weeks. He reviewed plan for the remaining refrigerator and microwaves.
 - iii. He told the committee that the door vendors will be at the school to rekey and install push bars that week. The committee discussed the push button plan for after school and adding a camera.
 - iv. They discussed camera types and outstanding issues with one of the doors.
- Enrichment – Ms. George reported that enrichment will start the following week with 18 classes, 3 or 4 are new and the response had been good. 4550 has approximately 60 students per day enrolled. They discussed the space for some of the programs. Ms. Chung asked Ms. George to ensure student enrichment rosters were provided to the teaching staff and to plan for written instructions for parents and/or instructors for smooth dismissals.

III. Old Business

- School wide Entry System and Key Plan – Update – Mr. Ramos reported the locksmith was coming in to rekey and provided a proposal for keying the building.
 - i. The committee discussed the badging system.
 - ii. They discussed key distribution plan and communication/access for the City of Duluth.

IV. Reporting Update

- Parent "Right to Know" notification – Mr. Chung reported that both had been on the school website and in the principal weekly.
- Upcoming year CCEIS/CEIS Plan (Child Find) – The committee discussed the link on the website.
- Fire Drill (by 10th day of school) –Complete last Thursday and reported and submitted to the state. They discussed the RAV system.
- McKinney Vento notification letters out – Information was included in the principle weekly. The committee reviewed distribution requirements.

- V. Next Meeting Date** – Ms. Hanam recommended the committee consider moving the meeting to closer to the board meeting. They agreed to meet on the 4th Tuesday of the month. August 26, 2025 at noon

ADJOURNMENT – 12:55pm