

## 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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
9/23/25	12:02pm	1:25pm	10/28/25	12:00pm	Lyn Carden
<b>Meeting Location:</b>					
Virtual					
<b>Attended by:</b>					
Emile Hanam Susan George Ji Ma Jerry Ramos Tomiko Park			Lyn Carden (virtually) Kirk Deas		
<b>Highlights:</b>					

**CALL TO ORDER – 12:02pm**

**I. Committee Update –**

**II. New Business –**

- PA System –
  - i. The committee received an update on the schools PA system.
  - ii. Mr. Ramos notified the committee that he had spoken with CT Communication.
  - iii. Mr. Deas provided an update.
  - iv. He reported on the school purchase of PA equipment (what they had purchased and what remained to be purchased).
  - v. He discussed installation requirements of the equipment.
  - vi. The committee discussed the installation as a part of the construction project.
  - vii. The committee discussed the current PA system.
  - viii. The committee discussed next steps.
  - ix. Mr. Ramos reported on the RAVE system.
  - x. Mr. Ramos reported on the recent intruder drill.
  - xi. Mr. Deas told the committee he would provide a final price for installation.

**III. Old Business**

- Construction/HVAC Update – Mr. Deas presented
  - i. Documents for permitting have been submitted to the City of Duluth.
  - ii. They are at a stop until Duluth response and plumbing inspection.
  - iii. He discussed next steps.
  - iv. He reported on the HVAC.
  - v. Ms. Hanam requested a follow up when they get a response from the city of Duluth.
  - vi. He provided a fire damper update.
  - vii. He provided a construction update.
- Marketing Plan – Ms. Ma presented
  - i. She reported that the school had formed a marketing team & their weekly meetings.

- ii. She outlined what the school needs for marketing.
  - iii. She reviewed the budget.
  - iv. The marketing team is recommending adding a community support page to the website.
  - v. Ms. Ma outlined the marketing plan and timeline.
- Carpool – Mr. Ramos presented
  - i. The leadership team reviewed several different options for carpool after January.
  - ii. The team presented a possible plan.
  - iii. The committee discussed next steps.
- Playground – Ms. Ma presented
  - i. She reviewed the challenges the school was having planning the playground.
  - ii. She discussed artificial turf cost as well as fence replacement.
  - iii. She presented potential playground recommendations.
  - iv. The committee discussed concerns about the space.
  - v. She discussed the phase II area and adding artificial turf.
  - vi. She provided an updated fund-raising report.
  - vii. The discussed block toys.
  - viii. They discussed the costs of rubber mulch, vs. artificial turf.
  - ix. Mr. Ramos reported that the school has ordered some pieces of artificial turf to cover parts the current playground.

**IV. Reporting Update**

- Education for Homeless Children Survey for Title 1 – Survey has been approved
- Title 1, Part A 85% Expenditures of carryover submission - Complete
- Emergency Plans Submitted – It is complete, awaiting on approval from Mr. Chung and it will be submitted
- Intruder Drill by Oct. 1 – Discussed earlier

**V. Next Meeting Date October 28, 2025 at noon**

**ADJOURNMENT – 1:25pm**