

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:
10/3/24	6:43pm	7:50pm	11/7/24	6:30pm	Lyn Carden
Meeting Location:					
Virtual					

Attended by:	
Liza Park Emile Hanam Tamecha Buck	Anthony Chung Yahs Ankit Tomiko Park Katherine Szeto Lyn Carden
Highlights:	

- I. Call to Order** – 6:43pm
- II. Administrative Functions**
 - Approval of Minutes – Ms. Hanam made a motion to adopt the meeting minutes from September 25, 2024, Ms. Buck 2nd, unanimous
- III. Audit Presentation** – The board was reminded the auditor would present at the November meeting. They discussed the process of audit reporting and the audit finding.
- IV. Public Comment** – No public comment
- V. School Related Reports**
 - Updates from the Principal – Mr. Chung presented
 - Reviewed state reporting deadlines
 - FTE – he reviewed the process, discussed software purchased to identify student attendance, he reported the state is offering delay because of the hurricane
 - CPI - Provided a student reporting update
 - Child Find – He discussed information about child find and posting on the website
 - Emergency Plan Submission – Reported on the school safety plan. It has been submitted.
 - Discussed the CPR training
 - He discussed the importance of professional development and school safety

- Mr. Chung reviewed the renewal process.
 - He reported on the SCSC site Visit
 - He reviewed the renewal timeline
- He congratulated staff members for perfect attendance
- GMAS Math Report – Ms. Tomiko Park presented
 - She told the board that the state had lifted the embargo on the math data and the school is ready to report
 - She reviewed the math results
 - She reviewed growth from benchmarks
 - She provided opportunities for improvement and the plan to do so
 - They discussed the timing of when parents would receive the data of their individual students
 - The board discussed providing data to families no longer attending YHALE
 - They discussed the successes over the years at YHALE
 - Ms. Liza Park discussed the renewal and the experience with the SCSC site visit
 - She congratulated the staff on the GMAS success

VI. Financial Reports

- Monthly Financial Reports as of August 31, 2024 – Mr. Ankit presented
 - He reported the DE046 had been submitted
 - He noted that all financial reporting requirements were submitted on time or were in process to be submitted on time
 - He reviewed year to date numbers
 - Actuals vs. budget
 - Year to date revenue and expenses
 - He presented budget vs. actuals in revenue and expenses
 - He reviewed cash on hand, days cash on hand, and projected cash on hand
 - Reviewed expenses by category
 - Noting they school expenses are within best practice range
 - Reviewed cash ratio
 - Reviewed efficiency margins
 - The board discussed expenses over budget
 - Motion to accept the financials as presented made by Ms. Hanam, 2nd by Ms. Buck, unanimous
 - Bank transition update – Ms. Park provided an update on the transfer of back accounts to resolve the audit finding.
 - The board discussed the audit

VII. Committee Updates

- PTO – Ms. Szeto presented
 - i. Duluth Fall Parade Update – She reported on the success of the event. Ms. Park noted how well she thought it went. They discussed the large parent participation. They discussed the weather emergency impact on other schools planning to participate. Ms. Park noted the dragon was a big hit, the fact everyone dressed the same made them easy to point out and Ms. Szeto agreed and point out that would continue next year. Ms. Park reported on many who attended the parade asking for information about the school. Ms. Szeto thanked the parents who allowed the school to use their trucks. Ms. Szeto and the board thanked Cynthia Bancroft for her hard work in putting the event together.
 - ii. Ms. Szeto reported that the yearbook cover competition just finished, it's about to post for voting to start.

- iii. She reported that the book fair lost two days because of the weather, but PTO added time before and after school to accommodate parents and that sale were ahead of last year.
- iv. She reported on a luncheon held for teachers
- v. The next Spirit Day is Nov. 5 in downtown Duluth
- vi. She told the board that the PTO was doing a pot luck for staff on 10/24
- vii. She reported on a canned food drive 11/11-22
- viii. She provided an update on Parents Night Out, the information has been sent to parents, the event is 10/18, the PTO is capping the number of participants and accepting volunteers. At the new building.
- ix. International Night – she told the board they would be doing a raffle and the PTO was in the process of getting permitting for the event. The PTO was planning a silent auction for next semester.

VIII. Old Business

- Federal Programs Handbook – Ms. Park and Ms. Carden reviewed the changes in the handbook. Ms. Hanam made a motion to adopt the revised Federal Programs Handbook, Ms. Buck 2nd, unanimous.

IX. New Business – No new business

X. Additional discussion

- Ms. Carden provided an update on the SCSC Monitoring report. Ms. Park told the board she would be submitting later that evening.
- Ms. Park reviewed the timing of the annual campaign. She reported on a meeting she had with Mr. Chung regarding the intent for the money raised: a security system and overhead covering for the playground.
- Ms. Park discussed the zoom security requirements

XI. Next Meeting Date November 7, 2024 at 6:30pm

ADJOURNMENT – Ms. Buck made a motion to adjourn at 7:50pm, Ms. Haman 2nd, unanimous.