

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:
2/24/26	12:04pm	1:26pm	3/24/26	Noon	Lyn Carden
Meeting Location:					
YHALE					
Attended by:					
Emile Hanam Susan George Ji Ma Jerry Ramos Suchada Thepchatri Anthony Chung Ami Hastings			Lyn Carden (virtually)		
Highlights:					

CALL TO ORDER –12:04pm

I. Committee Update – No update.

II. New Business –

- The committee discussed the fee Sommerset was charging for damage to the blind in the former lower school building. The committee remembered that damage prior to their move in, Ms. Ma believes she has pictures. Mr. Ramos was able to negotiate with Sommerset to split the costs. The committee discussed the cost.
- Website restructure – Ms. Ma and Ms. Hastings are working with a new web designer. They discussed the process and next steps. Ms. Ma noted that the marketing committee meets each Thursday and with the completion of Lunar New Year will now focus on the website redesign. Ms. Ma reported the designer is recommending a training on the CMS system for staff who will be working with it. Mr. Chung told the committee he would provide a list of those who will have access. They discussed the project timeline.
- Security Proposal Phase III – Mr. Ramos reported on phase three noting that the focus is the alarm system for school. They discussed the cost of installation and monthly costs noting that it was lower than the original quote, Mr. Ramos reviewed the changes. Mr. Ramos presented the after-hour access plan.
- Classroom size increase – Mr. Chung presented the proposal to increase the kindergarten classroom size explaining he felt this is a conservative approach while optimizing academic integrity. They discussed supportive reasons to expand classroom size.

III. Old Business

- School lunch providers – Ms. Thepchatri presented
 - i. She reviewed the benefits and cost of the current provider.
 - ii. She presented outside vendors that parents have been using.
 - iii. She provided the current vendors participation rate through the year, noting that there had been a consistent decrease. She reviewed data that explained what parents were doing instead and discussed why she suspects there has been a decrease.

- iv. She reviewed the benefits of the current vendor and recommended the school continue to use the provider next year.
- v. The committee discussed free/reduced lunch use and costs to the school.
- vi. Ms. Thepchatri recommended revenue generators for the café.
- vii. The committee discussed milk orders.
- Alarm System
 - i. School-Wide Signs Improvements –
 - 1. Mr. Ramos reported on the no trespassing sign.
 - 2. The committee discussed the designated walker area that has been coned off.
- Summary of 2026 Lunar New Year event. – Ms. Ma presented
 - i. She thanked the team for their support during the event.
 - ii. She reported on event proceeds and expenses.
 - iii. She noted volunteerism for the event dropped. The committee discussed identifying additional volunteers next year and recommended contacting local high schools.
 - iv. She reviewed the satisfaction survey and reported on identified areas of improvement for next year.
 - v. The committee discussed additional marketing of the event.
- Updates on artificial turf installation and playground
 - i. Mr. Ramos reported it was complete with a few finalizing exceptions. The committee discussed the tree boxes.
- Mission, vision, and values, annual fundraising donors
 - i. The committee discussed presenting proposed mission and vision realignment to the board.
 - ii. Ms. Ma provided outline of annual fund raising
- Indoor facility maintenance and decoration
 - i. The committee discussed the paper protector on the wall. Ms. Ma recommended a protection of the wall.
- Property Lease update –
 - i. Ms. Carden provided an update
- Property Purchase Update –
 - i. The committee discussed the survey
 - ii. The discussed the timeline of lease signing and taking possession of the building.

IV. Next Meeting Date – March 24, 2026 at 12pm

ADJOURNMENT 1:26pm