

## 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>
5/26/26	12:29pm	2:53pm	7/07/26	12:00pm	Lyn Carden
<b>Meeting Location:</b>					
YHALE					
<b>Attended by:</b>					
Emile Hanam Susan George Ji Ma Jerry Ramos Tomiko Park			Lyn Carden (virtually)		
<b>Highlights:</b>					

### **CALL TO ORDER –12:29pm**

- I. Committee Update** – The committee welcomed Naomi Ahn who will begin serving at the next meeting.
- II. New Business** –
  - Before and Aftercare Handbook – The committee discussed pick up times and outstanding balances.
  - Summer Camp Handbook – They discussed the schools Distraction Free Education Policy and vendor technology for coding class.
  - Middle School Recruitment – They discussed middle school enrollment and reviewed intent to return. They discussed screeners in middle school and a possible revision of the screener. They discussed vertical relationship with area high schools for middle school. The committee identified opportunities to promote YHALE.
  - YHALE Building signs – They discussed the signage and HOA requirements. They discussed costs and budgeting as well as fund raising for signage.
  - Vending machine for staff – They discussed the revenue and structure. The committee directed the school to conduct additional research and be prepared to report at the next committee meeting.
  - Bond Obligations – The committee reviewed the bond obligations
- III. Old Business**
  - Enrichment
    - i. Enrichment Handbook – They reviewed and discussed.
      1. Enrichment vendor selection review – They discussed the process of vendor approval and reference requirements.
      2. Enrichment starting and ending dates – They discussed start week 2 and end in week 19.
  - School Nutrition

- i. Mr. Chung reported assigning Ms. Naomi An to be in charge of the school nutrition program next year and that she has been working with Ms. Thepchatri for training.
    - ii. Mr. Chung reported on the contract renewal of the school lunch provider and a slight increase in fees.
    - iii. The committee discussed getting paper work completed.
  - Playground Expansion drawing and permits – They reviewed project phases. They discussed HOA submittal & requirements as well as costs.
  - Janitorial Service – Mr. Ramos reported that the vendor notified the school that their 3<sup>rd</sup> party provider has a non-compete for the cleaning ladies working in the school. The committee discussed options
  - Lease update – Ms. Carden provided an update on the lease.
  - Used uniform update – The committee discussed that fact that the PTO is not interested in a used uniform sale. The committee agreed that the uniforms could be used by the school for emergency & high need situations.
  - Mr. Ma reported on proposed revisions to the uniform policy.
  - Carpool route – Table
- IV. The committee discussed conflicts with the scheduled next meeting date and moved it to July 7, 2026 at noon.
- V. **Next Meeting - July 7<sup>th</sup> at noon**

**ADJOURNMENT**