

## 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:
7/11/24	6:44pm	9:59pm	7/22/25	6:30pm	Lyn Carden
<b>Meeting Location:</b>					
Virtually					
<b>Attended by:</b>					
Liza Park Emile Hanam Tomeka Buck			Anthony Chung Candy Yu Itai Pinkovesky Tomiko Park Katherine Szeto Lyn Carden		
<b>Highlights:</b>					

### CALL TO ORDER –

#### I. Administrative Functions

- Approval of Minutes Ms. Hanam made a motion to accept the meeting minutes from June 20, 2024 as presented, Ms. Buck 2<sup>nd</sup>, there were no further questions, Ms. Park called for the vote, unanimous.

II. **Public Comment** – Mr. Pinkovesky asked about the plan for the math coordinator. Ms. Park explained that positions are filled as they become open and the math plan and curriculum did not change. She encouraged Mr. Pinkovesky to reach out to the school for more information.

#### III. School Related Reports

- Updates from the Principal – Mr. Chung presented
  - He reported that the transitioned to ADP was successful and complete. He noted that there was where a few staff member who were collecting paper checks.
  - He provided an enrollment update.
  - He provided a staffing update, noting the middle school was fully staffed.
  - He reported on positive feedback he was receiving on his weekly principal update to the parents.
  - He reviewed volunteer needs over the summer.
  - Ms. Park confirmed the 6<sup>th</sup> grade parent meeting at date, Thursday at 6:30pm and student orientation Friday August 2nd

- He provided an update on the uniform delay and reported on a conversation with the vendor.
- Ms. T. Park reported on the Milestone data and timeline. She reported on retesting
- The board requested the results of the staff survey
- Mr. Chung discussed pre-planning
- Mr. Chung reported that given the issues with the delivery of uniforms “Vest Tuesday would be delayed this year until November and that the team was working on a decision regarding Picture Day.
- Consultant’s Report – Ms. Carden reported
  - She provided a written report
  - Academic Tracker – She discussed the academic tracker.
    - Ms. Park discussed the SCSC training.

#### **IV. Financial Reports**

- Monthly Financial Reports as of May 31, 2024 – Ms. Yu presented
  - She noted that the finance team was in audit prep and had received the auditor list.
  - Reviewed revenue
  - She noted that they are under budget in expenses
  - Reviewed expenses
  - Reported on the variance on the projected gross budget surplus
  - Discussed variance
  - Reviewed days cash on hand
  - Reviewed current assets
  - Reviewed fixed assets
  - Reviewed total assets
  - Reviewed accounts payable, she noted that there were credits the team is working through
  - Reviewed long term equity
  - Reviewed facility SMP
  - Reviewed cumulative 12 months expenses
  - Discussed reserve
  - Review CPF financials results
  - She reported that the finance team was working on year-end closing.
  - Ms. Yu requested the board to review the proposed RFP in the packet
    - She explained what the RFP was for
    - She discussed the process
    - Ms. Park noted that the board is not prepared to make any decisions on the RFP and asked for a timeline, which Ms. Yu provided.
    - Ms. Park requested that the board review the RFP for a discussion in August.
  - Ms. Buck made a motion to accept the May financials as presented, Ms. Hanam 2<sup>nd</sup>, there were no questions, Ms. Park called for the vote, unanimous.
- Finance Committee report – No report
- Ms. Park noted that there was a change to the format of the agenda that requested the addition of the PTO report.
- PTO report – Ms. Szeto reported
  - She told the board that the PTO planned to participate in teacher pre-planning to introduce themselves, discuss improvement to the room mom program and bring back to school gifts to the teachers.
  - She reported on Kindergarten Popsicle Play date and requested Mr. Chung continue to promote it in the newsletter.
  - She told the board that every Friday in August the PTO would be providing snacks to the teacher/staff meetings.
  - She reported that parents had been asking about enrichment classes.

- Mr. Chung noted that they were working on a plan and it would be announced soon in the newsletter along with additional information on student orientation, uniform pick up and supply drop off.
- Ms. Park thanked Ms. Szeto for all of the work the PTO does. Ms. Szeto reported on the PTO board meeting and the PTO membership meeting dates.

## V. Old Business

- Middle School Expansion Update
  - i. Academic Plan –
    1. Mr. Chung to discuss the academic plan. – He reported that the committee has been meeting. The admin team has been working on getting ready across the board all subject content, getting the curriculum map ready. The plan is nearly complete and will be shared July 18.
    2. He reported on scheduling
    3. He reported on credit the target language up to 4 high school credits. The board commended Mr. Chung and Ji Ma for completing the credit plan
- Car Pool – Ms. Carden provided an update
- Ms. Park reported on the summer workshop noting it was done very differently. She discussed the strategy. She noted that she felt it was more efficient and convenient for the staff and would like to continue with that plan in the future.
- Enrichment – discussed earlier
- Marketing Position – Mr. Chung noted that he would provide a job description to the board. The board agreed this was a strategic decision. He requested further discussions with the board before they move forward with a search.
- Picture Day Update – Discussed earlier

## VI. New Business

- Org Chart – Ms. Park discussed the need for district approval for positions such as assistant principal. She reminded the board that they did approve the positions in the budget but felt a board approval of the positions would be critical. Ms. Buck made a motion to approve the creation of two new assistant principal positions for 24-25 school year, Ms. Hanam 2<sup>nd</sup>, there were no further questions, Ms. Park called for the vote, unanimous.
- Student and Family Handbooks – Ms. Park discussed the policy changes. Mr. Chung reviewed the changes in the handbook since its first review. The discussed a plan for acknowledgement signatures. Ms. Buck made a motion to adopt the 24-25 Student and Family Handbook as presented, Ms. Hanam 2<sup>nd</sup>, there were no further discussions, Ms. Park called for the vote, unanimous.
- The board reviewed the organizational chart. The board discussed roles and report too's.
- Employee Handbooks – The board reviewed the Employee handbook and discussed the changes since last review. They discussed with the vacation policy. Ms. Park reviewed the history of the full time employee vacation policy. They discussed the employee contracts. Ms. Park noted that changes would need to be made before the board could approve the handbook. The board agreed to meet July 22<sup>nd</sup> for a final review and vote on the handbook
- RFP Facility Financing – Discussed earlier

## VII. Next Meeting Date July 22, 2024 at 6:30pm

**ADJOURNMENT** Ms. Hanam made a motion to adjourn at 9:59pm, Ms. Buch 2<sup>nd</sup>, Ms. Park called for a vote, unanimous.

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Liza Park, Board Chair

Date: \_\_\_\_\_

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