

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:
9/5/24	6:45pm	8:36pm	9/25/24	7pm	Lyn Carden
Meeting Location:					
Virtual					

Attended by:	
Lisa Park Emile Hanam Tamecha Buck	Athony Chung Katherine Szeto Tomika Park Cynthia Bancroft Ami Hasting Candy Yu Yash Ankit Lyn Carden
Highlights:	

CALL TO ORDER – 6:45pm – Ms. Park began the meeting apologizing for the technical difficulty they had trying to start the meeting.

I. Administrative Functions

- Approval of Minutes
 - July 22, 2024
 - August 8, 2024
 - August 22, 2024
 - Ms. Haman made a motion to accept the meeting minutes as presented as a packet, Ms. Buck 2nd, unanimous.

II. Public Comment – No public comment

III. Reporting Update

- FTE, CPI & Student Class preparation Update – Mr. Chung presented
 - i. He discussed the FTE
 - 1. Working with ETC Edge
 - 2. He reported on the data collection team
 - 3. Reviewed the Student record dates
- McKinney Vento Notification – Mr. Chung reported that the McKinney Vento information was posted in time for the student orientation and in the principal weekly information with posters in English and Spanish. The McKinney Vento coordinator also reached out to 5 different places in the region and provided them with information. Mr. Chung reported that she would be participating a training.

- WIDA Screening – Complete. Mr. Chung reported that 28 students were screened based upon their home language survey, 16 students qualified, parents have been notified for next steps.
- Child Find – Mr. Chung reported that they were working on this and would have an update at the next meeting.
- Emergency Plan Submission – Mr. Parks reminded the board about the submission last year and the requirements. She noted changes are required because of the new facility and they would complete and get it submitted into Gwinnett County.

IV. School Related Reports

- Updates from the Principal – Mr. Chung presented
 - Staffing Update – He provided a staffing update.
 - SCSC Monitoring Update – He reported that the team was gathering documents and would have the report submitted by the deadline.
 - Employee Perfect Attendance Report (August) – Mr. Chung thanked staff with perfect attendance and provided the long list of staff who had perfect attendance so far this year.
 - GMAS Summary Reports – Ms. Tamiko Park presented – She reported that math results are still embargoed by the state and that they would be presented at the next meeting. She noted that the school is out performing the district and the state, in meets and exceeds. She discussed the science data at 91% meets and exceeds. She reviewed YHALEs state and district rankings.
 - TKES Update – Mr. Chung discussed TKES assignments and the process. He said the school is completely up to date with the exception of one staff member waiting on a pre-evaluation.
 - He reported that next Wednesday the SCSC will be visiting as a part of the renewal.

V. Financial Reports – Mr. Ankit presented with the support of Ms. Yu. Ms. Park noted that they were providing financials for June & July because the finance team was not available to present at the July board meeting.

- Monthly Financial Reports as of June 30, 2024
- Monthly Financial Reports as of July 31, 2024
 - Presented balance sheet
 - Presented monthly expenses budget vs. actuals
 - Reviewed monthly expenses and monthly income
 - Presented cash flow
 - Presented cash balance
 - Presented unrestricted funds
 - Presented cash on hand
 - Mr. Ankit noted that the team was working on DE046
 - Reviewed income and expenses report and surplus
 - Reviewed current ratio
 - Reviewed allocations
 - Presented the CPF review
 - They discussed the facilities expenses
 - They discussed monthly rent
 - They discussed maintenance expenses due to renovation
- Audit Update – Ms. Yu presented the completed audit. She shared the results and noted the school did receive a finding due to the need for capitalization of the enrichment account. Ms. Park reminded the board that they had received this finding previously. The board discussed the findings impact on the CPF. Ms. Yu reported that the finance team was working to resolve the issue. Ms. Park requested that all accounts be moved to the bank where the primary accounts are held to ensure protection from this issue again.

VI. Committee Updates

- Finance Committee report – No report
- PTO-
 - i. Duluth parade. Ms. Bancroft presented – She reported on the timeline to join the parade and the plan to include the school. The board noted the importance of good turnout and appearances for the parade. Ms. Bancroft agreed and said if the turnout was not good, they would cancel their appearance. The board directed Ms. Bancroft to order a banner and school leadership to order t-shirts. Ms. Buck made a motion to authorize YHALE to participate in the City of Duluth fall festival parade, provided at least 30 individuals participated and the school had a banner and coordinated outfits, Ms. Hanam 2nd, Ms. Park called the question, unanimous.
 - ii. Ms. Szeto completed the remainder of the report
 1. The PTO in person meeting was a success.
 2. Picture day is coming up next week.
 - a. They are finalizing plans for makeup day for the 6th graders.
 3. The organization is lunch for teachers and staff
 4. Spirit Day is coming up
 5. Book Fair is coming up for 2 weeks.
 6. Yearbook cover competition started in September. She reviewed the process.
 7. Library roll out is in the works. She reviewed training plans and noted they will finish cataloging remaining books to get the library up and running.
 8. The PTO is working on International Night in November. They will conduct it in the new building. They are gathering silent auction items. She discussed with the board time lines of gathering auction items to ensure it didn't conflict with the school's annual fund-raising campaign.
 9. She requested permission for a parent's night and reported the PTO would meet and provide a report.
 10. Ms. Hasting reported on parents' concerns regarding Infinite Campus – the board directed Mr. Chung to work with the technology department and teaching staff to resolve.

VII. Old Business

- Ms. Park notified the board that the school had received the CSP grant for \$500,000. She explained that the board was required, as a part of the grant, to formally accept it and abide by the grant requirements through a board resolution. She asked Ms. Carden to read the resolution. When the reading was complete Ms. Hanam made a motion to accept the subaward agreement from the State Charter Foundation and agree to abide by its requirements. Ms. Buck 2nd. The board discussed the grant requirements and what the funds would be allotted for. Ms. Park called to question; it was approved unanimously.

VIII. New Business

- SCSC Monitoring – Ms. Park noted that Mr. Chung touched on this item in his previous report however the board would need to meet prior to submission to approve. They agreed to meet September 25th from 7-8pm to do so.

IX. Next Meeting Date October 3, 2024 at 6:30pm

ADJOURNMENT – Ms. Buck made a motion to adjourn, Ms. Hanam 2nd, unanimous at 8:36pm.