

July 2024 YHALE PTO Board Meeting Agenda

7:00 PM Wednesday, July 17, 2024

Attendees

Current Board Members: Katherine, Sharon, Amrita, Christina, Tan, Bora, Sandra, Peter, Sun, Ami, Sammie

Agenda

New Business

1. PTO Board Committee - Co-presidents (Katherine & Sharon)

- Cater Dinner for our meeting Jul 28, 2024
 - JS Kitchen - put in orders in KKT chat as soon as possible, latest by Sat 7/20/2024
- hello@yhalepto.org - email address to all board members
- Governing Board meeting updates
 - Sent out in KKT chat, please review and let me know if have questions
- upcoming dates -
 - PTO planning meeting July 28 6pm
 - July 29 Hospitality team gives gifts to staff
 - Aug 2 Orientation Day- PTO table 9am-3:30pm
 - availability - Sun can stay until 12
 - Will create sign up genius and send it out in kkt
 - Aug 3 Popsicle Playdate 9am - 11am
 - Monthly PTO meetings still at 7pm or move up to 6:30pm - keep at 7pm for future meetings
- Still in need of secretary
 - Take minutes
 - Send out agenda to board members for editing
 - Set up monthly meetings for PTO
 - Send to school admin to upload minutes to website
- Still in need of Events co-chair, and Literacy co-chair
- YHALE t-shirt update - who still need shirts? 4 ppl, Peter has already paid
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2. Hospitality (Amrita & Christina)

- Making Room Parent process more equitable
 - Still considering a more concrete plan
- Back to school gift - ordered lanyard should be here by 24th, under budget, will make cookies, cake pops, will do some thank you cards. Same orientation of the badge holder

3. Treasurer (Peter and Sun) -

- Hubspot, do we need brief intro for new members
 - If you need access, talk to Bora
- Finalized the books, found out an additional month in it, need to fix
- We end July 31 for fiscal year
- Goal was to raise \$52K, raised \$69K from annual fund. Had other donations throughout the year include booster, book fairs, yearbooks. Total \$33K additional income. Total \$50K over our budget, will end year around \$51K
- \$36,500 reserved for playground, \$5000 in cash reserves
- School requisitions around \$25K
- Would recommend putting some additional money in capital reserves
- A lot of requests for name tags, we did have name tag. Will go ahead and print new ones. Fill out information on the link that Peter sent. Order will go out next week please update before that.
- Proposal for following year - expand another board seat for handling IT. Peter will roll into the IT position.
- Has every member done the mandatory reporters training, if you haven't done it, please complete it asap and send it to Ms Hadassah. hbeloved@yhale.org

4. Events (Sandra)

- Popsicle Playdate
- Wear shirts to orientation & Popsicle Playdate, other events throughout the year
- Event will be held on **Saturday, Aug 3rd at 9am**. PTO members need to be on site by 8:30am.
- As of today (July 17) 89 anticipated participants (42adults + 47kids)
- Name tags / stickers? Purchase some name tags

- Megaphone/portable speaker with a mic - Sandra will bring it
- Coolers - Sammie, Tan, Christina, Peter have extra if needed. Bring 2 extras cooler.
- Extra fans? If you have large fan, please bring it
- Any posterboards/signs? - PTO poster board, Ami will look for it this weekend
- QR code with a link for parents to sign up for PTO hubspot
- Who cannot attend - Ami, Tan
- Print out list of sign up sheet for check in table
- Can we borrow Yhale flags to stake in ground - Sandra will talk to Ji Ma

5. Fundraising (Sammie and Jennifer)

- School taking back annual fundraiser
- DLD (3), booster, possibly having family dance
- Feb was cancel last year, will do the same this year.

6. Communications (Bora & Tan)

- Currently using template and getting it translated by volunteers
- Moving over to Smore (translation feature is \$179/year)
 - Built in templates, easy to use
 - Not sure how good the translations are
 - Can be translated into other languages
 - Can transfer emails over to smore from hubspot, or embed it into hubspot email
 - If pay the \$179 is the pro option, it gives more templates, images, and has the translation option
 - Peter mention there is option in hubspot to do the translation, Bora will look into the hubspot option
- Need a recent picture for Aug newsletter, send to bora@yhalepto.org ideally by Aug 1. Will do name and title
- Opening yearbooks for sale. Exact number is TBD. \$45, make payment to donate@yhalepto.org with note: "Yearbook", Staff rate \$35

7. Literacy (Ami) -

- Need to solidify Fall Book Fair date
- Need to move boxes for school
- Reached out to school in attempt to execute next step of library roll-out; security training
 - Need school to provide personnel to do security training. Need to schedule and stick to it, if we change it within 2 weeks time frame have to pay for it. Cannot proceed with rollout until personnel complete training.
 - Also need records so we can create ID/Logins
 - Training - 90 min
- Discuss obtaining Korean books to serve as our own vendor
 - Find another avenue to provide Korean books, hopefully will have more info next meeting
 - Vendor based in L.A. Sandra purchased Korean books, a good experience. 2 other vendors that she looked into but so far the one that was used had great experience
- Still have more mandarin books have not put into the system yet

Action Items

- Ask Mr chung about PTO office/room/shelves
- Ami get key to main building for meeting on 7/28

Meeting adjourned 8:37pm