

## October 2024 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on October 9, 2024 at 7:00pm online via Google Meet.

The meeting began approximately 7:07pm

### Attendees of PTO Board Members

|  |   |
|--|---|
| Sharon Chung (co-president) ( <i>not present</i> ) | Tan Jiang (Co-chair Literacy Committee)                                     |
| Katherine Szeto (Co-president)                     | Michelle “Bora” Kim (Chair Communications Committee) ( <i>not present</i> ) |
| Peter Kim (Co-Treasurer)                           | Sammie Tang (Co-chair Fundraising Committee)                                |
| Sun Park (Co-Treasurer)                            | Jennifer Poon (Co-chair Fundraising Committee)                              |
| Amitra Song (Co-chair Hospitality committee)       | Sandra Kim (Co-chair Events Committee)                                      |
| Christina Kosal (Co-chair Hospitality committee)   | Jisun (Kate) Lee (Co-chair Events Committee)                                |
| Ami Hastings (Co-chair Literacy Committee)         | Xochilt Diaz (Secretary)  |

### Other Attendees

NONE

### Agenda

#### PTO Board & Committee

##### A. Co-Presidents (Katherine & Sharon)

-PTO wants to provide coffee supplies for all staff at YHALE, but we need to look at our PTO budget for the year to be able to see if it can be done. We need to budget for coffee pods, cups, lids, sugar, cream packets for all staff and teachers: (Money we spend ahead of time, needs to be raised in future events.)

-Once approved by the treasury, it will be added to the staff supply/restock day list.

## B. Events Committee (Sandra & Jisun)

### 1. October Parents Night Out

- a. Friday, October 18th 6-9pm (will ask school to be able to move time frame from 5-9 instead of 6-9)
  - i. Send an email to all room parents to advertise "Parent's Night Out"
  - ii. In the Kakaotalk poll we have five volunteers as of 10/09/2024, before the event, we need confirmation on how many volunteers will attend. There is no deadline for volunteer signup.
    - o Volunteers bringing their children (2 or more) should pay for food, also volunteers who will not bring their children on 10/18 will get one voucher night free for the next "Parent's Night Out"
  - iii. As of right now, 10 kids signed up (need confirmation on their payment via zelle)
    - o \$30 for one child or \$20 per child (2 or more)
  - iv. Need to adjust the flyer to show "volunteer's child will be admitted free"
  - v. Future event - Tentative "Parent's Night Out" December 13th. Tentative theme: pajama party
  - vi. Purchase needed
    - o Pizza
    - o Water
    - o Snacks (bagged chips) popcorn, fruits (orange, apple banana)
  - vii. Tentative events: board games, craft stations, bingo

### 2. November - International Night

- a. Will be held at New building
- b. Will send out flyers once we are done with parents' night out.

### C. Treasury (Peter & Sun)

| 2024-2025        | TYPE         | DESC | AMT             |
|------------------|--------------|------|-----------------|
| INC              | RAISED FUNDS | BNG  | 296.00          |
|                  |              | DLD  | 50.00           |
|                  |              | PNO  | 260.00          |
|                  | OTH          |      | 0.82            |
| <b>INC Total</b> |              |      | <b>606.82</b>   |
| EXP              | EVENT        | POP  | 308.01          |
|                  |              | CNT  | 180.58          |
|                  |              | DLD  | 902.35          |
|                  | EXP          |      | 1,392.77        |
|                  | TTL FUNDS    |      | 5,506.38        |
| <b>EXP Total</b> |              |      | <b>8,290.09</b> |

#### 2. Set a meeting for the dance fundraiser event

-Fundraiser meeting will be held sometime after International Night in November.

#### 3. Zeffy app is free, Give Butter is 3% fees for donation

- Zeffy has raffle and silent auction option
- Will try for International Night

#### 4. International Night will include Silent Auction for fundraising

### D. Fundraising (Sammie & Jennifer)

Spirit Day Event Nov 5, 2024 (DLD)

- Sending announcements next week
- Could be our last Spirit Day event, (tentative January depending on schedule of events)

#### 2. International Night Event

- 3 to 4 items to auction
- Raffle tickets would be 20-50 per ticket
- May require a permit to be able to host silent auction
- Sammie will contact the rep for Gwinnett County prior to the event.

### E. Hospitality (Amrita & Christina)

#### 1. Room Parents

- Aiming to have a meeting with all room parents early-mid Nov to discuss how things are going

- b. Feedback is positive, most teachers and room parents are working well together
- 2. PTO Potluck coming up October 24, 2024 for the staff
  - a. Sign up will be available soon
  - b. Potluck lunch this year for all staff
- 3. Bento Box lunches for November 5 DLD day

#### F. Communications (Bora)

- a. Pictures from picture day were received today. Unsure if these were distributed to the students yet. Any additional orders through Scott Calman will be shipped to the student's home with a shipping fee.
- b. Photo makeup and 6th grade picture day is November 7th.
  - i. PTO to purchase some red vests when they become available
- c. Voting for Yearbook Cover Comp will take place next week. Tan to help set up strawpoll (thank you, Tan!)
  - i. Yearbook cover is due on Nov 14th to Jostens (yearbook comp)

#### G. Literacy Committee (Ami & Tan)

- 1. The Scholastic Book Fair ended successfully. Gross sale is \$10,011!
- 2. \$5.00 coupons for all teachers.
  - a. Volunteers did a fantastic job!
  - b. \$800 scholastic dollars were used to add to the library.
    - i. Future options: cash option after meeting threshold or use as scholastic dollars. This year we are using scholastic dollars.
- 3. Target Language Library:
  - a. Remaining Mandarin and Korean books need to be imported into system
  - b. Library system operation
    - i. Working on loading the book catalog into the software, label every single book with barcodes
    - ii. Need to schedule weekend sessions to get this done. Most likely after fall break.
    - iii. Ms Stence is training staff and students over the next couple of months to be able to access library accounts.
      - 1. She is working on creating library policies
  - c. Library location is still being discussed.

## **VI. Old Business**

NONE

**VII. New Business**

NONE

**VIII. Action Items**

NONE

**IX. Adjourned at 8:37pm**