

March 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on March 20, 2025 at pm online via Google Meet.

The meeting began at approximately 7:05PM.

Attendees of PTO Board Members

Sharon Chung (Co-president)

Katherine Szeto (Co-president)

Sun Park (Co-Treasurer)

Amrita Song (Co-chair Hospitality committee)

Ami Hastings (Co-chair Literacy Committee) (not present)

Tan Jiang (Co-chair Literacy Committee)

Michelle “Bora” Kim (Chair Communications Committee)

Sammie Tang (Co-chair Fundraising Committee)

Jennifer Poon (Co-chair Fundraising Committee)

Xochilt Diaz (Secretary)

Other Attendees

NONE

Agenda

IV. PTO Board & Committee

A. Co-Presidents (Katherine & Sharon)

1. Welcome!
2. Katherine summarized the Governing Board meeting minutes
 - Climate Survey- need to push more to parents
 - New staff to YHALE
 - i. Parapro
 - ii. Kindergarten teacher
3. PTO board vacancies for next school year
 - Current PTO members should reach out to other parents to see if anyone wants to take their spot.
4. Spring Fever Dance Follow Up

- a. Please add your notes regarding the dance. This will help the next PTO board prepare and plan better next year.

https://docs.google.com/document/d/1EtgMO9yu0tjYpcP0r_SX456Y0aE4seuEmhjRI2uvvg0/edit?usp=sharing

- b. Please send thank you notes/cards to the vendors who donated to our dance.
- c. Class Dojo & FB posts - acknowledging the vendors

5. Next meetings:

- a. In-person General PTO Meeting: 3/25/25 (Tuesday) at 6PM in the new building. Meeting starts at 6:30PM.
 - i. Need snacks and water
 - ii. Gift cards?
 - iii. Providing childcare
- b. April PTO Board Meeting: 4/16/25 at 7PM

B. Events (Sandra)

1. Spring Dance

- a. Thank you everyone who participated in the event. We had great turnout!
- b. Approximate expense from my end : \$1026.86 - not including DJ costs- Including the returns made
 - i. Food was about \$725.00 >> pizza and hotdog too much left over, need to order about half (5pepp/5cheese) for future events as demand will be low when other foods are options
 - ii. Didn't optimize meatball and bulgogi sales because rice wasn't available to serve. If serving food with rice, good idea to make 2 extra large pans of rice prior to the start of the event. Also good idea to have dinner rolls/pitas as side option (to cover the time period in between rice prep)
- c. Comments for future events:
 - i. Used about 30 fringes to cover the MPR and one side of cafeteria wall. Fringes need to be cut short - they get pulled on
 - ii. Biggest challenge- Have multiple volunteers signed up for a post. People who signed up left their post with no coverage. We had 20+ signed up for volunteer but many lacked confirmation back when reached out but showed for the event. Maybe good to have someone else designated to spearheads volunteering during the events- too much for the event coordinator to facilitate volunteers during the event.
 - iii. Photo Booth- thank you Jennifer for an awesome photobooth setup! It truly elevated the event and got the mood going.

1. Photo taking- I utilized my iPad (paid app) and photo light (also mine). Future event- make a sign to have peeps just take picture using their phone instead of us taking the photo

C. Treasury (Peter & Sun)

| EVENT | MEMO | INC | EXP | VAR |
|------------|------------|-----------|-----------|------------|
| BNG | | 296.00 | | 296.00 |
| CNT | | | 257.57 | (257.57) |
| DANCE | DANCE | 3,162.00 | | 3,162.00 |
| | RAFFLE | 953.00 | | 953.00 |
| DLD | | | 3,852.34 | (3,852.34) |
| INS | | | 1,058.00 | (1,058.00) |
| INT | | 2.82 | | 2.82 |
| INTL NIGHT | | 2,250.00 | 503.75 | 1,746.25 |
| LNK | | | 78.95 | (78.95) |
| MLSTN | | | 188.04 | (188.04) |
| PNO | | 600.00 | | 600.00 |
| POP | | | 308.01 | (308.01) |
| PTO | PTO | 3,005.80 | 389.76 | 2,616.04 |
| | RESTOCK | | 597.34 | (597.34) |
| | STAFF GIFT | | 1,798.67 | (1,798.67) |
| SCHOLASTIC | | 3,901.53 | 3,899.62 | 1.91 |
| SCI TRIP | | | 6,006.00 | (6,006.00) |
| SPIRIT DAY | | 312.17 | | 312.17 |
| TTL | | | 5,506.38 | (5,506.38) |
| UNKNOWN | | | 12.00 | (12.00) |
| 1. Total | | 14,483.32 | 24,456.43 | (9,973.11) |

*Does not include any expenses for the dance

D. Fundraising (Sammie & Jennifer)

1. Moe's Taco Kit fundraiser

- a. Date set for Wed 4/23/25 (tentative- need to confirm with Mr. Chang because of Milestones week)
- b. Moe's already provided flyer with QR code
- c. Moe's need name donation will need to be made out

2. Spring Dance Fundraiser

- a. 10 raffle items and all winners received their prizes

E. Hospitality (Amrita)

- a. Baseball hats as end of school May gift
- b. Dessert for April teachers & staff birthdays will be on April 17
- c. We may sponsor a breakfast instead of potluck for May

F. Communications (Bora)

- a. Yearbook: Ms Veta and team are working on this.
 - i. Tomorrow (March 21, 2025) is Spring Picture Day

G. Literacy Committee (Ami, Tan and Dawn)

1. Spring Book Fair

- a. Scholastic is providing 8 cases instead of the 5 received previously.
 - i. While we don't earn cash profits with the BOGO we can earn 10% of sales in Scholastic Dollars
- b. Working with committee to order Korean books directly
- c. JojoLearning will provide the Mandarin books similar to last year.
- d. Will have to strategize the POS system during sales.

2. Library Status

- a. Scholastic Dollars provided another organizing library cart for Ms. Stance
- b. Locations/storage are in upheaval right now due to the beginning of the building construction.

VI. Old Business

NONE

VII. New Business

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VIII. Action Items

NONE

IX. Adjourned at 8:15 pm