

# December 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) will be held on December 09, 2025 at 7:00pm online via Google Meet.

The meeting began approximately at 7:08

## PTO Board Members

Cynthia Bancroft (Co-president)

Kelly Chen (Co-president)

Justin Bancroft (IT)

Sun Park (Treasurer)

Gabrielle Lofton (Co-chair Hospitality Committee)

Sahrish Ali (Co-chair Hospitality Committee)

Ami Hastings (Co-chair Literacy Committee)

Sana Nair (Co-chair Events Committee)

Dawn Jung Allen (Co-chair Literacy Committee)

Shannon Williams (Co-chair Communications)

Christine Hsieh (Co-chair Events and Fundraising Committee)

Michelle Glover (Co-chair Events and Fundraising Committee)

## Attendees Present

Cynthia Bancroft

Sun Park

Michelle Glover

Sahrish Pardhan

Gabrielle Lofton

Shannon Williams

Justin Bancroft

Ami Hastings

## Agenda

### Welcome & Announcements

### PTO Board & Committees

#### A. Communications (Shannon)

- a. How should we handle Lunar Year Vs Non-Lunar Year (Birthdays)  
Discussed letting teach decide how they want to celebrate birthdays. We will update teacher intake forms
- b. Resources to learn more of the Lunar Year - link on Schools Lunar Year Site has extra resources.

B. Literacy Committee (Ami, Tan, Dawn)

- a. Current tentative Spring Plum Blossom fair is: 04/24/26 - 05/08/26
  - i. Conflicts? Will shorten to 1 week since we're all in one building also
  - ii. Will host in the library! (current MPR room in New bldg)
  - iii. Mandarin books- we have our remaining inventory. Do we want to just stick with what's left? Or do we want to use Jojo Learning for more inventory?
  - iv. Korean books- also still have inventory but have to think about resupply for future

C. Treasurer (Sun)

- a. \*\$1,135 raised via Interntional Night raffles & donations

GROUP	EVENT	EXP	INC	TOTAL
<b>COMMUNICATIONS</b>	SMORES	179.00		(179.00)
<b>EVENTS</b>	INTNL NIGHT RAFFLE	147.52	1,135.00	987.48
	PNO	84.38	680.00	595.62
	POPSICLE PLAYDATE	57.02		(57.02)
	SPIRIT DAY		60.00	60.00
	TEARS & CHEERS	32.99		(32.99)
<b>FUNDRAISING</b>	BOO	247.95	1,705.00	1,457.05
	PASSIVE		480.76	480.76
	PTO		165.00	165.00
	UNIFORMS/SUMMER SHIRT SALE		226.00	226.00
<b>HOSPITALITY</b>	BIRTHDAY	62.48		(62.48)
	CUSTODIAL	114.03		(114.03)
	ILD	384.78		(384.78)
	STAFF APPRECIATION	317.89		(317.89)
<b>PTO</b>	DONATION		2,032.00	2,032.00
	FIN	550.00		(550.00)
	INT		1.41	1.41
	MEETING	148.12	320.00	171.88
	OPERATIONS	1,374.93		(1,374.93)
	ORIENTATION	161.28		(161.28)
<b>Subtotal</b>		<b>3,862.37</b>	<b>6,805.17</b>	<b>2,942.80</b>
<b>LITERACY</b>	INTNL NIGHT USED BOOKS		42.00	42.00
	TIGER TAILS	7,681.66	10,746.08	3,064.42
<b>Literacy Subtotal</b>		<b>7,681.66</b>	<b>10,788.08</b>	<b>3,106.42</b>
<b>Grand Total</b>		<b>11,544.03</b>	<b>17,593.25</b>	<b>6,049.22</b>

D. Events and Fundraising Committee (Christine, Michelle)

Discussed spirit day for Suwanee, need to find payment for Sweet Octopus. Spring Dance Date needs to be confirmed March 14 or March 21 (Confirm with School)?

E. Hospitality (Gabrielle, Sahrish)

Confirm with Kelly on the gifts- School is doing their own raffle. Let School do the raffle. We will volunteer to assist the school. Get thank you cards to major contributors.

F. IT (Justin)

G. Co-Presidents (Cynthia, Kelly)

a. Governing Board Updates -

- i. Phase 1 of Security proposal for school passed, including Mr. Ramos acting as school marshall including carrying a weapon on campus, additional cameras for outside, and further door security.
- ii. Further discussion around obtaining a retired police car for school to assist with traffic and patrolling, however board needs more time to review additional liability and insurance costs.

b. Winter end of calendar gifts - Ready no later than 12th. 100 scarves, 100 beanies. Will need bags/containers to distribute. Hospitality can coordinate with Kelly to handle delivery. Plan to distribute during end of year celebration for teachers and staff, I believe this was 12/18? Need to confirm with Mr. Chung.

c. Create flyers for recruitment of PTO board members to begin searching.

Discussed Security- Proposal passed, Discussed Winter Gifts Coordinate delivery dates, We need to find replacement on IT with Web Design experience  
2:30-3:30 childcare needs - Volunteers needed for Dec 13 First Open House

**Closing Items**

:Adjourned at approximately \_\_\_\_7:48\_\_.