

June 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on June 18, 2025 at 7:00pm online via Google Meet.

The meeting began approximately at 7:08 pm.

PTO Board Members

Cynthia Bancroft (Co-president)

Kelly Chen (Co-president)

Peter Kim (IT)

Sun Park (Treasurer)

Gabrielle Lofton (Co-chair Hospitality Committee)

Ami Hastings (Co-chair Literacy Committee)

Tang Jiang (Co-chair Literacy Committee)

Dawn Jung Allen (Co-chair Literacy Committee)

Ky Chen (Co-chair Communications)

Shannon Williams (Co-chair Communications)

Fatumata Sesay (Co-chair Events and Fundraising Committee)

Christine Hsieh (Co-chair Events and Fundraising Committee)

Attendees Present

Kelly Chen, Cynthia Bancroft, Gabrielle Lofton, Ami Hastings, Dawn Allen, Christine Hsieh, Ky Chen

Agenda

Welcome & Announcements

1. August 20th - General PTO Meeting (Block out calendars)

PTO Board & Committees

A. Co-Presidents (Cynthia and Kelly)

1. Housekeeping - Verify all members have had @yhalepto email created and t-shirt sizes gathered to submit.
 - a. Waiting on tshirt sizes from a few new members.
 - b. The shirt will be white. Checking with Mr Chung if they have other colors available.
2. Notes back from Governing Board meeting.

- a. Discussion about the fall fundraiser and how to make it more successful this year
 - b. Mr Chung's plan around new admin support system
3. Scheduling for Monthly reoccurring meetings
4. When can we have in-person July PTO meeting
 - a. We will go through the budget so it might be long.
 - b. We will use Doodle to pick the date.

B. Events and Fundraising Committee (Fatumata and Christine)

1. Popsicle playdate on August 2.
 - a. We will need about 5 coolers.
 - b. We will all try to attend.
 - c. Is there a budget? Follow up with Sun.
 - d. Last year - 125 popsicles.
 - e. We will need a signup sheet at the event.
2. International Night
 - a. Christine will likely not be here at the current planned date. We will try to see if it is flexible with Mr Chung.
3. Need to post about uniforms and school supplies deadline in FB.
4. More Fundraising Ideas
 - a. Need some ideas to raise money
 - i. Sneaker donation
 - b. Parents night out
 - i. Maybe schedule in October
5. We might get a storage space with a lock at the school.

C. Hospitality (Gabrielle)

1. Start of School Year Gifts
 - a. Ready by mid July hopefully
2. Birthdays
 - a. Need to celebrate summer teacher birthdays with August celebration
3. Tears and Cheers
 - a. Dunkin will donate the coffee and munchkins

D. Communications (Ky and Shannon)

1. Picture Day
 - a. Bora asked Scott to hold the dates for picture day.
2. Newsletter
 - a. The first newsletter will go out the first week of August. Please send us a picture and short bio for the PTO introduction in the newsletter.

- b. Plan on sending a newsletter the week of the Kindergarten Popsicle Playdate as a reminder.
3. Yearbook Cover Competition
 - a. Start thinking about a theme. (2024: what i love about YHALE; 2025: reaching for the stars)

E. Literacy Committee (Ami, Tan, Dawn)

1. Need date confirmations for Fall Book Fair (considering Master calendar)
 - a. Expanding Fall fair to include TLL inventory
 - b. Space for fair
 - c. Discussion around dates - two weeks due to buildings still being split - maybe in September to coincide with grandparents day
2. Book cataloguing is on-going
3. Would like to consider other initiatives to support work of Early Literacy committee

F. Closing Items

1. Master calendar
 - a. Sharing the calendar and discussing the important dates
 - b. October is a busy month for the school.
 - c. Cynthia discusses the importance of asking local businesses for support and donations.
 - i. Kelly created a spreadsheet to track which businesses we have reached out to for donations.

Adjourned at 8:22 PM