

March 2026 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) will be held on March 10, 2026 at 7pm online via Google Meet.

The meeting began approximately at 7:03pm

PTO Board Members

Cynthia Bancroft (Co-president)	Shannon Williams (Co-chair Communications)
Kelly Chen (Co-president)	Christine Hsieh (Co-chair Events and Fundraising Committee)
Justin Bancroft (IT)	Michelle Glover (Co-chair Events and Fundraising Committee)
Sun Park (Treasurer)	Sandra Fucinos (Co-chair Literacy Committee)
Gabrielle Lofton (Co-chair Hospitality Committee)	Mallory Lin (Co-chair Literacy Committee)
Sahrish Ali (Co-chair Hospitality Committee)	
Ami Hastings (Co-chair Literacy Committee)	
Sana Nair (Co-chair Events Committee)	

Attendees Present

Gabrielle Lofton, Cynthia Bancroft, Kelly Chen, Sun Park, Sana Nair, Ami Hastings, Michelle Glover, Mallory Lin, Sandra Fucinos, Sahrish Ali, [Shannon Williams](#)

Agenda

Welcome & Announcements

Welcome to Sandra and Mallory!

PTO Board & Committees

- A. Co-Presidents (Cynthia, Kelly)
 - a. Insurance: I’m reviewing PTO insurance coverage & shopping it. For now, I recommend all board members ask their insurance company if they can add Directors and Officer’s coverage on their home &/or Umbrella policies.
 - b. Surveys: Should we send out a Post Penny Wars and Spring Dance Survey to the school? Should we send an end of the year survey out to get the community input on events for next year and/fundraising ideas?
 - i. Kelly will put a quick survey together in smores
 - c. Discuss adding “Family Emergency Fund” adding to Budget [Family Emergency Relief Fund Budget Proposal](#)

- d. My Easy School Supply - Contract 2026-2027- We just fill out and return?
[Yhale MyEasySchoolSupply Contract 2026-2027.pdf](#)
 - i. Do we need to put the boxes together?? ~150-180 boxes
Delivered in JULY . -
- e. Board Meeting Summary
 - i. Lunar New Year- Successful but they had record low volunteer sign up so they will be looking into ways to incr. that for next year.
 - ii. Outside Korean and Chinese Vendors- they continue to monitor this. The orders for these vendors are beginning to equal their school lunch vendor. At some point, they might have to end it but not making any decisions yet. School must pick a vendor that is approved through the National School Lunch Program (NSLP) so they can't have just any company.

B. Events and Fundraising Committee (Christine, Michelle, Sana)

- a. Post Penny Wars Summary [Class notes](#)
- b. Post Spring Dance Summary
- c. In School Science Field Trip- Volunteers requested. Email this out to parents on smores email list and spread through social media.
<https://www.signupgenius.com/go/10C094DAEA82FAAFDC07-55536256-2026#/>
- d. **In Person General PTO Meeting - This is in ONE WEEK-** We need
 - i. A flyer- Marketing for it to go out
 - ii. Ask the school where we should hold it
 - iii. Snacks– Popcorn machine?? Do we have other snacks that we don't have to purchase?
 - iv. POWER POINT- Can everyone access the power point? Each Committee needs to update that [PTO Presentations](#)
- e. **Penny Wars- Pizza Party Lunch - Tuesday March 17th**, Volunteers Needed from noon to 1PM
 - i. We have about 4 volunteers so far. **I can use more.**
 - ii. We'll have the tables decorated & fancy with parents serving them.
 - iii. We are Budgeting Costco Pizza for 80 people- Pepperoni and Cheese. And I will get one small BBQ pizza for kid w/allergy.
 - iv. Bananas and Mandarin oranges (also using for decor).
 - v. St. Patrick's Day desert (cookies or cupcakes or something similar)
 - vi. Drinks: Gallon jugs of milk, water, maybe a juice) - We are going to have parents walking around serving them like a fancy restaurant.

C. Treasurer (Sun)

D. IT (Justin)

- a. Update from Justin regarding Website
- b. Cleaning up email list and who has access. (Particularly, in the sub committees and who can see the General PTO emails.

E. Literacy Committee (Ami, Mallory, Sandra)

- a. Spring Book Fair 4/24 - 5/1
 - i. Scholastic BOGO
 - ii. Inventory remaining TLL books
 - 1. Use Jojo or not?
- b. Library build-out

F. Hospitality (Gabrielle, Sahrish)

G. Communications (Shannon)

Closing Items

Adjourned at approximately 8:29 PM