

# November 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on November 11, 2025 at 7:00pm online via Google Meet.

The meeting began approximately at 7:01PM.

## 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)

Tan Jiang (Co-chair Literacy 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

Gabrielle Lofton, Kelly Chen, Michelle Glover, Cynthia Bancroft, Ami Hastings, Tan Jiang, Christine Hsieh, Shannon Williams, Shannon Williams,

## Agenda

### Welcome & Announcements

### PTO Board & Committees

A. Communications (Shannon)

B. Literacy Committee (Ami, Tan, Dawn)

**Library Setup** Catalog system progress continues; **county language books** and other titles have been entered or are in process.

- a. Sales spreadsheet completed — data still needs to be imported into the system.
- b. Goal: finalize library setup soon.

**International Night Book Sale Proposal:**

- c. Plan to host a **used book booth** during International Night.
- d. At least **5–6 boxes of donated books** available.
- e. Sales proceeds to support the Literacy Committee.
- f. Agreed placement: near the **uniform sales table** at the **front of the building** (layout map pending from Shannon).
- g.

**Payment Options Discussion:**

- h. **Square App:** previously used but had technical issues (difficulty finding transactions, incorrect listings).
- i. **Zeffy:** preferred for simplicity; can link to Literacy Committee funds and track via QR code.
- j. **Cash Option:** simple pricing tiers (\$1, \$2, \$3) for used books; no cataloging required since items are donations.

**C. Treasurer (Sun)**

- a. 11/07 ILD funds - should have been used for General Tso's lunch
- b. Discuss future requests from school to help assist families in need
  - i. Create food/toiletries pantry with ongoing donations?
  - ii. What criteria is being used to identify families in need?
  - iii. Suggested holding a meeting/vote from donators to use existing funds to aid families in need
- c. Upcoming expenses - International night, Staff holiday gifts - Last year we spent a little over 500 this year the budget is 300. (International Night)
- d. Field Trips! Could some of PTO funds go towards funding? Discussion with Mr Chung on this matter. Will we do the in school field trips due to their being interest in other field trips for different grades. We will get clarity from the Mr.Chung if they are willing to fund the in school field trips and/or how much they can allocate towards this.
- e. Start planning in school science field trip? Sun will head, decisions will be made in December. A parent has raised her hand to assist with this.
- f. Cynthia and Kelly will discuss holiday party with Mr Chung to see if the time can be extended

GROUP	EVENT	EXP	INC	TOTAL
COMMUNICATIONS	SMORES	179.00		(179.00)
EVENTS	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)
FUNDRAISING	BOO	247.95	1,705.00	1,457.05
	PASSIVE		480.76	480.76
	UNIFORMS/SUMMER SHIRT SALE		226.00	226.00
HOSPITALITY	BIRTHDAY	62.48		(62.48)
	CUSTODIAL	114.03		(114.03)
	ILD	384.78		(384.78)
	STAFF APPRECIATION	317.89		(317.89)
PTO	DONATION		2,032.00	2,032.00
	INT		1.05	1.05
	MEETING	148.12	320.00	171.88
	OPERATIONS	1,374.93		(1,374.93)
	ORIENTATION	161.28		(161.28)
<b>Subtotal</b>		<b>3,164.85</b>	<b>5,504.81</b>	<b>2,339.96</b>
LITERACY	TIGER TAILS	7,681.66	10,746.08	3,064.42
<b>g. Grand Total</b>		<b>10,846.51</b>	<b>16,250.89</b>	<b>5,404.38</b>

D. Events and Fundraising Committee (Christine, Michelle)

a. International Night

- i. List of raffle prizes - set up Zeffy, flyer posted on Wednesday- Raffles between 5 and 10 depending on the value. Set up Zeffy to prepay for raffles and purchase at the event. Raffles will be placed in the bucket for each price
- ii. Vendor tables? 23 Spaces available and can reduce down if necessary Limited amount of tables. Christine will send an email reminding and encouraging participants to bring there own tables
- iii. Decorations? We have no decorations left over from last year. Kelly will look into what he can contribute to the decorations, such as backdrops

b. Food drive- Send out another reminder for Jerry's drive. Donations may be low. Drop off will be on the 20th or 21st. Allow all donations to accumulate. Two of the families may be able to use the food collected. Clarity on if we have already committed to the Food Bank.

c. Families may be able to shop from the drive on Thursday before Friday pick up. Maybe a specific date can be decided to protect families privacy

E. Hospitality (Gabrielle, Sahrish)

- i. Beanies and Scarfs

F. IT (Justin)

G. Co-Presidents (Cynthia, Kelly)

- a. Building Staff Capacity training Dec 1st 4 PM to 5 PM, asking for PTO volunteer to attend. Gabby and Shannon will attend
  - i. What do you appreciate most about how YHALE partners with families?
  - ii. What would make it easier for you to stay informed and engaged in your child's progress?
  - iii. What tools, workshops, or resources would be most helpful for parents?
  - iv. How can YHALE strengthen communication and collaboration between families and teachers?
- b. New building construction on target for completion. Considerations for planning on assisting with building move. Set on target to finish a few days after Thanksgiving
- c. Discuss use of PTO Funds for family assistance needs. - Already discussed
- d. Summary of School Board Meeting - PTO has 25000 to contribute to the play. Lunch- we can not advocate for the Korean food vendor. There is a required minimum for our lunch vendor that we have a contract with. We want to keep in mind that if outside vendor get to big it may take away from the minimum required with contract. 3 tier security system/ plan in discussion

### **Closing Items**

Adjourned at approximately \_\_\_8:52\_\_\_.