

# October 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on October 14, 2025 at 7:00pm online via Google Meet.

The meeting began approximately at 7:02 PM.

## 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)

Tan Jiang (Co-chair Literacy Committee)

Dawn Jung Allen (Co-chair Literacy Committee)

Ky Chen (Co-chair Communications)

Shannon Williams (Co-chair Communications)

Christine Hsieh (Co-chair Events and Fundraising Committee)

Michelle Glover (Co-chair Events and Fundraising Committee)

## Attendees Present

TBD

## Agenda

### Welcome & Announcements

### PTO Board & Committees

#### A. Communications (Ky, Shannon)

1. Yearbook contest voting
  - a. 280 participants as of this morning!
  - b. Guidelines for next year - create a form for parents to provide feedback when the contest is complete?
  - c. Create a board to display all the entries at the school?
2. PTO page updates on YHALE site
3. Process for newsletter mastermind
  - a. Shannon to set up separate meeting

#### B. Literacy Committee (Ami, Tan, Dawn)

1. Tiger Tales Book Fair
  - (1) Scholastic Books sale: 15.8k in sales - \$1.5k in cash, approx \$3k in Scholastic Dollars
  - (2) Target Language Books sale: 2230\$
2. Survey following the book fair has created, need to distribute
3. Set up a booth at International Night to sell second-hand books for fundraising?

C. Treasurer (Sun)

GROUP	EVENT	EXP	INC
EVENTS	PNO		450.00
	POPSICLE PLAYDATE	57.02	
	SPIRIT DAY		60.00
	TEARS & CHEERS	32.99	
FUNDRAISING	PASSIVE		480.76
	UNIFORMS/SUMMER SHIRT SALE		226.00
HOSPITALITY	BIRTHDAY	62.48	
	ILD	384.78	
	STAFF APPRECIATION	317.89	
LITERACY	TIGER TAILS	7,681.66	10,746.08
PTO	DONATION		2,022.00
	INT		0.65
	MEETING	148.12	320.00
	OPERATIONS	1,374.93	
	ORIENTATION	161.28	
<b>Grand Total</b>		<b>10,221.15</b>	<b>14,305.49</b>

1. Grand Total
2. PNO - 13 registered - discuss costs?
  - a. Up to 20 now, funded by the cost of the event
3. BOO Grams - 43 sold, \$173 raised (includes donations), did someone help the parent who wanted to buy for the whole class?
  - a. Reached out on class dojo, but haven't heard anything else
4. ILD Cost above \$300
  - a. Discuss about going over budget
5. Custodial Appreciation Day - is this going in the budget? Any other days to be celebrated that are not in the budget?
  - a. Hopefully Boo grams and other fundraisers will cover those expenses
6. Parade flags?
  - a. Give those out
7. Unused giftcards from general meeting
  - a. Probably be used in the raffle for International Night?

D. Events and Fundraising Committee (Christine, Michelle)

1. Parent's Night Out - cap at 30? 4-5 volunteers
  - a. 5 volunteers so far
  - b. Movie, 2 rooms set up, activities for kids
  - c. Food provided: fruit, pizza, popcorn, water

2. November spirit day - emailed vendors Sweet Octopus, Empanada house, land of a thousand hills, LR burger, Rocket Fizz
  - a. Discussion around reaching out to other restaurants and vendors in Downtown Duluth
3. International Night - sign up genius starting with 25 tables
  - a. Raffle discussion - options include an ice cream maker, signed baseballs, lunch with your kid (check with school how many we can raffle) - probably sell for \$5 a ticket.
  - b. Kelly to send layout to Events committee

E. Hospitality (Gabrielle, Sahrish)

1. Parent teacher conferences lunches
  - a. Discussions with parent whose restaurant is donating the food ongoing - we will need volunteers to help serve
  - b. Sign up for potluck needs to go out soon
2. Next ILD lunch
  - a. Soups, salad, sandwiches - discussion around possible options for the items. Amrita donating bday treats again!
3. Christmas gifts - beanies, gloves, scarves as an option

F. IT (Justin)

1. Look into posting the PTO newsletter and meeting minutes on our site to make it easier for YHALE staff support the PTO site

G. Co-Presidents (Cynthia, Kelly)

1. Form a ClassDojo group specifically for parent volunteers who completed mandatory reporter training, have a flexible schedule, and would like to volunteer at school. Does not replace sign-up genius, but could be used to grab immediate assistance when needed at school for various tasks.
  - a. Reach out to frequent volunteers based on participation in past events.
  - b. Decide on communications platform needed - Ami to help set up a class dojo chat
2. When will we receive update from GotSneakers?
  - a. Sometime in early November
3. Trunk or Treat - Can PTO help provide additional items?
  - a. Tents in case of rain
  - b. Help with asking donations for candy
  - c. Volunteers to help with escorting students from new building
4. Reached out to Patrick Cheng regarding catering Thursday for parent teacher conference. Can any one help assist that day?
5. Boo grams, will purchase 500 units. Will be presenting the boo grams to students on Friday during morning meeting. Is there a 3-7 equivalent?
6. Reminder: Katherine got us several baseballs signed by Orioles for raffles, can be used for International Night

### **Closing Items**

1. How did signups work for potluck for PT conferences? Did we have separate slots for each building, did we split the food evenly, or did we have teachers and staff come to one building?

Adjourned at approximately 8:31.