

August 14 2024 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on August 14, 2024 at 7:00pm online via Google Meet.

The meeting began approximately at 7:02 pm.

PTO Board Members

Sharon Chung (co-president)	Tang Jiang (Co-chair Literacy Committee)
Katherine Szeto (Co-president)	Michelle “Bora” Kim (Chair Communications Committee)
Peter Kim (Co-Treasurer)	Sammie Tang (Co-chair Fundraising Committee)
Sun Park (Co-Treasurer)	Jennifer Poon (Co-chair Fundraising Committee)
Amitra Song (Co-chair Hospitality committee)	Sandra Kim (Co-chair Events Committee)
Christina Kosal (Co-chair Hospitality committee)	Jisun “Kate” Lee (Co-chair Events Committee)
Ami Hastings (Co-chair Literacy Committee)	Xochilt Diaz (Secretary)

Attendees Present

Sharon Chung, Katherine Szeto, Sun Park, Christina Kosal, Ami Hastings, Tang Jiang, Michelle “Bora” Kim, Sammie Tang, Jennifer Poon, Sandra, Kim, Jisun “Kate” Lee, Xochilt Diaz

Agenda

I. **Welcome & Announcements**

1. Welcome our new board members, Jisun Lee & Xochilt Diaz!
2. Next meeting will take place in-person General PTO Meeting on Wednesday, August 21, 2024 at 6:00pm. All PTO Members need to come with their YHALE t-shirts. Meeting location: Main Building in the Cafeteria.

IV. **PTO Board & Committee**

A. **Co-Presidents (Katherine & Sharon)**

1. **Logistics of Upcoming In-person PTO meeting**

- a. Share via Principal newsletter this Friday August 16, 2024, ClassDojo, Hubspot and Facebook.
- b. Presentation Slide Decks

- i. Each committee will create their presentation based on their committee.
 - ii. At least 1 person will speak briefly during each presentation.
 - iii. Prepare to talk to interested parents at a table after the meeting is over, with sign up sheets.
- c. Items needed:
 - i. raffle tickets
 - ii. basket for tickets
 - iii. 4 gift cards
 - iv. Laptop
 - v. Sign in sheets, signs for each committee
 - vi. mic

2. The board voted on Bingo night:

7 voted yes 5 voted maybe

Majority ruled.

3. ***Logistics of BINGO Night***

a. **Volunteers**

- i. All volunteers need to undergo Mandated Reporters Training. There is an additional FERPA training, but we need more information regarding this FERPA training.
- ii. If volunteers are helping at the event on Wednesday August 21, 2024, they need to submit their certificates to Ms. Hadassah Beloved prior to the day of the event.
- iii. We have about 6 volunteers confirmed for Bingo Night, and they have all completed their Mandated Reporters Training.
 - o 3 volunteers manning the kids
 - o And the other 3 people help with pizza and signing in.

b. **Bingo logistics**

- i. Capping Bingo/PTO night at 40 people.
- ii. Meeting will be held in the multipurpose room, bingo and children will be in the cafeteria.
- iii. \$5.00 (per person) for one Bingo card and two slices of pizza. This will include babysitting as well for the children coming.

- iv. Parents need to pay via Zelle. They must add the child's name and grade in the memo.
- v. Pizza, mini water bottles, plates & napkins - Hospitality Committee will purchase them
- vi. Items needed: print out of list of parents who paid/haven't paid, prizes for winners (PTO board members will donate items)

B. Events Committee (Sandra & Jisun)

1. International Night

a. Venue

- i. Need to find an offsite location for the event : potential candidates
1) Cornerstone Church 2) Chattahoochee Elementary School cafeteria (or gym). Still waiting to get an answer from them.
- ii. Budget?
- iii. # anticipated headcount - 500+

b. Event details

- i. Last year, had 22 different tables (countries) - planning on opening approx 20-25 tables
- ii. Discussion on possibility of having a silent auction or selling raffle tickets.

C. Treasury (Peter & Sun)

1. Nothing to report

D. Fundraising (Sammie & Jennifer)

1. 3 Spirit Days

a. Peachtree Corners Town Center (Fri 9/20/24)

- i. Beard Papa's (donating 20%)
- ii. PokeWorks (donating 10%)
- iii. Fire and Stone Pizza (pending response)
- iv. Coordinate with room parents to increase participation (i.e. playdates)

b. Duluth Downtown (Tues 11/5/24)

c. Lawrenceville (Sat 3/15/25)

2. International Night Silent Auction/Raffle

- a. Recognize donors with banners, newsletter, facebook

- b. Donations confirmed:
 - i. Family photo session by Imagestic
 - ii. 1 Tennis Lesson by Big Hit Tennis Academy
 - iii. 8 in custom birthday cake by Songri-la Bakery
 - iv. Party decor backdrop by Evla Designs
 - v. Snackboxe Bistro \$50 gift card

3. Family Dance - TBN depending on location from International Night.

E. Hospitality (Amitra & Christina)

1. Room Parent Process

a. Kindergarten & 1st grade

- i. 100% has Room Parents assigned

b. 2nd grade

- i. 95% has Room Parents assigned
- ii. Will need to post for Ms. Gilmer's class

c. 3rd grade

- i. 100% has Room Parents assigned

d. 4th Grade

- i. 25% has Room Parent assigned
- ii. Need to post for Zheng Pu's and Shannon Kennely's class

e. 5th grade

- i. 30% has Room Parent assigned
- ii. Need to post for Mr. Andrew Lee's class and Yao Xiong's class

f. 6th grade

- i. 0%, need to post for both Ms. Katelyn Lindsey's and Juwon Hong's class

2. Room Parent & Teacher Connected

a. Matched room parents have been sent:

- i. Guidelines, templates: Budget & donation requests
- ii. intro email to Teacher w/ infographic included to help start collaboration

- b. Room parent interest decline emails have been sent 8/13

3. Favorites List / Staff Birthdays

- a. The list has been combined into 1 and uploaded into the 2024 Hospitality Folder
- b. The favorites survey has been uploaded to the 2024-2025 Favorites folder on google drive

F. Communications (Bora)

- 1. School picture day 9/9-9/10;
 - a. Vendor has been confirmed.
 - b. School will provide schedule
 - c. Volunteers needed
- 2. Yearbook cover competition - 9/3 - 9/30
 - a. Theme? Last year was "What I love about Yhale"
 - i. Building our future
 - ii. Reaching for the stars
 - iii. Yhale dragons (school mascot)
 - iv. Treasured moments
 - b. Tan to help organize the website
 - c. Need to follow up with school for yearbook vendor to make sure we meet the cover deadline (Josten's was Nov 14)

G. Literacy Committee (Ami & Tan)

- 1. Scholastic Book Fair - 9/23-10/4
 - a. Confirmed fair window with vendor.
 - i. Need to start planning execution.
 - ii. Promote in Sept newsletter
 - iii. Sent Scholastic school's tax-exempt letter for approval
 - 1. Approval takes 4-6 weeks so we won't consider it for the upcoming fair but maybe Spring and onward.
 - a. Caveat: exempt purchases are only applicable to catalog purchases and school purchases made by school form of payment.
- 2. Library Progress
 - a. Sarah Stence is designated staff member for all things library. Working with her schedule to get training on calendar asap.
 - b. Working with T. Park on getting student data to load into Destiny

- c. Books currently stored; several boxes remaining to finish cataloging
- 3. Pushing out a Welcome/Intro message to parents who have expressed interest in the Lit Committee.
 - a. Question: could we also utilize the Smore platform to push this message out (and readers having access to the translation feature)?
- 4. PTO Book Inventory
 - a. Goal: have our own books for Plum Blossom Book Fair in Spring
 - i. Korean Book Collection
 - ii. Mandarin Book Collection

IX. Adjourned at 9:45 pm