

September 2024 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on September 11, 2024 at 7:00pm online via Google Meet.

The meeting began approximately at 7:06pm

Attendees of PTO Board Members

Sharon Chung (co-president)

Katherine Szeto (Co-president)

Peter Kim (Co-Treasurer) (*not present*)

Sun Park (Co-Treasurer)

Amitra Song (Co-chair Hospitality committee)

Christina Kosal (Co-chair Hospitality committee)

Ami Hastings (Co-chair Literacy Committee)

Tan Jiang (Co-chair Literacy Committee)

Michelle “Bora” Kim (Chair Communications Committee)

Sammie Tang (Co-chair Fundraising Committee)

Jennifer Poon (Co-chair Fundraising Committee)

Sandra Kim (Co-chair Events Committee)

Jisun (Kate) Lee (Co-chair Events Committee)

Xochilt Diaz (Secretary)

Other Attendees

NONE

Agenda

IV. PTO Board & Committee

A. Co-Presidents (Katherine & Sharon)

1. Parents Night Out needs to be coordinated with the school
 - a. Liability waivers will be required
 - i. The school will provide liability waivers
 - ii. Parents will have to pay a fee of \$20-\$25 per child and children need to be potty trained!
 - iii. Tentative time would be mid October and possibly next year.
 - iv. We may need to cap how many children sign up for this event, depending on how many volunteers we have.

2. Zeffy is an alternative to Give Butter
 - b. There are no fees to join
 - c. Another option for silent auction or raffles
 - i. Takes payment automatically
 - ii. Has the option to generate receipts
 - iii. Fundraising committee will look into this app.

2. Duluth Festival Parade

- a. Approved! But contingent upon at least 30 participants to join.
- b. Cynthia (a 2nd grade parent) is spearheading this, and may need/ask for help later.
 - i. Provide volunteers for Cynthia if needed.

3. Annual Fundraising Campaign is planned to happen by the end of September/Early October - led by the governing board

4. Teacher/staff Favorites Form

- a. Forms put into a folder as they come in (new forms & those who requested to use last years)
- b. The teacher/staff favorites form will be shared with Room Parents.

5. Master Calendar was created by Sharon for all the school events happening for the PTO Board.

- a. It is available in the Shared Google Drive folder

B. Events Committee (Sandra & Jisun)

1. International Night - Wednesday, November 20, 2024 6-8pm

- a. Venue = Upper Grade building
 - i. Building can house 599+ people so no issue.
 - ii. Would still like to divide into 2 time slots to avoid overcrowding
 - iii. 6-7pm for K-2nd ; 7-8pm for 3rd and higher
 - iv. It is a planned event and does not need additional approval.
 - v. A PTO table will be set up near the front to provide sign in sheets and will be discussing providing a separate table for silent auction.
 - vi. Events Committee meeting next Tuesday 9/17 6:30pm >> planning on giving some insights on what they can anticipate for Int'l Night

- vii. The events committee will need to know how many volunteers will participate for the booths to host a table, we need to give more time for the parents to set up their booths.
- viii. The events committee will start posting booth sign ups on Facebook around Oct 21, 2024 .
- ix. The Fundraiser Committee will partner up with the Events Committee, there will be a meeting set up to discuss details of future events (Parents Night Out, International Nights etc).
- x. Bingo Night was a success, we are discussing doing Bingo Night next semester in March in the next PTO meeting.

C. Treasury (Peter & Sun)

1. Money raised from Bingo Night and additional donations afterwards was \$296.

D. Fundraising (Sammie & Jennifer)

1. Silent Auction

- a. We're maintaining an ongoing list of Donations (confirmed list)
- b. Online and in person at event
- c. Specific requirements on donations items?
- d. Donation request communication (Smores, FB parent group, Principal's newsletter, room parent communication)
- e. Sponsors could come to any of the events to provide their services. We could provide them a booth. We may need to ask the school if this is allowed.
- f. Possibly start a silent auction prior to the International Night Event. It may be added to the platforms way in advance so that it gives parents enough time to bid, the winner may be announced in the International Night Event.

2. The first Spirit Day is September 20, 2024

- a. Several restaurants are on board
- b. Parents are already notified of Spirit Day, it was also mentioned to Room Parents in email if they wanted to do playdates.

3. Indoor Spirit Day may not happen in February, because there will be another event happening.

- a. Other days next school semester were discussed.

4. Sponsors

- a. We discussed adding sponsors to a banner to show our parents the sponsors that donated.

- b. PTO may possibly buy a page from the yearbook this year from the school and we could add the Sponsor's logos.
 - c. PTO will let sponsors know if their donation their logos will be displayed.
- 5. A QR code was discussed to be always displayed on the PTO booth whenever there is an event.
 - a. It can happen, but we need to make it clear that all proceeds will go to the PTO Board, not to the school.
- 6. Travel Sponsors
 - a. The Fundraiser Committee has applied to several travel companies and are waiting on a response if the PTO gets approved.

E. Hospitality (Amrita & Christina)

- 1. DLD day coming up, food ordered and we have enough volunteers for this event.
- 2. Room parent update
 - a. Every class has at least one room parent
 - b. Followed up with room parents to make sure everything is going smoothly. Teachers are contacted to discuss birthdays events and to coordinate with room parents.
 - c. Three weeks ahead of time to discuss the teacher's birthdays, budget and gifts.
 - d. The Favorites folder was created in Google Drive and all the forms are being added. If there are any teachers that have not responded or submitted their favorites, they are being contacted to provide their forms.

F. Communications (Bora)

- 1. Picture day happened on September 9 and went really well.
 - a. Parents should receive a personal link to their photos
 - b. Picture makeup day + 6th grade photos will be early November.
 - c. PTO is requesting donations on vests and blazers for future picture days.
 - d. Pictures will be sent to the parent's personal email.

G. Uniforms

- a. School may require students to wear vests on Tuesday starting in Nov.
- b. Will be added to the newsletter following confirmation by the governing board.

H. Yearbook Competition

- a. Create a folder and add all the submissions as they come in.
- b. Parents will get a chance to vote for the winner after the close of the competition.

G. Literacy Committee (Ami & Tan)

- 1. Scholastic Book Fair is coming up on 9/23-10/4
 - a. Cases are already ordered and waiting on being delivered.

- b. Cases will be delivered to the main building.
- c. Volunteers are needed, the school was notified.
- d. Flyers will be sent out with the students, posts will be made on all platforms a week prior to the event.
- e. Encourage parents to set up e-wallets for the bookfair
- f. Ms Stence will help with the bookfair.
- g. Wishlists will be created and printed and distributed to the students
 - i. Volunteers may be needed to help the teachers with the students on creating a wishlist and for the actual event on helping the children make their purchases.
 - ii. Provide teachers with a wishlist as well so that they can add their books for their classrooms.

Follett Training

- a. Day one of training was completed. Next training is on Friday and it is three hours.
- b. Coordinating with YHALE staff, Sarah Stence
- c. Volunteers may be needed, (Communications and Hospitality committee may get together to discuss further)

VI. Old Business

NONE

VII. New Business

NONE

VIII. Action Items

NONE

IX. Adjourned at 8:54pm