

## January 2024 YHALE PTO Board Monthly Meeting Minutes

A meeting of the PTO Board of Yi Hwang Academy (the "School" or "YHALE") was held on January 11, 2024 at 7:00pm online via Google Meet. The meeting began approximately at 7:09 pm.

### Attendees of PTO Board Members

Sharon Chung, Katherine Szeto, Ami Hastings, Amrita Song, Andrea Hahm, Audrey Chuong, LaToya Bailey Johnson, Michelle (Bora) Kim, Peter Kim, Tan Jiang

### Agenda

#### I. Welcome any announcements & comments.

1. NONE

#### II. Updates from the most recent Governing Board Meeting (Katherine)

1. Open House tours are ongoing
2. School is working on the teacher's substitution list.
3. Issues with lunch vendors
4. More mulches were added to both playgrounds during the holiday break.
5. Carpets were cleaned, doors and windows were wiped down at both main and annex building
6. Security is completed.
7. Issues with lunch vendor being worked on
8. Voted on next year's calendar *2024-2025*. Most teachers voted to change the Spring semester's Parent/Teacher conference from two days to one day. The spring P/T conference is non-mandatory; its purpose is geared toward select students, who need additional help. Though non-mandatory, no parents can be turned away if they want to meet the teachers. Teachers are expected to work around and were instructed on this by Mr. Chung when they voted. Parents are to be informed of the P/T way in advance with plenty of time to make arrangements or request time off work.
9. This year Spring semester's P/T is still two days, March 7 & 8 (non-mandatory)
10. Lunar New Year Festival: 9 vendors currently; details on Parent FB page
11. Ji Ma: Changes to DLD days, currently there are Music and PE training for teachers, but will soon add Art training.
12. New science lab for the students is in the works, including Science Class for next year. 96 microscopes were donated.

#### III. PTO Board & Committee

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

1. Sharon proposed a vote to keep or change the current PTO Board meetings on 2nd Thursdays. There was no objection to keeping the PTO Board meetings as-is.
2. Reminder: April PTO Board Meeting will be on 3rd Thursday.
3. Katherine & Sharon are available for Check-In meetings, if any board member is interested.
4. PTO Board Members Intent to Return for next school year 2024-2025
  - i. Returning
    - Sharon Chung, Co-President
    - Katherine Szeto, Co-President
    - Peter Kim, Treasurer (open to step down if new member interested)
    - Andrea Hahm, Hospitality
    - Amita Song, Hospitality
    - Tan Jiang, Communication
  - ii. Maybe
    - Michelle “Bora” Kim, Communication (needs more time to reconsider)
    - Ami Hastings, Literary (contingent on whether 6th grades will be added next school year)
  - iii. Not Returning
    - LaToya Johnson, Fundraiser (may assist new member in some capacity, if needed)
    - Sandra Kim, Events Committee
    - Michelle Park, Events Committee
    - Audrey Chuong, Secretary
5. New recruits needed for Secretary, Fundraising and Events Committee during the PTO General Meeting in March.

#### B. Treasury (Peter)

1. Update about additional 25 Chromebooks. School got a grant to purchase them. The School is asking PTO to instead sponsor new Chromebooks cart & vibebooks. The price for these items are unknown as of now.
2. 2023 Tax return being finalized this month,
3. Slanted to renew our business registration this or next month.
4. Match fund checks were confirmed for the most part.
  - i. CocaCola \$6,000
  - ii. Apple and Warner Bros \$529.25
  - iii. Cyber grant \$200
  - iv. Delta x2 \$400 each

#### C. Fundraising (LaToya)

1. No Spirit day on Feb 2.
2. Boosterthon is coming up Feb. 24th
3. Children's Day is coming up on May 3rd.

D. Hospitality (Andrea & Amrita)

1. Staff Restock Day
  - i. Gift cards have been purchased and cards are written.
2. February 2nd: DLD Day
  - i. We have 1 volunteer so far for cleanup after staff lunch.
  - ii. Menu: Chipotle, dessert.
  - iii. Mark-up list to determine who's absent.
3. There is No February Spirit Day.
  - i. Can suggest Room parents to coordinate their own class playdate, if desired. Amrita - send email to Room Parents
  - ii. Also, Liza Park (at previous Governing Board meeting) proposed to have parents come volunteer the day prior to the Lunar New Year festival. May need to set up a sign-up Genie.

E. Events Committee (Michelle)

1. No Update

F. Communications (Bora & Tan)

1. Spring photo dates
  - i. Locked in for April 18th and 19th
  - ii. Need to confirm with Scott about whether all students get their photos taken
  - iii. Will need a parent's email address in order to make viewing the gallery/ordering photos easier. In the past, Melissa from Admin sent out the emails directly to the photographer; will ask Mr. Chung.
2. Yearbook
  - i. Currently being developed, including template/layouts
  - ii. Flyers for 5th grade ads to be distributed on Friday.
  - iii. Separate flyers for pre-orders for the rest of the grades will go out on Friday too.

G. Literacy Committee (Ami)

1. Committee Update emailed out

2. Rainbow Books (publishing company)
  - i. Has both Korean/Mandarin titles available
  - ii. Sent Korean book sample - had some staff give their greenlight for material
3. Follet Library Manager Services for their Destiny Solution.
  - i. About \$4000 to implement/license the entire system (cataloging collection, barcodes, cloud base for move flexibility, user friendly, provide demo, can handle Korean and Mandarin characters, hardware = scanners, etc, lowest price point we have seen yet).
  - ii. Going forward, just maintaining an annual license for around \$1700. This should be manageable for the school. Per Rainbow, their system is easiest and more robust. Can integrate with Rainbow, with Internet Compass. Can create all library accounts for all the students.
  - iii. Quick turnaround once we go under contract.
  - iv. Inventory is ongoing.
  - v. Can schedule a demo with the company, if anyone's interested
4. Inventory Needs
  - i. Ongoing
  - ii. Looking at calendar to schedule date for working session with volunteers
5. Plum Blossom Book Fair
  - i. Tentative, possibly week Apr 8, 2024
6. Taking English titles books from parents and/or donors.

## **V. 2nd Comment Section (wrap up)**

1. Sharon: School will handle the next annual fundraiser. No banquet for annual fundraiser's sponsors.
2. Katherine: DLD day in March? Do we have a business vendors list? LaToya Johnson can get put on her schedule for the last week of this month.
3. Sharon: On fleece jackets, parents are asking for kids' sizes too. Michelle Park mentioned schools are taking preorder for fleece jackets.
4. Sharon: Are we still gonna allocate more money toward the Target Language Library?  
Peter: The budget for TLL was bumped up to \$10K at the previous meeting. Will need a proposal tool; also, it will come down to how much the school actually spends on Chrome cart and vibeboards.

## **VI. Old Business**

None

**VII. New Business**

None

**VIII. Action Items**

1. Renew LLC in February.

IX. Adjourned at 8:20 pm