

# Parent Teacher Support Organization (PTSO) Meeting Minutes : April 6, 2018



## Agenda item

Call to Order:	Presenter	Time
<p>❖ <b>Board of Directors:</b></p> <ul style="list-style-type: none"> <li>➤ Chair: Sarah Sánchez Armstrong</li> <li>➤ Treasurer: Vanessa Allepuz</li> <li>➤ Concessions Coordinator and Social Media: Brian Armstrong</li> <li>➤ Hospitality Coordinators: Kathy Kim and *Mariana Jimenez</li> </ul> <p>❖ <b>School Representatives:</b></p> <ul style="list-style-type: none"> <li>➤ Iain MacFarlane (BFS Principal)</li> <li>➤ Lauren Harvey (BFS Vice Principal)</li> </ul> <p>❖ <b>Grade Level Parent Representatives:</b></p> <ul style="list-style-type: none"> <li>➤ (PK3) Erica McVey, mother of Toby</li> <li>➤ (PK4) Angela Suk, mother of Jameson</li> <li>➤ (G1) Jeannie Kim, mother of Junho</li> <li>➤ (G3) *Mariana Jimenez-Anzola, mother of Ana Maria</li> <li>➤ (G4) Satoko Crockatt, mother of Hana</li> <li>➤ (G5) Junga Heo, mother of Elizabeth (<i>not in attendance</i>)</li> <li>➤ (G6) Suzanne Bowie, mother of Davion (<i>not in attendance</i>)</li> <li>➤ (G7) Jin Cho, mother of Andrew Lee (<i>not in attendance</i>)</li> <li>➤ (G10) Hyunji Kim, mother of Steven Choi (<i>not in attendance</i>)</li> <li>➤ (G11) Peggy White, mother of Chris</li> <li>➤ (G12) Lili Mercado, mother of Hans</li> </ul> <p>❖ <b>All others in attendance:</b></p> <ul style="list-style-type: none"> <li>➤ Roneiko Henderson Beasley</li> <li>➤ Aimee Borel</li> <li>➤ Alexandra Ludovici</li> <li>➤ Elba Ortiz</li> <li>➤ Brenda Ortiz</li> <li>➤ Young Cho</li> </ul>	Sarah	11:35
<p><b>Welcome Message:</b> <i>Thank you sincerely to the parent and teacher community for all of your volunteer hours: for donating baked items/candy/purchased goods for the Concessions Stand and Egg Hunt, for voicing your feedback and ideas, for stuffing and hiding eggs, and for continuously helping our PTSO community to grow. Thank you also from Mr. Morrison to those of you who helped groom children for the photo day. Please remember to purchase your 2017/2018 yearbook as soon as possible!</i></p>	Sarah	11:37
<p><b>Communication from BFS:</b> <a href="#">Follow this link</a> to view the presentation</p> <ul style="list-style-type: none"> <li>➔ <i>Course Registration will end on close of business on Monday, April 9th.</i></li> <li>➔ <i>Parent Teacher Conferences: The Elementary will host Student Led Conferences.</i> <ul style="list-style-type: none"> <li>◆ <i>Go to <a href="http://www.myconferencetime.com/busan">www.myconferencetime.com/busan</a>.</i></li> <li>◆ <i>Click on the name of your child's teacher(s).</i></li> <li>◆ <i>Select the desired date/time for your conference by clicking on "Sign Up."</i></li> <li>◆ <i>Submit the requested information. Scheduling will close on Tuesday evening, April 10th.</i></li> </ul> </li> <li>➔ <i>MAP Testing: Grades 2-11 in the areas of Math, Reading, and Language takes place April 16th-20th. Results will be shared in the Q4 report cards.</i></li> </ul>	Mr. MacFarlane and Mrs. Harvey	11:40

<p>→ WASC Follow-up Announcement &amp; <a href="#">Promotional Video</a> created by the High School Digital Media class.</p>																
<p><b>Review of PTSO account movements since the last meeting:</b></p> <p>→ <b>Start Balance: 3,006,575 krw</b></p> <ul style="list-style-type: none"> <li>◆ (-142,000) MS STUCO contribution to Valentine’s candy grams</li> <li>◆ (-38,000) Drama Club script</li> <li>◆ (-140,100) Breakfast with a Book sponsorship</li> <li>◆ (-96,450) Donation to Drama Club for helping with concession stand</li> <li>◆ <b>+469,645</b> Concession stands benefits (2 of them)</li> <li>◆ <b>+6,590</b> Bank interests paid on account</li> </ul> <p>→ <b>End Balance: 3,066,260 krw</b></p>	Vanessa	11:50														
<p><b>Budget Revisited and Explained:</b> The purpose the PTSO is to support students by fostering and enhancing community relationships and the school environment via events, support of extracurricular activities, and fundraisers. Every year the money raised by the PTSO goes toward the purchasing of items that are not subsidized by the school. This year we have approximately 2,000,000 krw to allocate toward the following items which have been recognized as beneficial.</p>	Sarah	11:55														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">FUNDING ITEMS</th> <th style="width: 50%; text-align: left;">BUDGET ALLOCATION (<i>maximums</i>)</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 891 718 1171">           1. Decorations for Halloween, Thanksgiving, Winter Holidays, Valentine's Day, and Spring/Easter  <i>We are requesting that a Parent Committee come together to decide what to buy and create a purchase order. <a href="#">Follow this link to join the committee.</a></i> </td> <td data-bbox="718 891 1220 1171"> <b>400,000</b> - <i>Oriental Express or AliExpress</i> </td> </tr> <tr> <td data-bbox="97 1171 718 1312">           2. Multi-colored butcher paper for the butcher paper dispensers we purchased in 2017         </td> <td data-bbox="718 1171 1220 1312"> <b>300,000</b>  <i>Sarah will locate and put together a purchase order.</i> </td> </tr> <tr> <td data-bbox="97 1312 718 1485">           3. Hotdog Steamer  <i>Funding idea brought forth by Mr. Galles which will help school clubs to fundraise for special events, such as trips to Jeju.</i> </td> <td data-bbox="718 1312 1220 1485"> <b>300,000</b>  <i>Sarah is looking into a variety of options available on Amazon and will put together a purchase order.</i> </td> </tr> <tr> <td data-bbox="97 1485 718 1626">           4. A large urn for making coffee/hot chocolate in bulk for meetings &amp; events         </td> <td data-bbox="718 1485 1220 1626"> <b>150,000</b> - <i>Hamilton Beach 40515R 45-Cup Coffee Urn, Silver</i>  <i>To be ordered from GMarket</i> </td> </tr> <tr> <td data-bbox="97 1626 718 1832">           5. Additional Equipment for playground:           <ul style="list-style-type: none"> <li>● T-ball set (x6)</li> <li>● Badminton sets (x4)</li> <li>● Soft frisbees (x6)</li> </ul> </td> <td data-bbox="718 1626 1220 1832"> <b>500,000:</b> <ul style="list-style-type: none"> <li>● <i>KidGym IKG1070, p22 (22,000)</i></li> <li>● <i>KidGym IKG91607, p12 (62,000)</i></li> <li>● <i>Purchase locally</i></li> </ul> <i>To be ordered from KidGym</i> </td> </tr> <tr> <td data-bbox="97 1832 718 2004">           6. Funding the start-up for the new BFS Drama Club for MS and HS students (props, costumes, sets, etc.)         </td> <td data-bbox="718 1832 1220 2004"> <b>300,000</b> with a recommendation that Drama Club will staff all remaining PTSO concessions, earning 50% of the profit         </td> </tr> </tbody> </table>			FUNDING ITEMS	BUDGET ALLOCATION ( <i>maximums</i> )	1. Decorations for Halloween, Thanksgiving, Winter Holidays, Valentine's Day, and Spring/Easter <i>We are requesting that a Parent Committee come together to decide what to buy and create a purchase order. <a href="#">Follow this link to join the committee.</a></i>	<b>400,000</b> - <i>Oriental Express or AliExpress</i>	2. Multi-colored butcher paper for the butcher paper dispensers we purchased in 2017	<b>300,000</b> <i>Sarah will locate and put together a purchase order.</i>	3. Hotdog Steamer <i>Funding idea brought forth by Mr. Galles which will help school clubs to fundraise for special events, such as trips to Jeju.</i>	<b>300,000</b> <i>Sarah is looking into a variety of options available on Amazon and will put together a purchase order.</i>	4. A large urn for making coffee/hot chocolate in bulk for meetings & events	<b>150,000</b> - <i>Hamilton Beach 40515R 45-Cup Coffee Urn, Silver</i> <i>To be ordered from GMarket</i>	5. Additional Equipment for playground: <ul style="list-style-type: none"> <li>● T-ball set (x6)</li> <li>● Badminton sets (x4)</li> <li>● Soft frisbees (x6)</li> </ul>	<b>500,000:</b> <ul style="list-style-type: none"> <li>● <i>KidGym IKG1070, p22 (22,000)</i></li> <li>● <i>KidGym IKG91607, p12 (62,000)</i></li> <li>● <i>Purchase locally</i></li> </ul> <i>To be ordered from KidGym</i>	6. Funding the start-up for the new BFS Drama Club for MS and HS students (props, costumes, sets, etc.)	<b>300,000</b> with a recommendation that Drama Club will staff all remaining PTSO concessions, earning 50% of the profit
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<p><b>Upcoming Events:</b> <a href="#">PTSO Events Calendar</a> and <a href="#">End of Year Volunteering Sign-up Genius</a></p> <p>→ <b>PTSO Egg Hunt: Today</b>  <i>Please note the Junior and High School Volunteer Clubs pre-stuffed 1261 eggs. Thank you to Ms. branch and the students who helped! Sarah reviewed procedures for the remainder of the work and the Egg Hunt to follow.</i></p> <p>→ <b>Ice Cream Party to Celebrate Literacy: Thurs, April 12 @ 10:55am</b>  <i>An email was sent outlining duties for ice cream server volunteers. We need to find or purchase cups and spoons. *Check the PTSO supply.</i></p> <p>→ <b>Family Fun/Garage Sale Planning with Clubs: Mon, April 16 @ 3:45pm, Rm 203</b>  <i>If you are free, please attend this additional meeting, which will be held with participating MS and HS clubs, if you wish to contribute ideas in preparation for this event.</i></p> <p>→ <b>PTSO Concessions:</b> <i>Ms. Wiehe and Ms. Boyle have been contacted to see if the Drama Club will help to staff these remaining stands.</i></p> <ul style="list-style-type: none"> <li>◆ Speech and Debate: Saturday, April 21st @ 9am</li> <li>◆ Middle School Basketball Finals: Wed, May 16th @ 9am</li> </ul> <p>→ <b>Family Fun Day and Garage Sale: May 12th:</b> <i>This is our largest annual fundraiser. The following items were discussed in preparation for this event:</i></p> <ul style="list-style-type: none"> <li>● Vanessa passed around photos for parents to vote on this year's Bouncy House.</li> <li>● Based on her 2017 Reflection, Sarah would like to implement an improved layout.</li> <li>● All documents have been updated and Vanessa will run the Garage Sale vendor sign-up.</li> <li>● We discussed the BFS fathers running the event BBQ. <a href="#">Follow this link to complete an interest survey.</a></li> <li>● We voted to once again host the PIE-IN-THE-FACE</li> <li>● Other NEW event ideas: <ul style="list-style-type: none"> <li>○ Sponge throw or Sponge fight booth instead of a water balloon booth</li> <li>○ Field events: Large Bubble pond? Obstacle Course? 3 legged race?</li> <li>○ Stay tuned for a volunteer sign-up after the April 16th planning meeting</li> </ul> </li> </ul> <p>→ <b>Teacher/Staff Appreciation Breakfast: Tues, May 15th:</b>  <b>2 major changes were decided for this event:</b></p> <ol style="list-style-type: none"> <li>1. The parents wish to serve the teachers/staff breakfast themselves in the Cafeteria. Sarah will contact the office and BFS kitchen staff to make arrangements.</li> <li>2. All parents would like the opportunity to write a Thank You note, or to encourage their children to write a Thank You note, to their teacher(s) or other BFS staff. These notes will be collaged and displayed for the teachers/staff at the breakfast.</li> </ol> <p>→ <b>Global Gathering: Participation TBD: Sun, May 20th @ 10am APEC Naru Park</b>  <i>The PTSO decided not to participate in this event this year.</i></p> <p>→ <b>Senior Celebration Breakfast: Wed, May 30th</b>  <i>Similar to the Teacher Breakfast, this event will honor the graduating Seniors.</i></p>	Sarah	12:15
<p><b>Meeting Adjourned:</b> Thank you! 감사합니다 С п а с и б о ¡Gracias!</p>	Sarah	12:30
<p>Our Next PTSO Meeting is <b>Thursday, May 3rd @ 11:30 am</b> *This will be our last meeting of the year to recognize members of our organization and finalize planning for our Family Fun Day and Garage Sale</p>		