

****Minutes DRAFT****

****Call to Order****

Number of attendees: 12 attendees

December Notes

- Start of WinterGRAM!

Coffee with the Principals

- School Updates
 - Principals thanks the parents and the parent representatives for being here and helping with the transition of the PTSO becoming a parent community. Thank you for the parent representatives for all the support!
- Fri., Dec 2 - ES Winter Concert (5:00pm) & Art/Makerspace Showcase (4:00pm)
 - The MS will be helping out with childcare for the kids who live further away from the school. They will be at the auditorium.
- Fri., Dec 9 - MS/HS Band & Choir Winter Concert (7:00pm)
 - Lobby will open early
- Dec 14-16 - EC/ES Winter Spirit Days
 - Lots of fun activities, great job Mr. Cassell
- Wed., Dec 14 - EC Winter Concert and Gingerbread House Making (2:45pm)
- Fri., Dec 16 - last day before Winter Break (dismissal at 1pm)
 - Buses departs at 1300
 - Report cards in January but will be available at renweb

PTSO Meeting

Introduction

Old Business

- **PTSO Uniform Sale Thursday, 10 November**

- Volunteers: 2
- Earning: 70,000 KRW (10,000 KRW stays in the cash box)
- **PTSO Concession Stand Thursday, 17 November**
 - Volunteers: 11 volunteers
 - Budget: 150,000 KRW
 - Expenses: 140,000 KRW
 - Earnings: 235,000 KRW

Financial Updates

- Current: 3,022,927 KRW (we opened the year with 3,053, 367)
- Uniform Locker Net Revenue: 1, 010, 000 KRW (uncompleted inventory)
- Summary
 - November Earning:
 - Uniform Locker Sale: 70,000 KRW
 - Concession Stand: 235,000 KRW
- Fundraising goal for 2022-2023:
 - 1,000,000 KRW
 - Earned 310,000
- **Funding Request:**
 - Stocking for faculty doors (71) x 850 won = 60,350 - **Approved**
 - Tea & Honey sticks (71) = 30,000k - **Approved**
 - Snack?
 - **Make extra wintergram for the stockings**

New Business

- PTSO, what does it mean? What is the purpose?
 - **PTSO stands for Parent Teacher Support Organization. We are the non academic support team for the school, think of it as another layer of safety net for supporting both the students and the teacher. The organization exists to support the school.**
- How can you support?
 - **Time (Volunteering)**
 - **Volunteering can be considered as our community building exercise. This is the part where we come together to do something, whether its to go to Costco to collect items we need or to fold a uniform in our uniform locker.**

- **Talent** (do you bake? Amazing at decorating? Skill you want to share?)
 - School sports is our main fundraising event, we need bakers to donate some baked goods. Do you have a skill that you want to share? PTSO can have a learning lunch!
- **Treasure** (donate items or financially)
 - PTSO relies on donations of goods and services. When we hold concession stand, we only have limited budget as to what we can buy as a start up, we usually put a list out via sign up genius to what we would like to have on hand to sell during the concession stand.
- The things we do and document this year will be like a road map for next school year.
 - Q4 will be election time for the new board and representatives for the new school year, it will give enough time for both outgoing and incoming to understand the work. This is an opportunity to learn together. Summer time meetings may be necessary to keep the board alive.
- What are the parent representatives? Who are they? What do they do? How can they support you?
 - Parent representatives are volunteers who answered the volunteer call during the first meeting. Due to our PTSO not having officers and board members, the parent representatives have acted as the board representative of the PTSO with voting rights.
- Funds. Why do we fundraise?
 - Towards a cause at the end of the year (?)
 - Have budget for teacher/staff appreciations at least once a quarter and at least one breakfast/lunch/dinner paid by PTSO
 - Have budget for volunteer appreciation or luncheon at least once during the school year
 - Have a budget to support school related events
 - Maintain a 3,000,000 KRW balance for events/appreciation and for student/teacher grants for the following school year
 - Abigail suggestion:
 - If we fundraise enough or have more than 3,000,000 at the end of the school year, we can donate at least:
 - ????? KRW per classroom
 - ????? to library to book purchases
 - ????? KRW to the specials teachers
 - to use either at the end of the school year or the beginning of the school year.
 - Amount is dependent on how much we fundraise for the school year and approval of quorum
- Volunteers to **lead** events
 - Yumi will see if she can lead the concession stand for the volleyball games... double check if the game is indeed at BFS
 - No further volunteers at this point
- WinterGRAMS

- Hot Cocoa Bombs (5,000 KRW each)
- Hot chocolate Packet + Peppermint spoon(3,000 KRW each)
- Hot Chocolate Spoons with marshmallows and peppermint sprinkles(3,000)
 - Hot chocolate spoons wins the vote
 - Send out email on monday to principals verifying permission to
 - Send out wintergram forms
 - Post ads in the school
 - Maybe have samples out during the uniform sale
- Volunteer Opportunities
 - ES Concert Coffee Stand 02 December 1545-1700
 - Abigail and Kate for the coffee stand. Jiyong and Poonam on “surprise” task.
 - Homeplus Marine City Winter Market Fundraiser 1000-1800** <- talk to Abigail
 - Uniform Sale 08 December 1345-1600
 - 09 December - MS/HS Winter Concert
 - 11 - 14 december - Appreciation Note Brigade...
 - Remind parents to write appreciation notes for the Staff Holiday Stockings

Open Floor

- Parents are interested in looking into art galleries for the students(and art teacher). Kate will canvass prices then she will let us know.
- Should we sell roses at the MS/HS band/choir concert? Abigail will email principals on monday

Appendix A: Merging Calendars

- Quarter 2
 - *fundraising ideas**
 - 1 November - MS Futsal
 - 1-3 November - School Picture Photoshoot
 - 04 November - Coffee with the principals + PTSO Meeting
 - 10 November Uniform Supplier Visit (*volunteers needed for PTSO uniform locker*)
 - 11 November - MS KISAC 7s Soccer
 - 17 November - HS VolleyBall (PTSO concession stand)
 - 12 November - MS KISAC 7s Soccer (No PTSO support)
 - 22 November - Elementary STEM Fair (No PTSO support)
 - 24 November - Thanksgiving Feast (stand by for PTSO support)
 - 25 November - US Thanksgiving - NO SCHOOL
 - 02 December - Coffee with the Principals + PTSO Meeting
 - 02 December - ES Winter Concert & Arts Showcase
 - 8 December - Uniform Supplier Visit (volunteers needed for the PTSO uniform locker)
 - 09 December - MS/HS Winter Band & Choir Concert
 - 14 December - EC Concert & Gingerbread House Activity
 - 16 December 2nd Quarter ENDS
 - 19 Commence Winter Break
- Quarter 3
 - 9 January - School resumes
 - 12 January - Uniform Supplier Visits (volunteers needed for PTSO uniform Locker)
 - 13 January - Coffee with the Principals + PTSO Monthly Meeting
 - 21-24 January - Lunar New Year (No school)
 - 03 February - Coffee with the Principals + PTSO Monthly Meeting
 - 17 February - Professional Development Day (no School)
 - 24 February - MS Volleyball Finals @ ISB/BFS
 - 1 March - Samil Day (no School)
 - 03 March - HS Basketball Final @ BFS/ISB
 - 9 March - Uniform Supplier Visit (volunteers needed for PTSO uniform locker)
 - 24 March - Q3 ends
 - 27 March - Spring Break begins
- Quarter 4
 - 3 April - school resumes
 - 13 April - Uniform Supplier Visit (volunteers needed for PTSO Uniform Locker)

- 13 April - ES PTSO Egg Hunt
- 13-14 April - Parent Teacher Conferences
- 01-04 May - PTSO Teacher Appreciation Week
- 5 May - Childrens Day (no school)
- 29 May - Buddha's Birthday (no school)
- 6 June - Memorial Day (no school)
- 9 June - Graduation
- 12 June - Summer Break begins