



PTO Monthly Meeting September Minutes

I. Welcome and Opening Remarks 16:02

In attendance: Melinda Shuttlesworth, Tara Pittack, Kimberly Jones, Stephanie Findley, Sarah Daley, Jessica Rose, Martin Balzert, Peter Brown, Khristian Kehoe, Kristin Kujat, Katherine Estrada, Paluma Sanchez, Amina Mpoy, Dilek Tuncel Ozkan

II. Position Introductions

A. Executive Board:

President – Tara Pittack
Vice President – Stephanie Findley
Secretary – Kimberly Jones
Treasurer – Melinda Shuttlesworth

B. Committee Chairs & Representatives:

Book Sales – Sonia Burton & Amanda Barrow
Box Tops – Sarah Daley
Spirit Wear – Amina Fofana
Publicity – Tara Pittack (Temporary)
Volunteer Coordinator – [Vacant]
Yearbook Account Manager – Kristin Kujat
Event Coordinator – [Vacant]
Bulletin Board – Jesse Brownfield

C. Teacher & Parent Representatives:

US Teacher Reps – Khristian Kehoe & Kristine Yeckley
US Parent Reps – [Vacant]
British Teacher Rep – Peter Brown
British Parent Rep – [Vacant]
Canadian Teacher Rep – Katie Rodger
Canadian Parent Rep – [Vacant]
German Teacher Rep – [Vacant]
German Parent Rep – Toni Giebitz

D. School Liaison:

GK 470th ABS – Beth Restor

Email: afnorth.is.es.pto@gmail.com

Website: afnorthespto.org

III. Past Business

A. School Supplies:

1. 132 kits sold this school year
2. Still working on final profit numbers
3. Sold out – restocking underway; website sales continue
4. Extra kits available via website

IV. Current Business

A. Treasurer's Report:

1. Current Balance: \$10,814.36
2. Cash Box: €0
3. PayPal: [Info not provided]

B. Fund Requests:

1. Noise-Canceling Earmuffs – €209.97
 - a. For US Section (36 pairs)
 - b. More information needed – postponed to next meeting
2. Battle of the Books – Up to \$750
 - a. Motion to approve with PTO sponsorship acknowledgment and logo on advertising
 - b. Approved
3. U.S. Emergency Lunch Card – €50
 - a. €25 already approved and paid
 - b. Motion to standardize starting balances:
 - i. US: €50, All other sections: €25 due to student population and frequency of use
 - c. Approved
4. STEAM Night – \$500
 - a. We have been invited to fundraise via pizza and drinks
 - b. Motion to participate
 - c. Approved

C. Paid Fund Requests:

1. Irish Storyteller – €1,200
2. Book Trolley (Amanda Barrow) – €25
 - a. Only one of two approved was purchased



D. Committee Updates:

1. Book Sales:
 - a. August: €321.15 / \$12.50
 - b. Next Sale: September 24
 - c. Flyer and volunteer sign-up to be distributed
2. Box Tops:
 - a. Goal: \$500
 - b. Current: \$13.50
3. Yearbook:
 - a. Chair: Kristin Kujat
 - b. New publishing company this year
 - c. \$5 discount for early orders (before November)
 - d. Yearbook Cover Contest:
 - i. Target month: January
 - ii. Can we work with Art to encourage participation?
 - iii. Flyer to include clear contest requirements
4. Spirit Wear Sales:
 - a. Total Orders: 35
 - b. Total Items: 108
 - c. Gross Sales: \$2,408
 - d. Net Profit: \$1,949.10
 - e. Vendors:
 - i. Local: Lyndsey (hats, bags, keychains)
 - ii. Shirts: Spangdahlem
 - iii. No custom ink fees this year

V. Upcoming Events

A. Terry Fox Run – September 26, 2025

1. PTO/PTA providing apples (1,000) to ES and MHS
2. PTA coordinating volunteers and table
3. PTO handling fruit pickup/delivery

B. October PTO Meeting – October 6, 2025

1. Time: 4:00 pm
2. Location: Library Conference Room

C. Fall Fun Run – October 8, 2025 (5:30 pm, Track)

1. New this year:
 - a. Sponsorship tiers and AFNORTH-themed prizes
 - b. Flat sponsorship amounts

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2. Prize Tiers:
 - a. \$8 – Sticker + reusable bag
 - b. \$40 – Bracelet + sticker + bag
 - c. \$60 – + Water bottle
 - d. \$100 – + Patch
 - e. \$150 – + Shirt
3. Entry Fees:
 - a. Runners: Fee to be discussed (previously \$3; resulted in a loss)
 - b. Parents: Free unless running
4. Concessions: €5 (hot dog, chips, cookie, drink)
5. **Action: Confirm t-shirt turnaround time**

D. October Book Sale – October 29, 2025

E. November PTO Meeting – November 3, 2025 (4:00 pm)

F. Teacher Appreciation Luncheon – November 11, 2025

1. With PTA, during Parent-Teacher Conferences (Nov 5-6)
2. **Tara to coordinate date correction with PTA**

G. Fall Candy Grams – Mid-November

1. One per student, sent by PTO
2. Google Form link for teachers to share in newsletters
3. Orders will be online

H. Education Support Professionals Day – November 19, 2025

1. Plans:
 - a. AFNorth Lanyards
 - b. Grab-and-Go Breakfast

I. Christmas Fayre – November 22, 2025

J. November Book Sale – November 26, 2025

K. December PTO Meeting – December 1, 2025 (4:00 pm)

L. Pajamas and Pancakes (Breakfast for Dinner) – December 3, 2025

1. Committee to be formed for planning

M. December Book Sale – December 10, 2025



VI. Open Forum

A. Website Updates:

1. Monthly quarter-page newsletter with QR code linking to event page
2. 90 scans recorded
3. Cost-saving idea: reduce from €400 to €50/month by simplifying format

B. Messenger App Transition:

1. Proposal to switch from Messenger to WhatsApp
2. Concerns raised regarding teacher privacy

VII. How to Stay Informed

- A. Facebook: AFNORTH International Elementary Parent Teacher Organization (PTO)
- B. Email: afnorth.is.es.pto@gmail.com
- C. PTO Board: Located by the US office

VIII. Adjournment

Meeting adjourned 1705

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