



## PTO Monthly Meeting October Minutes

### I. Welcome and Opening Remarks 1617

In attendance: Melinda, Kimberly, Tara, Stephanie, Katie Rodger, Peter Brown

### 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 – Martin Balzert  
German Parent Rep – Toni Giebitz

#### D. School Liaison:

GK 470th ABS – Beth Restor

### III. Past Business

#### A. Terry Fox Run:

1. Purchased and supplied 1,000 apples from a local orchard
2. Split the cost and volunteers with the PTA

### IV. Current Business

#### A. Treasurer's Report:

1. Current Balance: \$10,525.05
2. Cash Box: €616.12 / \$23.75
3. PayPal: [Info not provided] - [account is locked and recovery email is to a personal email from a previous year. Should we open a case with google or with PayPal?](#)

#### B. Fund Requests:

1. Sinterklass Themed Supplies for Wooden Clog Decorating
  - a. Roughly €180

Email: [afnorth.is.es.pto@gmail.com](mailto:afnorth.is.es.pto@gmail.com)

Website: [afnorthespto.org](http://afnorthespto.org)



Motion to approve: Kimberly Jones, 2nd, Stephanie Findley, Passes

2. Tooth Saver Necklaces

a. \$100

Discussion - we order and then provide to nurse's office; Motion to see if that is acceptable - Tara Pittack, Second - Stephanie Findley, passes

3. Noise-Canceling Earmuffs – €209.97 - REVISITING

a. For US Section (36 pairs)

We will revisit again due to inability to attend per DODEA instruction

**C. Paid Fund Requests:**

Fund Requests Paid Out - €1,300 / \$0

1. Irish Storyteller - €1,200

2. Emergency Lunch Card Beginning of Year "cushion" - €100

A. US Section - €50

B. British Section - €25

C. Canadian Section - €25

**CHECK TO SEE IF GERMAN SECTION HAS LUNCH CARD**

**D. Committee Updates:**

1. Book Sales:

a. August: €321.15 / \$12.50

b. September: €341.12 / \$23.75

c. Next Sale: October 29, 2025

d. Flyer and volunteer sign-up to be distributed

e. Some concerns - raise awareness of the event to increase foot traffic, advertise currencies we accept, and the costs of books via school newsletters

Our target audience is the student population and people associated with them; we can consider selling our excess grown up options elsewhere if needed;

f. Do the book sale chairs need to request the purchase of tape, stickers, or markers in advance or submit receipts for reimbursement?

Let's consider providing a set budget and going from there to find a middle ground

2. Box Tops:

a. Goal: \$500

b. Current: \$53.80

3. Yearbook:

a. Chair: Kristin Kujat

Email: [afnorth.is.es.pto@gmail.com](mailto:afnorth.is.es.pto@gmail.com)

Website: [afnorthespto.org](http://afnorthespto.org)



4. Spirit Wear Sales: (September numbers)

- 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

Excess items were ordered to meet minimum order counts and to have items on hand to sell at events moving forward

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## V. Upcoming Events

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

1. So far, we have raised \$4,541!
2. We are still in need of Volunteers
3. The American Legion is helping with the cooking of hot dogs and distributing food at the event

### D. October Book Sale – October 29, 2025

Consider a “spooky” theme instead of Halloween theme to avoid potential conflict with holiday issues

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

### F. Teacher Appreciation Luncheon – November 6, 2025

1. With PTA, during Parent-Teacher Conferences (Nov 5-6)
2. Will have information and sign-up next week after the fun run

### G. Fall Candy Grams – Mid-November

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

### H. Education Support Professionals Day – November 19, 2025

1. Plans:
  - a. AFNorth Lanyards  
Need to propose a budget for lanyards. Tara will request quotes. The business office has been contacted to get a count.
  - b. Grab-and-Go Breakfast - Canceled.

### I. Christmas Fayre – November 22, 2025

1. PTO will have four tables at the Christmas Fayre - to include book sales
  - a. Books and spiritwear will be sold
  - b. Mr Brown will email information he would like shared via our social media accounts

### J. November Book Sale – November 26, 2025

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

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**L. Pajamas and Pancakes (Breakfast for Dinner) – December 6, 2025**

1. A committee to be formed for planning

We are hoping to get HS volunteers so will maintain our date of 6 December. We need more parent involvement.

**M. December Book Sale – December 10, 2025**

**VI. Open Forum**

**A. STEAM Night**

Need to discuss further

They want us to do sales with the PTA. We would like to manage our funds separately and will support it that night.

**B. Musical**

We will need a funds request submitted officially; the musical will be 13/14 March and it will not be advertised until Dec. Last year the first request was \$816, second was \$1353.26

**C. Directorate**

We need to set up a coffee and cake meeting with them. We would like to offer a legacy gift.

**VII. How to Stay Informed**

A. Facebook: AFNORTH International Elementary Parent Teacher Organization (PTO)

B. Email: [afnorth.is.es.pto@gmail.com](mailto:afnorth.is.es.pto@gmail.com)

C. PTO Board: Located by the US office

**VIII. Adjournment - 1704**

Email: [afnorth.is.es.pto@gmail.com](mailto:afnorth.is.es.pto@gmail.com)

Website: [afnorthespto.org](http://afnorthespto.org)