PTO Monthly Meeting - November Agenda

i. **Welcome and Opening Remarks**
Meeting was called to order at 1608
President present: Tara Pittack
Book Sale Rep present: Priscilla Burns
Secretary present: Jessica Smith
US Rep present: Ms. Berlin
Ms. Jecheva
Ms. Caudwell

ii. **Past Business**

a. Spirit Wear
   i. Order is in, awaiting for items to arrive. $5,524.61 in sales
   Zip up sweater and sweat pants are in top 3 products ordered; orders should arrive in November and we will need to do a "bag party" to get orders ready for delivery.

b. Fall Fun Run Fundraiser
   i. Great turnout of 105 kids, most sign-ups were in the last 48 hours and we had a couple of individuals buy tickets (through the sign-up) on the spot. We gave out prizes for the individuals who already qualified (all but 3 were picked up on Friday) and it's updated in the WIX app. If people qualify for additional, we can provide additional prizes at the end of the fundraiser via the classrooms. Extra prizes will be sold at Foggy Fields Bazaar
      1. Initial paperwork submitted on 24 Oct identifying Spirit Wear, AFNORTH Memorabilia, books and possibly baked goods to be sold.F
         a. Probably not going to have all spirit wear in- in time for Foggy, but have other stuff to sell. Worried about table size/set up space anyways.
      2. Issues with the vendor as far as getting the bags and shirts to us. Support tickets are open, but we did not get them in time for the event. Refunded the $480.00 for bag cost on 30 Oct 2026.
      3. **Approximately $1709 raised from Fun Run. Not close to the $6K raised last year, but we did come out in the positive.**

c. Book Sales took place on 30 Sep and 28 Oct
   i. Sept sales sold over 400 books and brought in approximately €235 in sales
   ii. Oct sales sold 360 books and brought in €180 in sales
   iii. **18 Jan 27: first adult book sale at the HUB.**

d. 60th Anniversary: They want us to help but still gathering ideas... tshirt sales was mentioned but that needs to get ironed out... Having a meeting every 2 weeks and will keep trying to go just so I can see how we can help. We will message when the next one is.

For 60th Anniversary: no update on next meeting. Plan is to alternate individuals going. Supposed to last throughout 2027 (crosses 2 school years). For shirt requests, several ideas such as MS/HS Student Council or the Future Business Leaders taking point on the shirt requests. This would be a heavy lift and would cost us money.

iii. Current Business

a. **Treasurer's Report**

i. Current Balance:
ii. Yellow Cash Box: **€494/ $24.50**
iii. Green Cash Box: €0 / $0
iv. Emergency Lunch Card Money to be deposited:
v. End of Year Funding Requests Paid Out:
1. Grand Total: 9,980.64 was used to benefit the students, community and teachers!

b. **Funding Requests**

Agreed on in September meeting that routine funding requests are pre-approved. If requests are higher than originally approved for, then an updated funding request will need to be submitted- website needs to be updated with new policy.

i. Fox Run apples payment executed totalling €150
ii. Battle of the Books payment executed $540.12
iii. Musical - contract - $1189.00
iv. Pumpkin Drop: €250-€300 for pumpkins and medals (we have not received the receipt yet.) **May take some time as requestor is out for a few weeks due to medical. We'll reach out to request receipts digitally, but may have to wait.**

V. There was some confusion on the Spelling Bee and Olympiads funding requests, but it was approved and we will reimburse the Spelling Bee portion as it's been paid ($199)

Committee Updates

iv. **Box Tops**
1. Goal – $500
2. Current – $ 223.50/**$243.70 update provided after meeting minutes printed**

v. **Yearbook**
1. Working with the same company as last year for booksale.
2. Working with company on missing profits check ~ $1200
3. **Coloring contest will be in January - require flyer**
4. **Sales to start in January**

vi. **Booksale**
1. Meeting with HUB for adult book sales- Booksale will hopefully start in January pending CC approval. We are going to pay a flat rate fee of $25 for 6 months as a fundraising fee. Committing to at least 3 months of booksales to test it out. **First one is 18 Jan 27 at the HUB.**
2. Book sales for November include Foggy Fields and Christmas

Fayre
3. Getting new signs for the kids will be laminated so they do not fall apart.

vii. **Publicity**

viii. **Pancakes & Pajamas Committee**

Discussion on Home Ec or Cooking Club help us make the pancakes. This would help us out overall.

1. Event Coordinator - Tara
    a. Overall planning, timeline, facility coordination, event layout, and making sure all teams are on track.
2. Food & Beverage Lead - **Jessica**
    a. Pancake breakfast, drinks, toppings, supplies, equipment, food preparation, and serving volunteers.
        i. NATEX & Commissary Donation Request needs to be submitted ASAP- NATEX donated all the Maple Syrup last year.
        ii. Last year we borrowed serving trays from the GK Chapel.
3. Activities & Entertainment Lead - **Priscilla**
    a. Children's crafts, games, photo opportunity, activity volunteers.
4. Decorations & Set up Lead - **Amina**
    a. Event Theme, decorations, signage, table arrangements, setup, and teardown coordination.
5. Volunteer Coordinator - **Still need**
    a. Recruits volunteers, creates shifts, assigns responsibilities, manages check-in, and ensures adequate coverage.
6. Marketing & Registration Lead - **Still need**
    a. Flyers, social media, website, ticket sales, registration, attendance tracking, and parent communications.

ix. **Bulletin Board**

1. **Make sure we're adding flyers to the bulletin boards. Some teachers were not tracking the Spooktacular Fun Run as there wasn't a flyer on our board for it. We also discussed doing a better job of getting the flyers for upcoming events completed earlier so we can get them out to the public, online, in backpacks and on the bulletin boards.**

x. **Meeting Expectations**

1. Since looking to go to bi-monthly meetings, requesting board member meetings to update the by-laws- any issues with this?
    a. If agreed upon, meeting can be in December, a second one in January or we can wait until February. **Briefly discussed and looking at January or starting in February.**

xi. **Upcoming Events**

1. **November**

a. 2 – Bi-Monthly PTO Meeting
b. 3 – Faculty Appreciation Luncheon with PTA

Feedback for this was to try to split the items as the soups, salads and desserts are sometimes gone by the time the 1200 lunch teachers get to the Faculty lounge.

c. 10: First Morning Roar Coffee Event at the HUB.

c. 13 – 15 – Foggy Fields selling spirit wear, books, AFNORTH memorabilia and maybe baked goods (decision point) (one space reserved) Some concern on how much space we'll actually have, but discussed not displaying all the books, people can rifle through the bins.

d. 21 – Christmas Fayre – selling spirit wear & books (maybe AFNORTH memorabilia)… reserved 3 tables.
e. 24 – Booksale set-up
f. 25 – Booksale

2. **December**
   a. 2- Pancakes and Pajamas event
   b. 10-Morning Roar Coffee Event at the HUB
   c. 15-Winter Holiday Treat with PTA
   d. No book sale this month due to holidays
3. **January**
   a. 4-Bi-Monthly PTO Meeting
   b. 14-Morning Roar Coffee at the HUB
   c. 18- Adult Booksale at HUB
   d. 26- Booksale set-up
   e. 27-Booksale
4. **Way Ahead**
   a. 3 Feb- provide pizza for ES from 5-7 pm
   b. Do we want to make Candy Grams for Valentine's day?
   c. 12-13 Mar- Musical

xii. **Open Forum**
xiii. **Adjournment : 1651**