Blooming Together, Growing Forever
Parent Teacher Organization
AFNORTH International Elementary Sections
UK | US | Canada | Germany

PTO Monthly Meeting
November Agenda

I. Welcome and Opening Remarks

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. Fall Fun Run

1. Overall Profits - $4,197.16
2. Overall, great feedback, everyone seemed to enjoy the fundraising aspect and the setup on the website

IV. Current Business

A. Treasurer's Report:

1. Current Balance: $16,822.95
2. Cash Box: 0
3. PayPal: [Info not provided]

B. Fund Requests:

1. Math Olympiad School Registration - $200
2. Spelling Bee Registration - $99.50
3. Spring Musical
   a. $1,134 - rights to the script
4. Pumpkin Drop - $125 (Approved virtually)

5. Pumpkin Drop (Duplicate submission ?) - $125
6. Noise-Canceling Earmuffs - €209.97 – REVISITING due to the government shutdown
    a. For the US Section – 36 pairs

C. Paid Fund Requests:

Fund Requests Paid Out - €1,300 / $98.79

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
   D. No current German card on file – German section has been emailed, but have not received a response to date. Will follow up.
3. Tooth Saver Necklaces - $98.79

D. Committee Updates:

1. Book Sales:

a. September: €341.12 / $23.75
b. October: €352.60/$16.00
c. Next Sale: November 26, 2025
d. Flyer and volunteer sign-up to be distributed
e. Some concerns - in need of one extra volunteer on the sign-up for Tuesday and Wednesday. One for set up and the other to volunteer for the morning shift (8:30 to 10:30) for the morning rush
f. Amanda and Sonia have also requested national flags and stickers for books and tables that will clearly identify books in that language/nationality.

2. Box Tops:

a. Goal: $500
b. Current: $76.40

3. Yearbook:

a. Chair: Kristin Kujat

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
f. Spiritwear is all in, and will hopefully be delivered by next Monday

V. Upcoming Events

A. Teacher Appreciation Luncheon – November 6, 2025

1. With PTA, during Parent-Teacher Conferences (Nov 5-6)

B. Fall Candy Grams – Mid-November

1. Discuss form and flyer for candy grams
2. Could go home next week once the flyer and form are printed

C. Education Support Professionals Day – November 19, 2025

1. Plans:
    a. AFNorth Lanyards
    b. Ordering keychains this week - will be delivered in time

D. 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. Need to discuss with Mr. Brown what he would like advertised on PTO Social accounts
2. Donating a basket with a few small items, and will provide a voucher for a T-shirt and a water bottle through the website
    a. $75 maximum - need approval
3. Need volunteers for this event - will update the signup this week

E. November Book Sale – November 26, 2025

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

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

1. A committee to be formed for planning
2. Need advertisement for holiday party volunteers - all sections
    a. A Facebook post will be made advertising for committee members

M. December Book Sale – December 10, 2025

VI. Open Forum

1. It has been requested that an automated message (or similar) be added to our online funding request form - "Thank you for your submission, your request has been received."
2. Printer for printing flyers
    a. Inkjet printer (eco tanks)
        i. Prints up to 7,500 in black and white and 4,500 pages in color
    b. It would save a lot of money on printing
    c. $50 just for the monthly newsletter on quarter pages
    d. Print book sale flyers and newsletters each month (500 or more pages per month)
    e. It could cost around $370, but it would pay for itself and allow for more freedom in printing.
3. Musical - what type of support from PTO
    a. Food for concessions
    b. Dinner or lunch for kids
4. Possibility of hosting a scholastic book order before Christmas

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