PTO Monthly Meeting - September Agenda

i. **Welcome and Opening Remarks**
Meeting called to order at 1602:
Did introductions
Martin- German section Grade 4
Katy Roger
Ms. Yeckley
Mr. Kehoe
Peter Brown: British section
Nicole Brown
Ms. Berlin- US rep
Mr Bryan- US

ii. **Past Business**
- a. School Supply Kits
  - i. Upgraded bags were a huge hit! Also from a transport perspective they were easier to transport than paper bags. Ordering process & having them pay before really speed up the process. Extra bags for all grades in the locker. **Positive feedback on bags being ready for B2S event**.
- b. Welcome Expo
  - i. Good pick-up point, very minimal compared to the Back to School Bash pick up. Sold about 2 extra kits (about 30 bags total)
- c. NATEX Pick-up
  - i. Even less bags picked up this day, sold 2 more bags(about 15 bags total) **Recommend skipping based on number of pickups**
- d. Back to School Bash
  - i. Really good feedback, bag pick up was smooth, zero line. More booths next year would be nice. Having it before the Teacher Meet & Greet was good too! (about 90 bags total).
- e. PTO Email Domain
  - i. Everyone has their own email. The admin can reset whenever, decreasing the issues with turnover in the past. Slowly starting to transition to the new email, moving stuff over.. With our 501(c) status it is FREE!

iii. **Current Business**
- a. **Treasurer's Report**
  - i. Current Balance: $9,281.48
  - ii. Yellow Cash Box: € / $
  - iii. Green Cash Box: €0 / $0
  - iv. Emergency Lunch Card Money to be deposited: € 50
  - v. End of Year Funding Requests Paid Out: € 6,842.53 / $3,138.11
    1. Grand Total: 9,980.64 was used to benefit the students, community and teachers!
- b. **Funding Requests**

Pre-input routine/annual expenses that we receive each year. Easier to budget ahead of time (benchmark funding) vs trying to take care of it last minute.
Clubs: $500

i. Fox Run apples (CAN Section-Approved) : Req by 18 Sep 26
ii. **(V)** Battle of the Books (Ms. Koger): Req by 15 Sep 26
    1. Up to €750 to purchase books throughout the year for grades 3-5 for Battle of the Books held May – Jun.
iii. Math Olympiad Registration Fee (Ms. Jecheva-approved & paid):
    1. €175 for Registration fee for grades 4-5 (sometimes 6), to participate in monthly international contests (Oct – Mar).
        a. Has been approved and paid out in June (end of school year 25-26).
iv. **(V)** Pumpkin Drop (Mr. Aponte): Required by 20 Oct 26
    1. €250-€300 for pumpkins and medals
v. **(V)** Ukulele (Mr. Kehoe): Req by 15 Jan 27
    1. €500 Build and play a ukulele. Money is the cost of materials.
vi. **(V)** Egg drop (Mr. Kehoe): Req by 19 Mar 27
    1. Build a protective enclosure for an egg, drop and see if it breaks or protects the egg.

Budget: APPROVED
Club funding will be for all clubs.
New US students can still request bags, they submit school supply request like before school started and then we create and leave at the front office for when student arrives.
Most of the funding should be on here and there shouldn't be too many funding requests.

c. **Committee Updates**
    i. **Box Tops**
        1. Goal – $500
        2. Current – $64.30
    ii. **Yearbook**
        1. Started working with photographer already, using the same company as last year for the yearbook.
        2. Last week was picture week, went great!
    iii. **Spirit Wear Sales**
        1. Flyer to go out this week. Looking to sell t-shirts, hoodies, sweaters, sweatpants, beanies, and baseball caps… any other ideas? Also looking to continue selling the school supply kit bags as a $10 add on. With the spirit wear design versus the school supply kit design (offering both). Will give away a free sticker with every tshirt purchased.

Too much money wasted trying different stuff, so giving away stickers.

Zip up hoodies & sport stripes sleeved shirts requested for spirit wear.

iv. **Booksale**
1. **Great initial turnout ~700 books sold!**
2. **Stop sale at 0855 so kids get to class on time.**
3. **Reiterated new book sale times 0830-1230**
4. **Working with HUB for adult book sales**
5. **Bin of free books for kids who forget/don't have money**
6. **Terry Fox Run adult book sale option?**

v. **Publicity**
1. Working on the posting schedule.

vi. **Bulletin Board**
1. September's board will be up by the end of the week.
2. The "Back to School" Board seemed to be a hit.
3. If you have informative flyers regarding events, please feel free to hang them on the board.
4. Compliments, suggestions, or criticism is welcome.

vii. **Meeting Expectations**
1. As we start the new year, I want to emphasize the importance of maintaining a professional and respectful environment during our meetings. Everyone's role and input is critical to the success of this team and the school community we serve.
2. To keep our discussions productive:
   a. Please avoid interrupting or arguing... differences in opinion are expected, but they should be handled respectfully.
   b. Once a decision is made, we need to support it as a team. Going to others who were not present to try to change decisions is not productive and can create confusion.
   c. If a decision doesn't go your way, remain professional and focused... We can revisit items at an appropriate time if needed.
   d. Stay on topic and be respectful of everyone's time so we can accomplish our objectives efficiently.

   Thank you all for your continued effort and teamwork. I appreciate your professionalism and commitment, and I look forward to a productive meeting.

viii. **Upcoming Events**
1. **September**
   a. 18 – Terry Fox Run – handing out Apples
   b. 29 – Booksale set-up
   c. 30 – Booksale

October meeting - Approved to bypass- next meeting will be November.

d. Fall Fun Run - date pending asking for 15 Oct or 30 Oct - set for
e. 28 Oct but same day as GK Fall Fest
f. 5 – Monthly PTO Meeting
g. 27 – Booksale set-up
h. 28 – Booksale

2. **November**
   a. 2 – Monthly PTO Meeting
   b. 4 – Faculty Appreciation Luncheon with PTA
   c. 13 – 15 – Foggy Fields – selling spirit wear, books, maybe a treat?
   d. 21 – Christmas Fayre – selling spirit wear & books… reserved 3 tables.
   e. 24 – Booksale set-up
   f. 25 – Booksale

Feb 3 from 5-7 pm… we will provide pizza (ES only)
Musical: 12-13 Mar 27

ix. **Open Forum**
x. **Adjournment : adjourned at 1643**

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

School Year 2026 – 2027 Calendar

September
18 – Terry Fox Run – handing out Apples
29 – Booksale set-up
30 – Booksale

October
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November
2 – Monthly PTO Meeting
4 – Faculty Appreciation Luncheon with PTA
13 – 15 – Foggy Fields – selling spirit wear, books, maybe a treat?
21 – Christmas Fayre – selling spirit wear & books… reserved 3 tables.
24 – Booksale set-up
25 – Booksale

December
1 – Monthly PTO Meeting
2 – Pancakes & Pajamas Event
15 – Booksale set-up
16 – Booksale

January
4 – Monthly PTO Meeting
26 – Booksale set-up
27 – Booksale

February
1 – Monthly PTO Meeting
3 - STEAM Night
Carnival Event – still not sure what we are going to do.. Date pending, looking like 24 Feb
23 – Booksale set-up
24 – Booksale

March
1 – Monthly PTO Meeting
12 & 13 - Musical
16 – Booksale set-up
17 – Booksale

April
5 – Monthly PTO Meeting
20 – Booksale set-up
21 – Booksale
28 – MoMC Event – Bingo

May
3 – Monthly PTO Meeting
25 – Booksale set-up
26 – Booksale

Dates still pending
- Spring Faculty Appreciation Luncheon (Teacher Appreciation Week)

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School Year 2026 – 2027 Calendar

School Year 2026 - 2027 Appreciation Dates:

2 Oct - National Custodian Day - custodial staff
5 Oct - World Teacher's Day
19 - 23 Oct - National School Bus Safety Week - bus drivers / transportation
18 Nov - Educational Support Professionals Day - paraprofessionals/support
1 - 5 Feb - National School Counseling Week - Counselors
22 Feb - School Bus Driver Appreciation Day - Bus drivers
5 Mar - Maintenance Worker Appreciation - Facilities/maintenance
March 2027 - School Nutrition Month - Cafeteria Staff
5 - 9 April - National Assistant Principals Week - Assistant Principals
21 April - Administrative Professionals Day - Secretary/ front office/admin
26 - 30 Apr - National Volunteer Week - School/PTO Volunteers
1 May - School Principals' Day - Principal
3 - 7 May - Teacher Appreciation Week - Teachers
5 May - School Nurse Day
7 May - School Lunch Hero Day - Cafeteria Staff
May - Speech-Language-Hearing Month - SLP/Support specialist
June - End-of-Year Staff Appreciation - ALL staff

Line Item	Expected Date	Previous Year Actual	Expected	Previous Year	Expected	Profits	Comments
Advertising		$ 1,358.62	$ 1,700.00	$ 47.65			
Banking Fees		$ 78.30	$ 150.00				
Booksale Shelves		$ 2,145.08					
BoxTops		$ -		$ 499.30	$ 600.00		
Bulletin Board		$ -	$ 150.00				
Candy Grams		$ 407.85	$ 400.00		$ 500.00		
Funding Request - Battle of the Books		$ 436.17	$ 750.00	$ -	$ -		
Funding Request - Chess Club / Clubs		$ 458.37	$ 500.00				Work with British Office to contribute to another club?
Funding Request - Culture Day		$ -	$ 500.00				
Funding Request - Headsets		$ 384.94					
Funding Request - Irish Stroyteller		€ 1,500.00	$ 1,500.00				
Funding Request - J.M. Chouinard		$ 300.00					
Funding Request - Private Matter		$ 599.52					
Funding Request - Pumpkin Drop		$ 125.00	€ 300.00				
Funding Request - School Yard		$ 831.09	$ 1,500.00				
Funding Request - Sinterklaas Supplies		$ 182.72	$ 200.00				
Funding Request - Spelling Bee & Math Olympiads		$ 292.00	$ 500.00				
Funding Request - Spring Musical		$ 3,740.86	$ 4,500.00	$ 2,289.86			
Funding Request- Terry Fox Run			€ 200.00				Providing Apples
Funding Request - STEAM Night		$ 2,326.14	$ 500.00	$ 3,458.77			
Funding Request - Egg Drop			€ 20.00				
Funding Request - Ukelele			€ 500.00				
Funding Request -Nurses Office		$ 98.79	$ 150.00				
IRS Fees 501© status application		$ 275.00	$ -	$ -	$ -		
Lunch Cards	All Year	$ 150.00	$ 150.00	$ -	$ -		Split between all sections
Misc Expenses		$ 90.75	$ 500.00				
PTO Event - Carnival		$ 770.17	$ 800.00	$ 448.81	$ 500.00		
PTO Event - Fall Fun Run		$ 2,404.78	$ 2,500.00	$ 6,495.74	$ 8,000.00		
PTO Event - Holiday Party		$ 663.21	$ 800.00		$ 500.00		
PTO Event - MoMC Bingo		$ 326.67	$ 800.00	$ 1,327.65	$ 500.00		
Read-a-thon		$ -		$ 2,100.60	$ 3,000.00		
School Supply Bags	All Year	$ 3,761.97	$ 4,000.00	$ 6,157.00	$ 7,000.00		
Spiritwear		$ 10,497.46	$ 9,000.00	$ 8,303.17	$ 10,000.00		
QuickenBook			$ 80.00				
Winter Market			$ 75.00		$ 500.00		
Christmas Fayre			$ 75.00				
Spring Market		$ -	$ 75.00	$ 216.82	$ 500.00		
Teacher Breakfast		$ 245.34	$ 100.00				
Wix Site Fee			$ 400.00				
Used Booksale	All year	$ 140.16	$ 500.00	$ 2,797.56	$ 4,000.00		
Teacher Appreciation Luncheons x2			$ 750.00				
Yearbook Sales		$ -		$ 1,267.14	$ 2,000.00		
TOTALS		$ 34,590.96	$ 34,625.00	$ 35,410.07	$ 37,600.00		
Funding Request		$ 11,275.60	$ 11,620.00	$ 5,748.63	$ -		