

**PTA General Membership Meeting Minutes**  
**September 7, 2023 – 6:30 p.m.**

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- I. Call to Order (Erin Binner)
  - a. Introduction
  - b. Motion to Approve Minutes from May 9, 2023 Elections Meeting; Seconded - Minutes Approved
  - c. Roll Call and Member Attendance - Sign In Sheets Collected
- II. Officer Reports
  - a. President's Report (Erin Binner)
    - i. Motion for Approval of Revised Bylaws; Seconded- Revised Bylaws Approved
      - 1. Bylaws are available on our new website under the Documents tab
    - ii. Membership
      - 1. 86% of AES teachers/staff have joined so far!
      - 2. September is National PTA membership month - prizes will be given at the end of the month to the class in each grade with the most families who have joined
      - 3. We, the PTA Board, want to meet families with what you can give; whether it's your time as a committee chair/volunteer, to attending a meeting; we appreciate everything and will not keep asking for more!
    - iii. New website [www.arnoldespta.com](http://www.arnoldespta.com) - prospective members can join and pay through the site, shop for spiritwear, keep up on the latest AES news and events, and more.
    - iv. Social Media:
      - 1. Ensure you're filling out our membership completely for access into the Facebook Group.
      - 2. We also are now on instagram at [arnoldes\\_pta](https://www.instagram.com/arnoldes_pta)
    - v. Ideas from members are always wanted and appreciated; please send new initiatives and suggestions up to two weeks before the next scheduled PTA meeting as there are steps and processes that have to take place before we can bring anything up at a meeting. Please email the PTA President at [erinsbinner@gmail.com](mailto:erinsbinner@gmail.com) with ideas and suggestions.
    - vi. All parent volunteers need to have commercial background checks - applications to be submitted at least three weeks prior to the event - everything is linked on our website under the Links tab.
    - vii. Box Tops: it makes us money - get the app for your phone. It is also linked on our website. Scan receipt after grocery shopping. Its very easy and is found money for our school.
  - b. Treasurer's Report (Kim Toll)
    - i. Motion for Approval of Checks (7/1/23 to 8/31/23); Seconded - Checks Approved
      - 1. Expenses: \$9,354

2. Ending balance \$10,265.72
- ii. Motion for Approval of Proposed 2023-2024 PTA Budget; Seconded - Proposed Budget approved
  1. There will be a budget realignment completed after the Fun Run and a budget realignment presentation at the first PTA meeting immediately following the Fun Run.
- iii. New Reimbursement Form and Procedures
  1. Please submit all reimbursement requests electronically to [aesptatreas@gmail.com](mailto:aesptatreas@gmail.com).
  2. Please use the updated form available on our website under the Documents tab
  3. Any expenditures over \$500.00 must be approved in writing before they are made by the PTA President or Treasurer
- c. Vice President's Report- n/a
- d. Secretary's Report - n/a

### III. Committee Reports

- a. Arnold Fun Run (Brandon Fields)
  - i. Race Day is November 14th
  - ii. \$30K goal - If we average \$100 student we will well exceed our goal
  - iii. Only fundraiser for the year to fund our entire budget - any excess funds will go to capital campaign for outdoor learning pavilion
  - iv. We are partnering with Boosterthon - there will be an online platform for donations for each student and school wide prizes
  - v. If you or someone you know owns a local business or any business that might be interested in sponsorship please go to our website and click on the sponsor our fun run box on the left hand side of our homepage for more information.
- b. Communications and Website (Jess Skretch)
  - i. New Position/Committee- Assisting with our website, social media and other communications
  - ii. If you have something you want to be reviewed for posting on our website please email [aesptacommunications@gmail.com](mailto:aesptacommunications@gmail.com)
- c. Room Parents (Aidanora Stea and Ashley Rosamond)
  - i. Deadline to apply is midnight today - 9/7/23
    1. Must be a paid PTA member to serve
    2. Must complete a commercial background check
    3. We will notify people of selections sometime the week of 9/18/23
  - ii. Responsibilities
    1. Communication of PTA information to class parents, Fall Festival, Halloween Party, Teacher Gifts, Valentines Party and Teacher Appreciation Week
- d. Fall Festival (Lauren Burleigh and Polly Offutt)
  - i. October 14th from 12 p.m. -3 p.m.

- ii. Wristbands will be pre sold online and also at the door - presale price is \$8.00 and gets your child the ability to do all games, crafts, moonbounce, face painting, balloons and relays
    - iii. Food
      - 1. Bake Sale
      - 2. Chevy's Food Truck
      - 3. Chick Fila - you can order in advance on our website or buy at the event - recommend pre-ordering as we run out fast
  - e. Teacher and Staff Appreciation (Katie Pappianou)
    - i. Welcome back breakfast for teachers and classroom allotments were recently given. Provided teachers and staff with dinner before back to school night.
    - ii. We will try to do something 1x per month
    - iii. Be on the lookout for sign up genius for donations - we will be trying something new with having the parents for a specific grade provide donations of the event
    - iv. Increased budget to ensure all staff (cafeteria, custodians and front office) are also included
  - f. Holiday Breakfast (Erin Binner)
    - i. We need a new chair and co chair - but Erin and Toni Adams will help
    - ii. Early access tickets for PTA members - event always sells out
    - iii. Chevy's truck outside making hot breakfast and coffee truck
  - g. Holiday Secret Shop (Jenn Muller)
    - i. We need a co-chair
    - ii. We need shoppers as the shop sold out last year and we want to double the amount of items we have to purchase
  - h. Sweet Spring Soiree (Teri McCalpin)
    - i. We need a co-chair
    - ii. We will continue to build on the success of the last 2 years and continue this as a family event for all.
    - iii. It will be in May 2023. More details to come closer to the event.
- IV. Principal's Report (Mrs. Kauffman)
- a. Every grade level gets two field trips/year
  - b. Halloween Parade and Party
    - i. Friday before Halloween - October 27th
    - ii. Parents can attend the parade which will be in the cafeteria. Parties will be after and will be room parents only due to security issues.
    - iii. Looking for volunteers to help weed the Unity Garden! Not a huge time commitment. Contact Mrs. Kauffman if interested
- V. Teacher Liaison Report (Mr. Martin)
- VI. Adjournment - 7:39 pm

