



Van Raub Elementary PTO
8776 Dietz Elkhorn Road
Fair Oaks Ranch, TX 78015

Van Raub Elementary School
2024/2025 PTO Board Meeting
December 4, 2024

1. Call to Order. 10:07

Attendees: Megan Kokemor, Sam Cooke, Lisa Hernandez, Erika Johnson, Laine Beatty, Carissa, Katrina Doran, Tia Flournoy, Jenn Stone, Natalie Samson, Hannah Bowers, Summer Gault

2. Financials

- a. School Supply proceeds – \$1,092 - check received? [Laine to follow up with, still not have received](#)
- b. Outstanding receipts
- c. 2024 filing plan
 - i. [Have been filed](#)
 - ii. [Need to do sales tax after Dec 31st](#)
- d. Voting for Tax free days – proposed Fiesta and Meet the Teacher
 - i. [Will discuss and vote at next meeting](#)

3. PTO Sponsored Events

- a. Drum Café – January 24th
- b. Author Visit – February 20th – Kevin O’Malley
 - i. [Kevin O'Malley - Children's Book Guy - Illustrator, Author & School Visits](#)

4. Campus Improvement – Hannah Bowers –

- a. Budget - Budgeted \$40k – approved increase in November meeting
- b. Current Projects:
 - i. Window coverings for doors - \$8,035 – recommend we prioritize this now
 1. [Summer is working with vendor now to get that ordered](#)
 - ii. Next steps?
 1. [May need to get PO for vendor so that we can move forward with design and order.](#)
- c. Assessing Additional Requests: Money should be spent this year
 - i. Shade covering for Playground
 - ii. Extra benches for playground
 - iii. Landscaping for front of school – Katrina to assess donation opportunity

- iv. Pavers or walkway for grass area of external car loop
 - 1. Looking at changing plans to sidewalk vs pavers.
 - 2. Will need to be discussed with Summer and BISD
 - v. Turf in Courtyard corners
5. Events – Carissa Huertz & Committee
- a. December Event
 - i. Cookies with Santa – December 6th – 4 p.m. – 6 p.m.
 - 1. All slots have been filled. Need to make messaging clear to families that all Santa slots are full.
 - a. If families can't make it they should/need to release their spots
 - b. Plan for more families than expected – how to deal with potential disappointment from families who did not sign up for a Santa Spot
 - c. Have a “Check In” for pictures to make sure that families that signed up have priority
 - d. Secondary line for families who didn't sign up to be slotted in as time allows
 - 2. Event details
 - a. Santa
 - i. No chair needed, has he been told? (yes he has been told)
 - ii. Payment?
 - b. Food
 - i. Cookies – estimating 120 slots x 4 family members – approx. 480 attendees
 - ii. Get extra cookies – assuming for extra families
 - c. Hot Chocolate
 - i. Review process with Kendra Hirth in the Cafeteria
 - d. Supplies
 - i. Purchase or verify that we have cups/napkins/tablecloths
 - e. Sing-along on big screen – Carissa to create
 - i. Bring laptop and use projector
 - f. Volunteers –
 - i. Some slots still remaining open – send out update
 - ii. Only have one person on clean up – is the committee staying too?
 - 3. Marketing/Communications – Natalie C
 - a. Make sure messaging is clear that they will be taking their own pictures
 - b. Create messaging that all photo spot have been filled.
- b. February Event
 - i. My Heart Glows – Family Dance – February 7th – 6 p.m. – 8 p.m.

- ii. [Have solid plan in place by January meeting](#)
 - 1. Includes: Black lights, glow sticks, bracelets/necklaces, DJ, Neon String lights
 - 2. Food: Pizza, cupcakes
 - 3. Additional décor/needs tbd
 - 4. DJ
 - 5. Have a solid plan of execution by January meeting – Events committee owns planning, preparing and executing. If additional help is needed please signal the need for help.
 - a. Volunteers
 - b. Food/Beverage
 - c. Supplies needed
 - d. Communication

6. Fundraising – Natalie Samson

a. Spirit Night

- i. August – Tx Roadhouse - \$150 –
- ii. September 17 – Chick Fil-A - \$419.48 –
- iii. October 11th – Bulverde Pumpkin Patch - \$240
- iv. October 24th – Willie’s - \$280
 - 1. They are providing 6 \$25 gift cards to acknowledge issues on day of
- v. November 23rd – Kendra Scott – pending donation amount
- vi. January 9th – Cooper’s Kingdom – Spirit Day – January 9th; 3:00 p.m. – 10:00 p.m., 15% back
 - 1. Assessing option to allow guests to come any day that week
 - 2. [They are making a plan to allow families to come throughout the week. Natalie to work with Natalie to get communication out regarding this event asap.](#)
- vii. February 13th – Fralo’s
- viii. [Scheduled Arrow’s for April 18th 4-6 pm](#)

b. Spirit Sticks- Last Friday of the month –

- i. Volunteers needed: All board members need to complete at least one volunteer day throughout the year: [VRES PTO: Spirit Stick Sales 2024-2025 \(signupgenius.com\)](#)
 - 1. January – Sam/Natalie
 - 2. February – Tia/Lauren Tijerina/Brandi/Open
- ii. Profit – May need to audit this
 - 1. August - \$163.05 profit
 - 2. September – \$540 profit! Great marketing ahead of time!
 - 3. October – \$332 profit
 - 4. November -
- iii. Pre-Sale Function - continue with option
 - 1. [Pre-sale is working, continue using](#)
 - 2. Update feature by January 24th – Laine

- 3. Communicate feature – January 24th – Natalie C
 - c. Sticker Printer
 - i. Best practices?
 - ii. [Deliver stickers directly to teachers rather than leaving them in mailboxes](#)

- 7. Volunteers – Brandi Wright
 - a. Room Parents
 - i. Extra Staff Adoption status – this went out pretty late and most are not adopted – Plan or thoughts on next steps?
 - 1. [We will not push this further – feels awkward to push 2.5 weeks before holidays](#)
 - 2. [Will use the opportunity to send communication regarding favorites to all, with reminder to remember specials and other staff members that impact our kids.](#)
 - 3. [Earlier communication next year to Room Parents and then open to families](#)
 - 4. [Megan and Brandi to discuss better planning for next year](#)
 - ii. Fiesta basket kick off – potentially do this in connection with a General Meeting again - due by January 24th
 - b. Blessings in a Backpack Chair – Nicole Amadee - [VRES PTO: 24-25 Blessings \(signupgenius.com\)](#)
 - i. Resolved issue from previous meeting?
 - c. Holiday Decorating Cleanup – Can we pick a day in January before students return? Or January 14th?
 - i. Pack away and return to portable
 - ii. 2 hours – 8 volunteer slots
 - iii. [Team open to doing during week before kids are back from school – schedule for January 7 – 9.](#)

- 8. Merchandise – Laine Beatty
 - a. Cyber Monday sale launched

- 9. Sponsorships Update – Katrina Doran
 - a. \$14,700 in committed sponsors
 - b. \$5k in Trade
 - i. Summer Moon
 - ii. Texas Roadhouse
 - iii. Snowflake – used portion for All Pro Dads
 - iv. Balloon Frills
 - v. Card My Yard Boerne – Upcoming dates?

- 10. Staff Appreciation – Erika Johnson
 - a. Upcoming months
 - i. November – Pies – November 13th

1. Did we get a sponsorship for this?
 - a. Have a potential new sponsor coming in but will leverage for a later date so we can appropriately highlight their contribution
- ii. December – Blake McNally lunch – potential costs? Dates?
 1. Italian food on Dec 16
- iii. January – TX Roadhouse Lunch/PTO meeting with Staff – January 10th – 11:30 a.m. (catered lunch for staff put on by PTO)
 1. Sam to own presentation
 2. Will use Willie's gift cards for give-aways
- iv. February – potentially Tom's coffee truck
- v. March – Karen Tollman sponsoring a soda float event

11. Communication – Natalie Cruz

- a. Spirit Sticks – post every other day week before the event, tag school
 - i. Pre-sale function – communicate on Friday before – none in December, will pick back up in January
- b. Spirit Nights – this needs to be posted every other day leading up to the event, starting the week before. Tag the school
 - i. Cooper's Kingdom- get on calendar asap
 - ii. Fralo's – February 13th
- c. Dads on Duty
- d. December Event – Pics, Reminder for bring your camera
- e. February Event – Get with Carissa for details
- f. PTO Sponsored events – Drum Café and Kevin O'Malley author visit – FB posts

Adjourned: 11:55 a.m.