



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

**Van Raub Elementary School  
2025 - 2026 PTO Board Meeting  
December 5, 2025, 10am – 12pm  
VRES Campus**

**1. Call to Order: 10:04 am**

**2. Roll Call:**

- |   |                                       |
|---|---------------------------------------|
| ( y ) Summer Gault, Principal               | ( y ) Laine Beatty, VP Merchandise    |
| ( y ) Krista Kimball, Staff Rep.            | ( y ) Brandi Wright, VP Volunteers    |
| ( y ) Sam Cooke, Co-President               | ( y ) Erica Cepeda, VP Communications |
| ( y ) Erika Johnson, Co-President           | ( y ) Natalie Samson, VP Fundraising  |
| ( y ) Tia Flournoy, Treasurer               | ( ) Carissa Huertz, VP Events         |
| ( y ) Avery Harmon, Secretary               | ( y ) Lauren Tijerina, VP Staff Appr  |
| ( y ) Katrina Doran, VP Sponsorships        | <u><b>Additional Attendees:</b></u>   |
| ( y ) Elizabeth Duenckel, VP Membership     |                                       |
| ( y ) Hannah Bowers, VP Campus Improvements |                                       |

**3. President Update - Sam Cooke & Erika Johnson**

- a. Apex Discussion (Sam):
  - i. Fundraiser complete – over-all it was a success. Thank - you to everyone that helped during that two week period. When we get to the fundraising portion of the meeting, we will:
    - i. Review of Current Year:
      - a. Financial Results
      - b. Over-all Experience with the Apex Team
    - ii. Discuss Plan for Next Year's Fall Fundraiser
      - a. Continue with Apex?
      - b. Continue with Same Date/Time-Frame or Move Again?
- b. Back to School Teacher/Staff Lunch – Friday, January 9<sup>th</sup> (Sam)
  - i. Lauren will discuss further in the Staff Appreciation update, but we should all plan to attend this lunch, if possible. Lunch will be served at 11, so plan to be at the school around 10:15 – 10:30 to help with set up, if possible.
- c. Please be sure to send your committee updates to Sam the FRIDAY prior to our (Wednesday) meeting. This allows all information to be included in the agenda to help keep us on track.

#### 4. Treasurer Update – Tia Flournoy

- a. Copies of the latest financial report are being passed around. If you have any questions, please bring those up during all other business or feel free to reach out independently at any time. Tia had printer issues, so reports were not available, but there are no current financial concerns with costs. Costs for shirts came back cheaper. APEX funds are typically received about 2 months after it ends so hopefully in January. So far, no chargebacks and we have less than \$400 in unpaid donations.
- b. 2025 – Filing Annual Reports – filed over the summer because our fiscal year end is June 30<sup>th</sup>.
- c. 2025 – Filing Sales Tax Report (after December 31<sup>st</sup>)
- d. Voting on (two) Tax Free Days for 2026: We will hold off on voting until next month as we just realized there's a possibility that we may need to be charging sales tax on a portion of our silent auction items in April. Will need to do more research on this as it could impact which two days make the most sense for tax free days. Sam will research the tax code further and will let Tia know if we need to solicit guidance from the CPA.
  - i. Historically Meet the Teacher and Grandparents Day(s) have been our highest sales days.
- e. We made a \$300 donation to the school to help support Math & Science night (Thursday, February 19<sup>th</sup> 5pm – 6:30pm). This expense was included in the approved budget for the year.
- f. Budget Variances (positive or negative) to Date (for awareness): This includes an estimated over-spend for Fiesta since we increased the amount of carnival rides we will have.

| ACCOUNT | REVENUE CATEGORY                     | VARIANCE          | EXPLANATION  |
|---------|--------------------------------------|-------------------|--|
| 4300    | PTO - Sponsorship Revenue            | \$ 2,250          | Additional sponsorships from what was expected/budgeted                                |
| 4100    | Fall Fundraiser Revenue (APEX)       | \$ 5,316          | VRES PTO portion of funds raised - <b>estimated until results are finalized</b>        |
| 4400    | Membership Revenue                   | \$ 1,785          | Additional memberships from what was expected/budgeted                                 |
|         |                                      | <b>\$ 9,351</b>   | Positive Variance  |
|         |                                      |                   |  |
| ACCOUNT | EXPENSE CATEGORY                     | VARIANCE          | EXPLANATION  |
| 5130    | Fall Fundraiser VRES Donation        | \$ (600)          | Teacher give back - estimated until results are finalized                              |
| 5450    | Membership (Teacher Amazon Grants)   | \$ (1,507)        | Budgeted for all staff members to join <b>and</b> submit for an amazon grant           |
| 5511    | Staff Shirt Expense (Back to School) | \$ (846)          | Ordered earlier in the summer and received discount                                    |
| 5860    | Educational Grants                   | \$ (3,565)        | Still need to purchase rolling storage cart for the indoor gaga ball pit (Coach Miles) |
| 5260    | Spring Fundraiser Vendor Expense     | \$ 4,120          | <b>ESTIMATE</b> - Potential increase in vendor expense for carnival rides and games    |
|         |                                      | <b>\$ (2,398)</b> | Positive Variance  |
|         |                                      |                   |  |
|         |                                      | <b>\$ 11,749</b>  | <b>Total Net Anticipated Positive Variance (To date)</b>                               |

- g. Outstanding Receipts Nothing outstanding at this time. In addition, we paid the last of the educational grant expenses as we finally received our invoice from Scholastic. The only outstanding item is the rolling storage cart for the indoor gaga ball pit for Coach Miles.

## 5. Sponsorship Update – Katrina Doran

- a. Greet Fair Oaks Ranch committed to a silver level sponsorship this week.

| LEVEL                 | 2025 - 2026      | Businesses  |
|-----------------------|------------------|---|
| Bronze                | \$ 2,000         | Little Gym, Robin Saunders, Belden Automotive, Cooke Pet Crematorium, Little Stem, Will Johnson Atty, Gray Realty Group, Wildey Pediatric Dentistry             |
| Silver                | \$ 5,000         | Enrich, Ancira, Bricks & Mini Figs, Cleo Talos, Ford of Boerne, Ferris Ortho, Edward Jones, Renewal by Anderson, Liverpool Academy Texas, Greet Fair Oaks Ranch |
| Gold                  | \$ 2,000         | Raising Cane's, Alamo City Law Firm   |
| Platinum              | \$ 9,000         | Fair Oaks ER, VV Orthodontics, Sunburst Gymnastics, Halo Contractors, Randall Dowdle CPA, Frost Bank  |
| <b>TOTAL RECEIVED</b> | <b>\$ 18,000</b> |   |
| <b>TOTAL BUDGET</b>   | <b>\$ 15,750</b> |   |
| <b>VAR TO BUDGET</b>  | <b>\$ 2,250</b>  |   |
|                       |                  |   |
|                       |                  |   |
| TRADE LEVEL           | 2025 - 2026      | Businesses  |
| Bronze                | \$ 500           | Snowflake Donuts, Blume Haus  |
| Silver                | \$ -             |   |
| Gold                  | \$ -             |   |
| Platinum              | \$ 3,000         | TXRH, Card My Yard  |
| <b>TOTAL</b>          | <b>\$ 3,500</b>  |   |
|                       |                  |   |
|                       |                  |   |
| <b>Combined TOTAL</b> | <b>\$ 21,500</b> |   |

- b. Summer moon can support staff at some point this year (Lauren is aware) but is not able to able to commit to a trade sponsorship as they did in prior year.
- c. The remaining sponsor banners (Liverpool Academy, Wildey, Blume Hause) have been ordered and should be coming in soon. Will need to order Greet now. [New sponsorship from Greet Fair Oaks Magazine, and banner has been ordered and Katrina also just ordered the banner for Cane's, which was an over-sight. Other banners have hung yesterday](#)

## 6. Membership Update - Elizabeth Duenckel

- a. No new information to report.
- b. Exceeded budget by \$1,785.

| MEMBERSHIP LEVEL                       | COUNT   |         |         | DOLLAR VALUE |           |                                |
|--|---------|---------|---------|--------------|-----------|--------------------------------|
|  | 24 - 25 | 25 - 26 | YOY VAR | 24 - 25      | 25 - 26   | YOY VAR                        |
| BEEP - BEEP                            | 167     | 150     | (17)    | \$ 4,175     | \$ 3,725  | (\$450)                        |
| ROADRUNNER                             | 64      | 70      | 6       | \$ 3,200     | \$ 3,500  | \$300                          |
| RAUBIE                                 | 36      | 20      | (16)    | \$ 3,600     | \$ 2,000  | (\$1,600)                      |
| MARATHON                               | 20      | 18      | (2)     | \$ 3,000     | \$ 2,700  | (\$300)                        |
| ONE & DONE                             | 5       | 4       | (1)     | \$ 2,500     | \$ 2,000  | (\$500)                        |
| STAFF                                  | 55      | 60      | 5       | \$ 870       | \$ 985    | \$115                          |
| GIFTED (added on to family membership) | 9       | 10      | 1       | \$ 250       | \$ 250    | \$0                            |
| SPONSORED (separate transaction)       | 42      | 38      | (4)     | \$ 1,025     | \$ 1,025  | \$0                            |
|  | 398     | 370     | (28)    | \$ 18,620    | \$ 16,185 | (\$2,435)                      |
|  |         |         |         |              | \$ 1,785  | Amount Earned Exceeding Budget |

- c. **Future Business** - Elizabeth to evaluate what membership levels should look like next year, as well as associated swag. Any remaining membership budget from this year can be used toward the purchase of swag for next year's membership drive. This will allow us to have the merchandise on hand when the school year starts, prior to the budget being approved.

## 7. Fundraising Update - Natalie Samson

- a. Apex Roadrunner Dash
  - i. Current Year Financial Results – not yet final, but shouldn't change much at this point. **We raised around \$55k, which was \$5k over our goal/budgeted amount.**
  - ii. Current Year Experience with Apex Team
    - i. Challenges Faced **Communication issues, student engagement/interaction at drop off and pick up wasn't as strong, but the in-class lessons didn't seem to be impacted. This year's team didn't seem to be as focused on building the relationships. Based on discussion, the impact was felt more by Admin and the PTO team. The teacher's felt less impact once the communication issues were resolved. The teachers liked having the class posters (for prizes) already completed.**
    - iii. Obstacle Course Inside vs Outside – **this ended up working better than we anticipated. The parents seemed to like it more inside.**
      - i. Tom's Coffee for Staff – total expense was \$500 and was covered with existing budget.
    - iv. Do we think the date change impacted fundraising? – **possibly, but we'll never really know and we still exceed goal. We didn't exceed by as much as we did last year, but the economy is also different than it was last year.**
    - v. What should we do for next year? – **no formal decision was made. We are hoping that Apex reaches out to us to discuss further. We believe in their program, but our confidence level isn't as high as it was in prior years. We'd want a good understanding of the direction they're going in for next year before**

making a decision. Sam completed the satisfaction survey on behalf of the PTO and welcomed a chat to review/discuss further. More info to come, hopefully.

b. Spirit Nights:

| MONTH  | DATE              | TIME                | LOCATION                 | EARNED   |
|--|-------------------|---------------------|--------------------------|----------|
| MARCH 2025   | RECEIVED LATE     | (EARNED PRIOR YEAR) | CHICK-FIL-A              | \$ 260   |
| AUGUST   | 8/7/2025          | Meet the Teacher    | Kona Ice                 | \$ 137   |
| AUGUST   | 8/20/2025         | 3pm - 10pm          | TXRH                     | \$ 450   |
| SEPTEMBER  | 9/26/2025         | 4pm - 10pm          | MIKEY'S CHICKEN & TAVERN | \$ 265   |
| OCTOBER  | 10/23/2025        | 11am - 10pm         | WILLIE'S                 | \$ 154   |
| OCTOBER  | 9/29/25 - 10/3/25 | Online*             | BULVERDE PUMPKIN PATCH   | \$ 55    |
| NOVEMBER   | 11/21/2025        | 6pm - 8pm           | KENDRA SCOTT             | \$ 311   |
| DECEMBER   | 12/12/2025        | 4pm - 8pm           | RAISING CANE'S           | \$ -     |
| JANUARY  | 1/27/2026         | 3pm - 10pm          | TXRH                     | \$ -     |
| FEBRUARY   | 2/22/2025         | 4pm - 8pm           | PANERA BREAD             | \$ -     |
| MARCH  | 3/26/2025         | 5pm - 9pm           | RAISING CANE'S           | \$ -     |
| APRIL  |                   |                     |                          | \$ -     |
| MAY  |                   |                     |                          | \$ -     |
| YTD TOTAL  |                   |                     |                          | \$ 1,632 |
| *Purchase pass online now through October 3rd. Pass can be used any weekday in the month of October. |                   |                     |                          |          |
| Annual Budget  |                   |                     |                          | \$ 2,100 |
| LTG  |                   |                     |                          | \$ 468   |

- i. Do we want to have a couple of people on-site at Cane's to encourage people to mention VRES (drive-thru and main entrance)? Volunteers? [Let's get a sign!](#)  
[Natalie to reach out to Cane's to understand their spirit night rules further. We will order a couple of yard signs to place by the front door and in the drive thru, if they will allow it.](#)
  - ii. Willie's check (from October spirit night) was received and it was in the amount of \$160.
- c. Spirit Stick Sales (**Good Practice:** Volunteers selling spirit sticks should ask the cafeteria monitor to announce pre-sale names first so there is less confusion and less opportunity to over-look those kids.)
- i. Still a couple of open volunteer spots in January, February & March.

|   |                    |                                     | SALES \$\$ |               |          |
|---|--------------------|-------------------------------------|------------|---------------|----------|
| DATE  | VOLUNTEERS         |                                     | CASH       | ONLINE        | TOTAL    |
| MEET THE TEACHER SALES  |                    |                                     |            |               | \$ 37    |
| GRANDPARENTS DAY SALES  |                    |                                     |            |               | \$ 16    |
| AUGUST 29th   | NATALIE<br>NATALIE | LAINE<br>LAINE                      | \$ 159     | \$ 90         | \$ 249   |
| SEPTEMBER 26th  | TIA<br>TIA         | CATALINA VALDES<br>SOFIA COUTTOLENC | \$ 162     | \$ 60         | \$ 222   |
| OCTOBER 31st  | NATALIE<br>NATALIE | ADA ZIMMERMAN<br>LAINE BEATTY       | \$ 81      | \$ 150        | \$ 231   |
| DECEMBER 5th  | NATALIE<br>NATALIE | LAINE<br>LAINE                      | \$ -       | \$ -          | \$ -     |
| JANUARY 30th  | LAUREN<br>OPEN     | AVERY<br>VIRY URDIALES              | \$ -       | \$ -          | \$ -     |
| FEBRUARY 27th   | TIA<br>TIA         | FLORISOL MCQUEENEY<br>OPEN          | \$ -       | \$ -          | \$ -     |
| MARCH 27th  | LAUREN<br>OPEN     | OPEN<br>OPEN                        | \$ -       | \$ -          | \$ -     |
| APRIL 24th  | NATALIE<br>NATALIE | SAM<br>SAM                          | \$ -       | \$ -          | \$ -     |
| YTD TOTAL   |                    |                                     | \$ 402     | \$ 300        | \$ 755   |
| - 11/28 is Thanksgiving Break                                       |                    |                                     |            |               |          |
| - 11/20 is Roadrunner Dash Day                                      |                    |                                     |            |               |          |
| - Board decided to skip November sales and add Friday, December 5th |                    |                                     |            |               |          |
|   |                    |                                     |            | Annual Budget | \$ 1,200 |
|   |                    |                                     |            | LTG           | \$ 445   |

## 8. Merchandise Update – Laine Beatty

- Merchandise SALE for Roadrunner Dash – sold \$385 in old merchandise (t-shirts & sweatshirts)
- Cyber Monday – Reduced new merchandise by 25% for 24 hours. Only sold one T-shirt.
  - Should we run the sale again the Monday (12/15) before school gets out? Or we could do it the weekend before (Saturday 12/13 and Sunday 12/14). [Could we do another sale after we come back after the holiday? Or in February? Feb 2 & 3? Will table this idea for now and possibly re-visit after school resumes in January.](#)
- Laine's team will be taking inventory on Tuesday (12/9). Once she has a complete inventory list, she will reach out to Mrs. Maloney to see if we can donate shirts to the Blessings kids. [Need to move the old shirts out of the closet and we've exhausted the clearance sales.](#)

## 9. Campus Improvement Update – Hannah Bowers

- Total approved budget for the current year is \$62k, which includes \$32k in unspent Campus Improvement funds rolled forward from prior budget, plus an additional \$30k allocated from this year's budget/fundraising goals.
- Current approval status for each request:



| PROJECT          | SIDEWALK  | BUTTER BLOCKS | PLAYGROUND<br>SUN SHADE | COURTYARD<br>ENHANCEMENTS<br>(RIVER ROCK) |
|------------------|-----------|---------------|-------------------------|---|
| ESTIMATED COST   | \$ 8,400  | \$ 3,800      | \$ 46,000               | TBD                                       |
| SUBMITTED        | 8/27/2025 | 8/27/2025     | 8/27/2025               | 8/27/2025                                 |
| Gilbert Salinas  | 9/16/2025 | 9/16/2025     | 9/16/2025               | 9/16/2025                                 |
| Ramior Guerrero  | 9/17/2025 | 9/17/2025     | 9/17/2025               | 9/17/2025                                 |
| Eddie Ashley     | 9/17/2025 | 9/17/2025     | 9/17/2025               | 9/23/2025                                 |
| John O'hare      | 9/21/2025 | 9/21/2025     | 9/21/2025               | 9/23/2025                                 |
| Jill Rhodespruin | 9/22/2025 | 9/22/2025     | 9/22/2025               | 9/23/2025                                 |
| Rick Goodrich    |           | 9/22/2025     | 9/22/2025               | 9/24/2025                                 |
| Larissa Flores   |           | 9/23/2025     | 9/23/2025               | 9/24/2025                                 |
| Sean Babcock     |           | 9/23/2025     | 9/23/2025               | 9/24/2025                                 |
| Krista Pomeroy   |           | 9/24/2025     | 9/24/2025               | 10/1/2025                                 |
| Wesley Scott     |           | 9/25/2025     | 9/25/2025               | 10/2/2025                                 |
| America Jones    |           | 9/25/2025*    | 9/25/2025*              | 10/2/25*                                  |
| Patricia Flores  |           | 9/25/2025*    | 9/25/2025*              | 10/2/25*                                  |
| Liliana Jaime    |           | 9/25/2025*    | 9/25/2025*              | 10/2/25*                                  |
|                  |           | APPROVED      | APPROVED                | APPROVED                                  |
|                  |           |               |                         |   |
|                  |           |               |                         |   |
| *Copy Sent       |           |               |                         |   |

- c. Met with Wesley Scott and Ramiro Guerrero at BISD on 11/5 to discuss next steps on the above projects. Engineers then came to campus later that day to review projects. Latest update received on Wednesday 11/19: The drone was flown on Tuesday 11/18 and they are starting their drawings for each project. Based on the walk through with the engineer last month, the initial plans/drawings should have only taken 2 days to complete. Summer will follow up with BISD this week.
- d. Possible additional campus improvement projects for this year:
  - i. Additional (shaded) benches for the playground – revisit once new Sunshade is installed.
  - ii. Additional (safety) window coverings for classrooms that face the drop-off / pick up loop in the front of the school.
  - iii. Tia mentioned that Krista Kimball asked about installing privacy fencing (similar to what we did with the PK playground fence) along the back field / walking path to Front Gate. The board discussed briefly and we're not sure how this would add value. Because the walking path is so high, you can easily see over the fence. We'll have to follow up with Krista to get more information around this idea.

## 10. Staff Appreciation Update – Lauren Tijerina

- a. Monthly Staff Appreciation Events - What's coming up?
  - i. November 17<sup>th</sup> - Pies with Ice Cream "A slice of Appreciation" (Lauren)
    - i. Pies with Ice Cream and HEB \$15 Gift Cards

- ii. How was it??? Krista: Feedback was that they loved the gift cards! So much better than a pie because many of the teachers don't even love pie, so this allows them to purchase what they need/will use.
  - ii. December 12<sup>th</sup> – Poppin' in to say Thank You! (Lauren, Alyssa, Rachel)
    - i. Popcorn, toppings & salts
    - ii. Decorate with Xmas Movie Posters, Erica to do balloon arch
    - iii. Check with Theatres for sponsorship opportunities or discount tickets. – Didn't hear back from AMC, need to check with Palladium.
  - iii. January 9<sup>th</sup> – 11am - TXRH Welcome Back Lunch (Hilda)
    - i. Texas Roadhouse Lunch, plus salads & dressings from HEB
    - ii. Sam and Erika to own staff presentation, game / give aways. Sam will not be there, but Erika will.
      - a. Do we have any gift cards or merchandise on hand for this? – We have one \$25 Wille's gift card left and a sample VRES sweatshirt provided by one of
      - b. Game ideas other than "winter break BINGO"? maybe nix the game or do something quicker? Krista said that a shorter lunch might be better since it's a work day.
    - iii. Which board members can attend? Lauren and Alyssa are traveling. Hilda and Rachell will represent the Staff Appreciation Committee, but we like to have as many board members as possible present. Sam will send out a reminder/confirmation of attendance in the Board Member GroupMe chat in early January.
    - iv. New Staff Gifts – will we have new staff to welcome? Lauren will reach out to Summer to see if we have anyone.
  - iv. February 6<sup>th</sup> – Blake BBQ: Tailgate Party Lunch
    - i. Superbowl Theme
    - ii. 3 Sides, Brisket, Sausage, Turkey, Pork Belly
    - iii. Scoreboard for teachers to predict winning team for super bowl, encourage staff to wear their favorite sports attire
  - v. March 17<sup>th</sup> – Feeling Lucky Chocolate Bar
    - i. St. Patty's Day Décor
    - ii. 1 Golden ticket hidden – need to decide on prize
  - vi. April 13<sup>th</sup> – Snowflake Donuts
  - vii. May 4<sup>th</sup> – 8<sup>th</sup> – Teacher Appreciation Week
    - i. Summer Moon Coffee Set Up
    - ii. Raising Cane's \$1k Sponsorship Order
- b. Monthly Recognition Days
  - i. December – NA
  - ii. January
    - i. January 12<sup>th</sup> – SRO Appreciation Day (actually January 9<sup>th</sup>, but school is not in session that day) – Did we schedule the yard sign? In action items for Katrina to order yard sign
  - iii. February



- i. February 2 – 6<sup>th</sup> – National School Counselor Week
- iv. March – NA
- v. April
  - i. April 4<sup>th</sup> – School Librarian Appreciation Day
  - ii. April 6 – 10<sup>th</sup> – Assistant Principal Week
  - iii. April 10<sup>th</sup> – Fiesta Friday
  - iv. April 20 – 24<sup>th</sup> – Volunteer Recognition Week
  - v. April 22<sup>nd</sup> – Admin Professional Day
  - vi. April 22<sup>nd</sup> – Military Connected Kids
  - vii. April 28<sup>th</sup> – School Bus Driver Day
- vi. May
  - i. May 1<sup>st</sup> – Principal Day
  - ii. May 1<sup>st</sup> – Lunch Hero Day
  - iii. May 4 – 8<sup>th</sup> – Teacher Appreciation Week
  - iv. May 6<sup>th</sup> – School Nurse Appreciation
  - v. May 21<sup>st</sup> – Last Day of School – Congrats Grads!

#### **11. Principal Update – Summer Gault**

- a. Will reach out to BISD for update on campus improvement drawings/plans from the engineer.
- b. Party times for the winter/holiday party have been determined:
  - i. PK and Life Skills – Thursday (12/18) afternoon and then they will do something fun for just the students (no parents) Friday morning – a movie or something.
  - ii. Kinder: 9am
  - iii. 1<sup>st</sup> Grade: 8:45am
  - iv. 2<sup>nd</sup> Grade: 9:30am
  - v. 3<sup>rd</sup> Grade: 9:30am
  - vi. 4<sup>th</sup> Grade: 9:00am
  - vii. 5<sup>th</sup> Grade: 9:00am
    - i. Encouraging EVERYONE to pre-register for ease (on office staff and on themselves)
    - ii. Encouraging everyone that can walk to walk as parking will be a challenge. Car-pooling is another great option!
    - iii. Those who pre-register will enter through the cafeteria doors, get their visitor badge and wait until they are released to go to the classroom at the appropriate party time.
    - iv. Those who do not pre-register will have to enter through the front doors and check in with office staff to obtain their visitor badge. They will then be directed to the cafeteria where to be held until the appropriate party time.
    - v. Room parents need to have teachers submit their names to the office so they will be granted entry a little early to help with setting up.

## 12. Events Update – Carissa Heuertz

### a. Future Events:

- i. Winter Event –Peace, Love & Glow Family Dance. Date & Time: Friday, February 6<sup>th</sup> 6pm – 8pm (Same day as staff appreciation BBQ, but that shouldn't have much impact, if any).
  - i. Summer approved date, we need to create a “save the date” to post to social media and to have Summer include in weekly newsletter. (Erica)
  - ii. Sam contacted officer Pina for security and she confirmed she will find officers.
  - iii. Carissa is reaching out to DJ that we used last year to confirm price and book him.
  - iv. Carrisa will come to the January meeting with a complete list (and cost) of items to be purchased (including DJ, Security, Food & Beverage).
    - a. Do we want to include a photo booth this year?
    - b. Are we switching food truck options to dessert / sweet treat options only? Dinner type foods did not do well last year because we increased pizza order to include parents.
    - c. Let's plan to include a 4x4 paper take home reminder
  - v. Total budget for the event is \$4,500

## 13. Volunteer Update – Brandi Wright

- a. General Notes: – we need to brainstorm on how to increase interest / awareness in volunteer opportunities. Add all volunteers to thank you list? Maybe have a push to get more emails at the beginning of the year. Good idea to have 2 different tables at meet the teacher: one for membership table and one for volunteer interest – each with their own poster/banner. The volunteer table e could have a sign up sheet to see what they are interested in to already get interest going, and they will have the dates in mind.
  - i. Saw the most movement in Apex SUG from e-mail distributed to volunteer e-mail addresses from PTO website form submission. Received positive feedback from this.
  - ii. Sent thank – you e-mail to all e-mail addresses from the SUG. Also received positive feedback from this.
- b. Upcoming SUGs Needed:
  - i. Peace, Love & Glow Family Dance – Friday, February 6<sup>th</sup> 6pm – 8pm (plus set up and clean up). Please reference the SUG for last year's My Heart Glows Dance and work with Carissa to finalize. Can wait until we return from winter break to distribute, but would like to have it ready to go before then.
  - ii. Fiesta Friday – Friday, April 10<sup>th</sup> 5pm – 8pm (plus set up and clean up). Sam to send updated list of rides to Brandi so SUG can be updated. Still need to confirm games (Sam & Katrina) before we can issue SUG. Once complete, please send (Brandi) the link to Summer and she will send it to the school for student volunteers.
- c. Blessings in a Backpack (Nicole Amedee / Sam Cooke) – Erica said she can push this SUG out to social media again, but we decided to hold until we return from winter break

because we have so much to communicate currently. Sam looked at SUG again 12/4 and realized we have enough volunteers through December, but most January and February spots are open. Sent follow up e-mail to Erica on 12/4 so we can push the SUG to SM prior to break. Added action item for Erica.

- i. Nicole will continue to be our point of contact for Blessings. She is now working full-time, so Sam will serve as backup point of contact.
  - ii. The SUG was created and distributed. Will ask that each Board Member volunteer to deliver at least twice throughout the year.
- d. Class Winter Parties – questions on schedule for parties. Do we need to provide any other guidance/support to our room parents for this? Brandi will add this information to the GroupMe chat for the room parents – winter party, in addition to a note that gift exchanges are not necessary and to consult the teacher before making a decision on this. Summer provided schedule (just finalized):
  - i. PK and Life Skills – Thursday (12/18) afternoon and then they will do something fun for just the students (no parents) Friday morning – a movie or something.
  - ii. Kinder: 9am
  - iii. 1<sup>st</sup> Grade: 8:45am
  - iv. 2<sup>nd</sup> Grade: 9:30am
  - v. 3<sup>rd</sup> Grade: 9:30am
  - vi. 4<sup>th</sup> Grade: 9:00am
  - vii. 5<sup>th</sup> Grade: 9:00am
    - i. Encouraging EVERYONE to pre-register for ease (on office staff and on themselves)
    - ii. Encouraging everyone that can walk to walk as parking will be a challenge. Car-pooling is another great option!
    - iii. Those who pre-register will enter through the cafeteria doors, get their visitor badge and wait until they are released to go to the classroom at the appropriate party time.
    - iv. Those who do not pre-register will have to enter through the front doors and check in with office staff to obtain their visitor badge. They will then be directed to the cafeteria where to be held until the appropriate party time.
    - v. Room parents need to have teachers submit their names to the office so they will be granted entry a little early to help with setting up.
- e. Schedule Fiesta Basket Room Parent Meeting (and general meeting) and issue Save the Date Jan 21 start with general meeting at 9 am, followed by room parent basket info meeting.

#### **14. Communications Update – Erica Cepeda**

- a. Status on initial recognition / shout out for all sponsors. Have we completed shout-outs for all trade sponsors now? Need to add Blume and Cane's. Erica will take a look this afternoon to see what is still outstanding.
- b. Status on sponsor updates on our website – Have we added all trade sponsors and Fair Oaks Greet? Need to add them to the website. Erica will take a look at it this afternoon.

c. Upcoming Communication Needs:

- i. Apex Fundraiser - One final "thank you" that indicates we met our goal of \$50k Apex will provide with "fun facts" for us to use on social, and use Tia's pictures from the event. Sam will work with Apex to get this info.
- ii. Blessings in a Backpack SUG (on-going) Erica said she can push this SUG out to social media again, but we decided to hold until we return from winter break because we have so much to communicate currently. Sam looked at SUG again 12/4 and realized we have enough volunteers through December, but most January and February spots are open. Sent follow up e-mail to Erica on 12/4 so we can push the SUG to SM prior to break. Added action item for Erica.
- iii. Save the Date – Peace, Love & Glow Dance Friday, February 6<sup>th</sup>, 6pm – 8pm send soon
- iv. Save the Date – Fiesta Friday April 10<sup>th</sup>, 5pm – 8pm send as soon as we get back to school in January.
- v. January Spirit Stick Sales - Laine will open the pre-sale Friday, 1/23 and send the link to Erica. Erica will communicate via SM.
- vi. Save the Date – Fiesta Basket Room Parent Meeting (and General PTO Meeting) Erica to post about general PTO meeting, but room parents need to be present for basket meeting
- d. Erica asked about looking into monetizing our social media account and what that entails. Initial concerns were expressed about what advertising would be represented (and not having control over this), as well as how much advertising vs. what would actually be earned by it. Erica will investigate and bring info back to the group for further discussion.

**15. All Other Business**

a. Fiesta Friday (Sam)

- i. Contract signed with Air Castles & Tia submitted \$11k deposit. Still need to determine game portion of carnival and what (if anything) we want to add in exchange for the dunk tank. Air Castles will add us as "additional insured" on their insurance policy since our policy does not cover rock walls.
- ii. DJ secured
- iii. E-mail sent to Officer Pina for security needs
- iv. Date/time sent to Officer Pina for security coverage
- v. Need to schedule date/time for Fiesta Basket Room Parent Meeting (and General Meeting) so we can get this on calendars. 1/21 @ 9 am
- vi. Assigning Roles – Carnival or Auction
  - i. Reminder: we added Fiesta Chairs (2) for this year, but those roles are a work in progress and this is still an "all hands on deck" event. If we each do a little, no one has to do A LOT. Not only is this a fundraiser, but it's

also a give-back family / community event to thank them for their support this year. Let's hit the ground running in January!

- vii. Summer will work with transportation department to schedule bus transportation from local church parking lots to school lot during Fiesta. Concerns were expressed over issues with transportation delays last year, but it appears these issues can be easily resolved with communication and a plan in place "in the event of..." this year. Additionally, Summer is now able to communicate with all parents through Parent Square, which is a new feature this year.

b. Decorating for Christmas (Sam)

- i. Most decorating was completed Monday, December 1<sup>st</sup>.
- ii. Need to hang a few more snow flakes in the main hallway – pending delivery from Amazon.
- iii. Added a grinch tree at the end of the main hallway (near the library)
- iv. Next year we will need to refresh (at a minimum) the ornaments on the tree adjacent to the lobby/foyer. The (pre-lit) lights on the tree in the music room no longer work. The large tree adjacent to the lobby/foyer is not pre-lit, was extremely time consuming to add the lights each year.
- v. May want to consider what we want to do for next year as most of our decorations are outdated and/or weathered.
- vi. Decorations will be removed Friday, December 19<sup>th</sup> following early release. Who can stay to help? (We'll all have our kids with us, that's OK!) – Sam will send out a reminder in GroupMe closer to the day.

- c. Supporting VRES Families through the Holidays (Sam) - Discussed ideas on how we (as a board) could support VRES students/families that might need it through the holiday. Would not utilize PTO funds for this. Idea of angel tree came up. Sam will work with Mrs. Maloney to see what can be done within the time that we have. May want to consider the angel tree idea or supporting families with a holiday meal earlier in the season next year.

## 16. Future Business

- a. Review/Update VRES PTO Bylaws – Over time things have evolved informally with only minor updates to the bylaw document.
  - i. Recommend reviewing and updating to reflect current practices (example: timing of annual budget approval and spend that takes place from July 1<sup>st</sup> through early September).
    - i. Believe this would strengthen financial oversight and accountability (To be clear, there are no concerns with spend that takes place during the school year, but spend does take place leading up to the school year before the budget is actually approved. (precedent set)
    - ii. Would also like to provide more clarity and transparency of roles and responsibilities, both throughout the year and during leadership transition.
    - iii. And to be sure we are aligned with best practices of the school district
- b. TEA Celebration (Sam)

- i. Ideas on what we could do to CELEBRATE (not necessarily treat related)?
    - i. Spoke with Summer and determined we would push this closer to STAAR testing so that we can celebrate past success + build enthusiasm.
      - a. Have the high school drum line come to the school one morning (also have the mascot out?)
      - b. Create a specific brag tag
      - c. Provide snacks during STAAR testing, as well.
- c. School Assembly (Sam, Erika & Summer)
  - i. If you have any ideas or suggestions for a Spring school assembly, please let us know!
- d. Graduation Walk (Sam & Erika)
  - i. The seniors walking this year will be the first 5<sup>th</sup> grade class to graduate VRES. Let's brainstorm how we can celebrate this! Mrs. Polk confirmed she does have a copy of their (5<sup>th</sup> grade) yearbook in the library.
- e. 2026 PTO Membership Drive (Elizabeth)
  - i. Determine membership levels and swag for next year.

#### **Important Upcoming Dates:**

12/3 – December PTO Board Meeting 10am – 12pm  
 12/5 – Spirit Stick Sales during Lunch  
 12/12 – Staff Appreciation – “Poppin in to say Thank you!”  
 12/12 – Spirit Night at Raising Cane’s 4pm – 8pm  
 12/17 – VRES Staff Christmas Caroling  
 12/19 – Last Day of School / Early Release (Grade Level Parties)  
 1/9 – Staff Appreciation – TXRH Welcome Back Lunch  
 1/9 - VP & Committee Updates due to Sam  
 1/14 – January PTO Board Meeting – 10am – 12pm  
 1/21 – General Meeting and Room Parent Meeting (Fiesta Baskets) – 9am  
 1/27 – Spirit Night at TXRH 3pm – 10pm  
 1/30 – VP & Committee Updates due to Sam  
 1/30 – Spirit Stick Sales during Lunch  
 2/2 – 2/6 – National School Counselor Week  
 2/4 – February PTO Board Meeting – 10am – 12pm  
 2/6 – Staff Appreciation – Blake BBQ: Tailgate Party Lunch  
 2/6 – Peace, Love & Glow Family Dance 6pm – 8pm  
 2/22 – Spirit Night at Panera Bread 4pm – 8pm  
 2/27 – Spirit Stick Sales during Lunch  
 2/27 – VP & Committee Updates due to Sam  
 3/4 - Monthly PTO Board Meeting 10am – 12pm  
 3/17 – Staff Appreciation: Feeling Lucky Chocolate Bar  
 3/26 – Spirit Night at Raising Cane’s 5pm – 9pm  
 3/27 – Spirit Stick Sales during Lunch  
 3/27 – VP & Committee Updates due to Sam



**Action Items: Please ensure completion or conversation by due date. Secretary will follow up weekly.**

| Action   | Owner  | Due Date  | Status |
|--|--|---|--------|
| Ask Summer to send out email about school supply purchases to incoming kinder parents                                | Sam  | FUTURE – May 2026                               |        |
| Purchase Gaga Ball Pit Rolling Storage Cart, once available  | Sam  | FUTURE - TBD                                    |        |
| Put flyers in breakroom and cafeteria or where teachers will see when an appreciation lunch will be happening        | Lauren   | ON-GOING (change to monthly process)            |        |
| Check with possible Sonora bank contact about sponsorship  | Carissa  | 11/12/25  |        |
| Send sign up for Fiesta to high schools  | Sam to send to Summer to distribute (once games and rides have been finalized) | ASAP – once games and rides have been finalized |        |
| Do inventory of old shirts reach out to Mrs. Maloney about the possibility of gifting some to the Blessings Students | Laine  | 12/10/25  |        |
| Send Erica Cane's info for socials   | Natalie  | 12/5/25   |        |
| Natalie to contact Cane's to confirm spirit night rules. Can we use signs at doors and drive-thru?                   | Natalie  | 12/5/25   |        |
| Ask Summer for information for possible new hire gifts for January lunch.  | Lauren   | 12/12/25  |        |
| Order sign for officer Pena  | Katrina  | 12/5/25   |        |

|   |        |          |  |
|---|--------|----------|--|
| Research potential issue with charging sales tax on auction baskets                                     | Sam    | 12/31/25 |  |
| Contact Apex for fun facts sheets to send to Erica for final SM post – we reached goal, thank you!      | Sam    | 12/5/25  |  |
| Follow up with BISD on status of engineer's report/drawings for campus improvement projects             | Summer | 12/5/25  |  |
| Communicate party times and important party info concerning pre-registering and parking to room parents | Brandi | 12/4/25  |  |
| Work with Carisa to create SUG for Peace, Love, Glow Dance – to be communicated in January.             | Brandi | 12/19/25 |  |
| Post Save the Date for Peace, Love, Glow Dance  | Erica  | 12/15/25 |  |
| Post Dave the Date for Fiesta   | Erica  | 1/15/26  |  |
| Post SUG for Blessings  | Erica  | 12/15/25 |  |
| Contact Transportation concerning transportation needs for Fiesta Friday                                | Summer | 12/19/25 |  |
| Review/confirm initial SM shout-outs are complete for all sponsors                                      | Erica  | 12/5/25  |  |
| Review/confirm all sponsor logos have been added to the PTO website                                     | Erica  | 12/5/25  |  |
| Social Media post for General Meeting and Room Parent Fiesta Basket Meeting                             | Erica  | 1/10/25  |  |
| Send GroupMe reminder to Board for  | Sam    | 12/15/25 |  |

|  |       |          |  |
|--|-------|----------|--|
| removing holiday decorations after early release on 12/19  |       |          |  |
| Send GroupMe reminder to Board for back to school staff lunch on 1/9                               | Sam   | 1/3/25   |  |
| Final APEX post – we met goal, thank you! Fun facts sheet!   | Erica | 12/10/25 |  |
| Reach out to Mrs. Maloney to see how we (the board) can support VRES families through the holidays | Sam   | 12/5/25  |  |

**Meeting Adjourned:** 12:06 pm