



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

Van Raub Elementary
2022/2023 PTO Board Meeting
December 7, 2023

- 1) Call to Order **(10:05am) (Adjourned 12:12pm)**
- 2) Apex Roadrunner Dash – 24 plan – will hold for next month’s agenda
 - a) Survey Results
- 3) Snow Ball – December 8th - \$5k budget
 - a) Pre-registered:
 - b) Event Details
 - i) DJ – Megan - Booked SRO Gomez - \$400 – complete –
 - ii) Photo Booth – Megan (booked) – no cost due to grandparent donation, but would like to do some form of thank you - complete
 - iii) Pizza - Meredith **(Margie to take out tip money for Dominos -- \$100 total. \$50 & \$50) (Meredith make signs for food trucks to put in gyms)**
 - iv) Hot Chocolate - Karen
 - v) Supplies: waters, sodas, plates, napkins, cups (check out current supply of cups) - Brandi
 - vi) Santa – Natalie – has been secured, no chair
 - vii) Décor – Katrina and Hannah - purchased
 - (1) Ballon Arch
 - (2) Other Decor
 - viii) Volunteers – Brandi – primarily full – need to print the sign up genius for check in desk
 - ix) Security – Margie - complete
 - x) Communications- Natalie C (create event, FB post asap)
 - xi) Raffle prizes? Shirts, sponsor gift cards, something more valuable? Could be just for those that RSVP
 - xii) RSVP site – Megan - complete
 - xiii) Ornaments – Amanda – how do we want to give away? **(one per family & save 85 for staff as Christmas gifts with \$5 coffee gift cards-- Christine to put staff bags together) (Megan to figure out how to display them. Also make signage for Blessings in a Backpack & the craft table) (Katrina to buy Summer Moon gift cards)**
 - c) Day of Expectations –
 - i) Each assigned should take the lead on setting up area, with volunteers as available
 - ii) Vendor owners should check in on vendor and ensure set up needs are met, get/give payment as necessary
 - iii) Set up
 - (1) Décor & tables– 2 – 3 p.m. (Katrina & Megan, plus volunteers)
 - (2) Food, crafts, hot chocolate, vendors – 4 – 5:30 p.m. – Board members – please jump to help where needed



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- 4) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika
 - a) Please communicate to the group what plans are for each month via GroupMe
 - b) Monthly
 - i) December – Breakfast Charcuterie- 12/14/23
 - ii) January 5th- “Welcome Back Lunch” -- updated form provided, if edits needed to food, please notify Megan
 - (1) Megan and Karen can take on presentation/give-aways for this lunch if we decide to do them.
 - c) Sunshine Committee – POCs are Falon Choate and Lauren Pyle (updated) – reach out to them for staff specific appreciation days
 - d) Upcoming Special Role
 - i) School Counseling Week – February 5-9 (we typically haven’t done much for this, but could do lunch for Mrs. Mahoney
 - ii) School Resource Officer Day – lunch or gift (Note: Law Enforcement Appreciation day is January 9th – there will be BISD social media post)
 - iii) School Bus Driver appreciation (bag of snacks?)
- 5) Financials/Improvements
 - a) Outstanding proceeds:
 - i) Spirit Night Checks
 - ii) School Supply proceeds
 - b) Potential Big projects – We have approx. \$30-40K for another 23/24 big project
 - (1) Turf in courtyard? – **Megan to contact company for assessment of options on courtyard turf**
 - ii) Other options:
 - (1) Turf fields –
 - (2) Front Hall Painting
 - (3) Book Vending
 - (4) Additional benches
 - (5) Teachers Lounge
 - (6) Fence” Cups” – Example “Roadrunner Pride” – low as \$500
 - (7) Blacking out preK playground fence (**Katrina talk to director at Messiah about the company they used to black out their playground. Megan to look at Put In Cups company**)
- 6) Spirit Nights Update – **Natalie S**
 - i) Fralo’s December 14th -- **add as Instagram POST, not just a story**
 - ii) Updates from Kendra Scott - **\$700 + generated**
- 7) Spirit Sticks & Croc Charms – Natalie
 - a) September - \$491 in profit
 - b) October - \$419 profit
 - c) November - \$280 profit



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- 8) Merchandise
 - a) Updates – **Amanda N not in attendance**

- 9) Communication Needs – **Natalie Cruz – please be proactive about these and reach out to contact to get post information as needed. For all other board members, be proactive about sending updates as well. Ex. Teacher Appreciation, etc. Use text vs GroupMe for easiest communication.**
 - a) Monthly
 - i) Spirit Stick sales
 - ii) Blessings in a Backpack – once a month reminder
 - iii) Monthly calendar update
 - b) Sponsor Shoutouts
 - c) Fralo's
 - d) Snow Ball
 - i) 2 days prior – reminder of details; parents must attend with child, no drop offs, food available to purchase, pizza at no cost while supplies last, best behavior expected
 - ii) Day of – pics
 - iii) Day after – shout out to Picture Perfect, with logo, Officer Gomez/DJ, Parker's Ice Cream (sponsor), Curbside Eats
 - e) Treats with your Sweets – February 14th - lets get this on the calendar and get a flyer made
 - f) Fiesta – get on calendar
 - g) Holiday/break message
 - h) Pictures of December Teacher Appreciation
 - i) Welcome Back – post winter break
 - j) Law Enforcement Day – January 9th
 - k) School Counselor Week – February 5-9 – post/pics
 - l) School Resource Officer – February 15 – post pics
 - m) School Bus Driver & Bus Assistant – February 22 – post/pics

- 10) Upcoming Parent Events:
 - a) February 14th – Treats with your Sweets breakfast opportunity for students/parents – **Meredith/Brandi-- start game planning**

- 11) Kalkalo/Noble Lark
 - a) Impact to school, ensure BISD is aware, communication plan – **School is owning communication, we will copy their message – Natalie C**

- 12) Fiesta – April 5, 2024
 - a) See Separate Project Plan



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Action Items:

Owner	Action Item	Due Date	Status
Megan	gate codes for neighborhoods (Sablechase & Fallbrook) for staff caroling	ASAP	complete
Katrina	talk to director at Messiah about the company they used to black out their playground	by next meeting	
Megan	research the "Put in Cups" company	by next meeting	
Natalie C.	Add Fralo's spirit night as a post on top of IG story	ASAP	
Natalie C.	Create post regarding Noble Lark road closure	01/05	
Natalie C.	Reach out to board contact to get post information as needed for any events/announcements coming up	ongoing	
Meredith/Brandi	start brainstorming Treats with Sweets Day	ASAP	