



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

Van Raub Elementary  
2022/2023 PTO Board Meeting  
November 3, 2022

Attendees: Megan Kokemor, Amber Harrold, Amanda Mefford, Katie McCleary, Amanda Nicolet, Cleo Talos, Shara Smith, Jacqueline Ramon, Margie Saur, Karen Tollman, Stacey Mattox, Summer Gault, Kassy King

- 1) Call to Order – 10:09 a.m.
- 2) Accounting
  - a) Outstanding receipts?
- 3) Apex Fun Run – Karen
  - a) Total earned is still TBD from Apex. PTO gets 60% and gives 10% of gross back to school, which is distributed directly to the classrooms it was raised in. Net shirt costs goes back to campus improvement budget.
    - i) Continued assessment of vendor usage – In house management of a fun run/fundraiser of this size would not be possible. Even if we manage ourselves there are costs for running; DJ, obstacles, generators, supplies, prizes, website management. In addition, we feel like the daily motivational lessons and excitement from the onsite Apex employees would not be matched by volunteers.
  - b) Lessons learned
    - i) Shirts discussion – we should assess if we continue to purchase shirts for this vs using the Apex provided shirts for no costs. Shirts cut revenue that could be used for campus improvement. 2022 Shirt cost of \$8400. Shirts are used for a value add for sponsors, but the sponsor investments do not equal the cost of paying for the shirts. This should not be the only reason we do shirts. Will decide before we sign future contracts.
      - (1) We will assess options for next year
        - (a) Continue providing shirts as we have; multi color per grade, Dri-fit, sponsors on the back – estimate cost \$8,500+
        - (b) Provide lower quality shirt and/or single-color shirt – Estimated cost \$5,700
        - (c) Use Apex shirts – Estimated costs \$0
- 4) Campus Improvement
  - a) Signed agreement with Studio S Architekts for Outdoor Classroom
    - i) Next steps –
      - (1) Studio S is awaiting plans for school to begin drawings
      - (2) Ideally we have a drawing before December Winter Event so that we can show what is being expected
      - (3) Overall project could still take up to 18 months due to construction and material delays





- b) 2022 Roadrunner Dash Funding usage:
  - i) Have requested wish list from school to price and prioritize. Priority is to do these additions during this school year.
    - (1) Discussion for project prioritization – Examples:
      - (a) Window coverings (Summer to get quote)
      - (b) Playground equipment
      - (c) Shade structure on playground
      - (d) Additional bench seating for playground
      - (e) Chicken Coops and material for chickens
        - (i) Summer reaching out to HS Welding dept to fix the pen area
      - (f) Picnic Tables in courtyard (may be in scope of Outdoor Classroom)
      - (g) Painting black top
  
- 5) Educational Grant Approvals - \$13,660 available to allocate
  - a) Purchased and distributed all grants
    - i) Exception – Mrs. Smith’s author visit TBD (\$2300)
  
- 6) Winter Celebration -
  - a) December 9 -
    - i) Assignments:
      - (1) Food
        - (a) Pizza - Cleo and Katrina
        - (b) Hot Chocolate- Karen
        - (c) Cupcakes – if we go this direction we can use as a station for a cupcake decorating
      - (2) Santa – Amber (Santa has been reserved and paid for \$295), includes chair
      - (3) Activities
        - (a) Smores- Woodring family has agreed to bring fire pit and manage this again, we will provide all supplies
        - (b) Face Paint – have arranged for a volunteer for this
          - (i) They are providing a wishlist of items to order
          - (ii) Will request for additional people to help with this
        - (c) 3 Crafts – Katie, Amber and Margie
          - (i) Provide wishlist of items to order on Amazon if possible to leverage tax free. Include address and quantities. Okay to order directly from other sites; such as Oriental Trading if needed as well.
        - (d) Letters to nursing homes/letters to soldiers – Amanda N –
          - (i) Will select three local nursing homes to distribute to
          - (ii) Find an online “letter” format and use copier
          - (iii) Provide wishlist of items to purchase for this project to Megan



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- (e) Photo booth – Shara
        - (i) Provide wishlist to purchase on Amazon
    - (4) Music
      - (a) Summer to check in with school DJs
      - (b) Checked in with Tavis to see if school choir wants to perform
    - (5) Floorplan & logistics needs - Megan
    - (6) Volunteers – Cassie
      - (a) Get to Amanda Payne for November blast (11/8) or December blast (12/1)
    - (7) Communication Plan – Natalie
    - (8) Merchandise- we will have a table on the stage to sell shirts- Amanda N.
    - (9) Reviewed some options from vendors – most were price prohibitive
      - (a) We will rent a snow machine to be placed in the courtyard
  - ii) Next Steps:
    - (1) Provide all wishlists to Megan by November 21, items will be ordered and shipped to owner’s house
- 7) Holiday PTO Needs
  - a) Holiday Decorating to be scheduled for November 17 – 18 – Karen is doing the SUG for this
  - b) Angel Tree will be managed by Jodi Farias
- 8) Volunteers – Cassie
  - a) Holiday decorating – November 17 – 18 (Karen is handling)
  - b) Holiday event – December 9
  - c) Blessings in a Backpack – in the past we’ve only had a few recipients for this and didn’t need as many volunteers. We now have more and would be helpful to have volunteers from VR attend weekly to pack and distribute to VR.
    - i) Volunteers needed weekly; pack backpacks, deliver to VRES
    - ii) Lindsay Williams has offered to take the lead on this →she will manage volunteers, provide communication – we will promote on FB on her request
      - (1) Lindsey will create SUG and Flyer from canva
- 9) Sponsorship Update – Katrina/Cleo
  - a) Cash Sponsorships - \$10,250/Trade Vendors – \$3,500
  - b) Rotary Club - \$800 – Cleo to follow up to determine when this will be coming
    - i) Need update on chicken pictures for sponsors
- 10) Staff Appreciation Update – Amanda and Jaqueline
  - a) November – Pies
    - i) Launched November 1, current sold: 17
      - (1) Communication will continue till November 14
    - ii) Coordinating with pot luck – Will be hosted on November 17



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- iii) Megan will pick up Central office pies and deliver on November 17, between 9 – 11 – we need 17 donated
  - b) Staff lunch – Texas Roadhouse
    - i) Identify dates and volunteer needs
- 11) Spirit Nights Update – Shara
- a) Dog & Pony – Revenue TBD – was not as well attended; lack of communication
  - b) November - considering Mi Casa Tamales or The Point – needs to be finalized by November 7 so we have time to complete before holiday break
    - i) Shara will take over developing flyers for these and send to entire group, as well as Summer
- 12) Fiesta Planning
- a) See separate project plan for assignments
  - b) Megan to set up additional 1 hour meeting in November to cover some Fiesta Decisions
    - i) Food sales vs Food Trucks – Katie recommended food sales to increase fundraising, to provide recommendation for team to review and determine – Katie would take the lead on this if we go in this direction and leverage FOB for committee to make happen
    - ii) Tickets vs Wristbands only and ticket costs
    - iii) Review process for businesses that we ask donations for vs businesses we ask to be on site – Fiesta only sponsors

Meeting Adjourned: 12:22 p.m.