



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

Van Raub Elementary  
2022/2023 PTO Board Meeting  
March 7, 2024

- 1) Call to Order – 10:07 a.m.
  - a) In Attendance: Megan Kokemor, Karen Tollman, Meredith Tucker, Margie Suar, Hannah Bowers, Natalie Samson, Brandi Wright, Katrina Doran, Amanda Nicolet, Christine Haines
  
- 2) Board Structure
  - a) Recommendations Discussion
    - i) Add Events and Campus Improvement VP
    - ii) Add Committees for Events (2-3), Merchandise (1-2), Fundraising (1), Campus Improvement (2)
 

(1) Hannah motioned to approve 2 additional Executive Board positions. Christine Seconded. Motion approved.
  - b) Nominating committee required by Bylaws
    - i) Nominating committee must be made up of 5 members, cannot include President. Can include Principal or staff members, or general PTO members
 

(1) Nominating Committee: Erika, Katrina, Margie, Hannah
    - ii) Voting required by general PTO, must have quorum, must be out of 2 weeks
 

(1) Vote Required: Quorum PTO Executive board votes for adhering to Bylaws; we will use a nominating committee

      - (a) Process:
        - (i) Communication to go out 3/18 via FB and Summer newsletter with open board positions
        - (ii) Anyone interested emails Secretary
        - (iii) Secretary consolidates interest (Meredith)
        - (iv) Before 4/15; nominating committee meets to slot interested individuals. If interviews required, I'd recommend that one member of the nominating committee meet with potential candidate to discuss expectations of position, answer questions, and get the feeling of how this individual would interact with group.
        - (v) By 4/17 - Nominating Committee presents recommendations to Executive Board
        - (vi) By 4/19 – Voting open to General PTO, must be open for 2 weeks, will be final by 5/3
        - (vii) 5/2 - New Nominees invited to May meeting, will hold June after hours meeting to thank outgoing/welcome incoming. Although this is a day before voting will become final feel that we can put the invite out there.
  - c) Open Positions/Current interest

Co-President	
Secretary	
Treasurer	





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VP of Merchandise	
VP of Events	
VP of Campus Improvement	Hannah Bowers

- d) Bylaws do not stipulate if board members should be parent/guardian. Discussion regarding if this should change. Reviewed other BISD PTO requirements. Discussed risks and accountability concerns. **Christine motioned to update bylaws to require that all Executive Board Positions must be parent/guardian. Karen seconding. Motion accepted. Bylaws to be updated.**

### 3) Student Facing Engagement Ideas

- a) Parker's Ice Cream Flavor contest
- i) Launched via KVRN – February 2<sup>nd</sup>
    - (1) Flyers distributed to teachers with instructions on how to create a flavor (be creative; flavors, colors, ingredients, name)
  - ii) Each class designs their own flavor – Due February 23
  - iii) Each grade level votes for top flavor per grade – February 29
  - iv) Final Vote via Google Form – March 6
  - v) Top 3 flavors passed on to Parkers for development – March 8<sup>th</sup>
    - (1) Announce winners (pending)
    - (2) Parkers creating the top 3
    - (3) Sold at Fiesta – April 5<sup>th</sup>

### 4) Staff facing – Staff Lounge make-over - \$2,500 - Karen

- a) Help Needed for team to participate – will be a late April event

### 5) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika

- a) Monthly – please make sure you are notifying team when these happen via groupme so we are all on same page, and notifying the staff to gain excitement
- i) March – Blume Haus – Marh 6<sup>th</sup>
  - ii) April – Recess coverage, with support from All Pro Dads – **if positions need to be filled please notify so we can distribute via FB**
  - iii) May – Teacher Appreciation Week – **Plan on presenting out ideas in next board meeting**
- b) Upcoming Special Role (Choate/Pyle school POCs)
- i) 4/1 – Assistant Principal Week
  - ii) 4/4 – Librarian
  - iii) 4/24 – Administrative Professionals (front office)
  - iv) 5/3 – School Lunch Hero
  - v) 5/8 – School Nurse

### 6) Financials/tax

- a) **Reminder to get receipts to Margie**
- b) Upcoming expenses:
- i) Principals Budget – to be used at end of year





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- ii) After school club expense
  - iii) Fiesta
- 7) Campus Improvements
- a) Potential Spring Purchases based on admin request/approval–
    - i) Assessing privacy screening for pre-k playground at admin request - \$3k – Pending Summer approval
    - ii) Additional benches – purchased/delivered - \$5,694 – **Natalie motioned for approval for purchase. Karen seconded – Motion approved.**
  - b) Still assessing small turf options for courtyard
- 8) Spirit Nights Update – Natalie S
- i) March 29– Arrows –
  - ii) April 18 – Freebirds – 15 % of sales back to VR – Natalie to provide flyer
  - iii) May – will try to schedule Cane’s for a Tues - Thurs
- 9) Spirit Sticks & Croc Charms – Natalie
- a) February (2/29) – Megan - \$291
  - b) March (3/28) – Karen/Tia F -
  - c) April – Hilda/Sam Cooke -
- 10) Merchandise – Amanda
- a) Shirt options have been ordered, based on feedback from team
  - b) Doing pre-order for staff for In My Van Raub Era – due by March 22
- 11) Communication Needs – Natalie Cruz
- a) Monthly
    - i) Spirit Stick sales
    - ii) Blessings in a Backpack – once a month reminder
    - iii) Monthly calendar update
  - b) Sponsor Shoutouts
  - c) Fiesta Communication
  - d) Staff Appreciation events
  - e) Spirit Night – do separate post/event for Arrows
  - f) Board Recruiting process
  - g) Freebirds Spirit night flyer
- 12) Upcoming Events:
- a) Volunteer Appreciation Event – 4/15– ideas
    - i) Discussed options and pros/cons – Volunteers aren’t always comfortable coming, appreciation needs to come from school, not just PTO board
      - (1) Considering focusing PTO appreciation of volunteers to Room Parents and Key FOB – gift card/thank you note, instead of breakfast. Could also do a FB shout out recognizing these people.





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- (a) Megan to follow up with Summer for plans and identify quantity of Room Parents/Key FOB to determine total number, and determine budget available.
  - b) Kinder Roundup – April 3, 4 - 6
    - i) Amanda – Merchandise
    - ii) Christine – PTO flyer – who we are/what we do/how to get involved
    - iii) Megan or nominating committee – Open Board/Committee positions flyer
    - iv) Brandi – SUG - Need board/FOB volunteers; 3:30 p.m. – 6:00 p.m. – 3 – 4 ppl
  - c) Past Events:
    - i) Treats with your Sweets – review
- 13) 5<sup>th</sup> Grade Signs
- a) Natalie – design signs, with customizable name – consider using Chargers imagery “Raising Chargers”, more unisex
  - b) Megan to engage with Graphix House
  - c) Amanda – set up purchase options on website
- 14) Fiesta – April 5, 2024
- a) See Separate Project Plan

Adjournment: 12:12