



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

Van Raub Elementary  
2022/2023 PTO Board Meeting  
December 1, 2022

Attendees:

- 1) Call to Order 10:05
- 2) Winter Celebration – December 9, 5 – 7 p.m.
  - a) All owners are responsible for setting up their area on night of the event and provide oversight throughout event
    - i) Use table cloths for food and craft items – Set up starting at 3:00 p.m. – kids are welcome to help during set up
  - b) Food/Beverages – tablecloths needed for all food stations (Megan & Amber have purchased a bunch)
    - i) Pizza – Cleo/Katrina – Order 120 pizzas
      - (1) Arrange for pick up/delivery
      - (2) Kendra has showed how to use warmers
    - ii) Cupcakes – Recommending cutting due to costs and other activities – Will cut this option.
    - iii) Water – Megan/Karen
    - iv) Hot Chocolate – Karen
  - c) Activities
    - i) Crafts – Amber/Katie- will need an extra table (4 total for crafts). Margie will help manage.
      - (1) Include instructions and examples at the tables
    - ii) Letters – Amanda N
      - (1) Include instructions at the table
    - iii) Face Paint – Megan ordered these items, need Amanda M to set up stations
      - (1) Volunteer for face paint is Morgan, looking for friends to help her
      - (2) 3-4 simple options, using stencils
    - iv) Smores – Jacque and Eric Woodring are volunteering for this again. Jaqueline to help them with set up and getting smores kits to the couple managing this?
      - (1) We need to pre-package the marshmallow, graham crackers, chocolate – can we split this up – 6 people do 100 each before the event? Volunteers: Details will be sent out next week via GroupMe for organizing.
      - (2) Purchased sticks
    - v) Santa – Amber – be POC for this
      - (1) Paid in total.
      - (2) Amber will get in touch with Santa to try to change times a little (4:45-7:15)
    - vi) Photo snow globe – we went ahead and ordered this as a replacement for karaoke.
      - (1) Snow Globe was intended for courtyard, but checking to see if able to use inside for lighting



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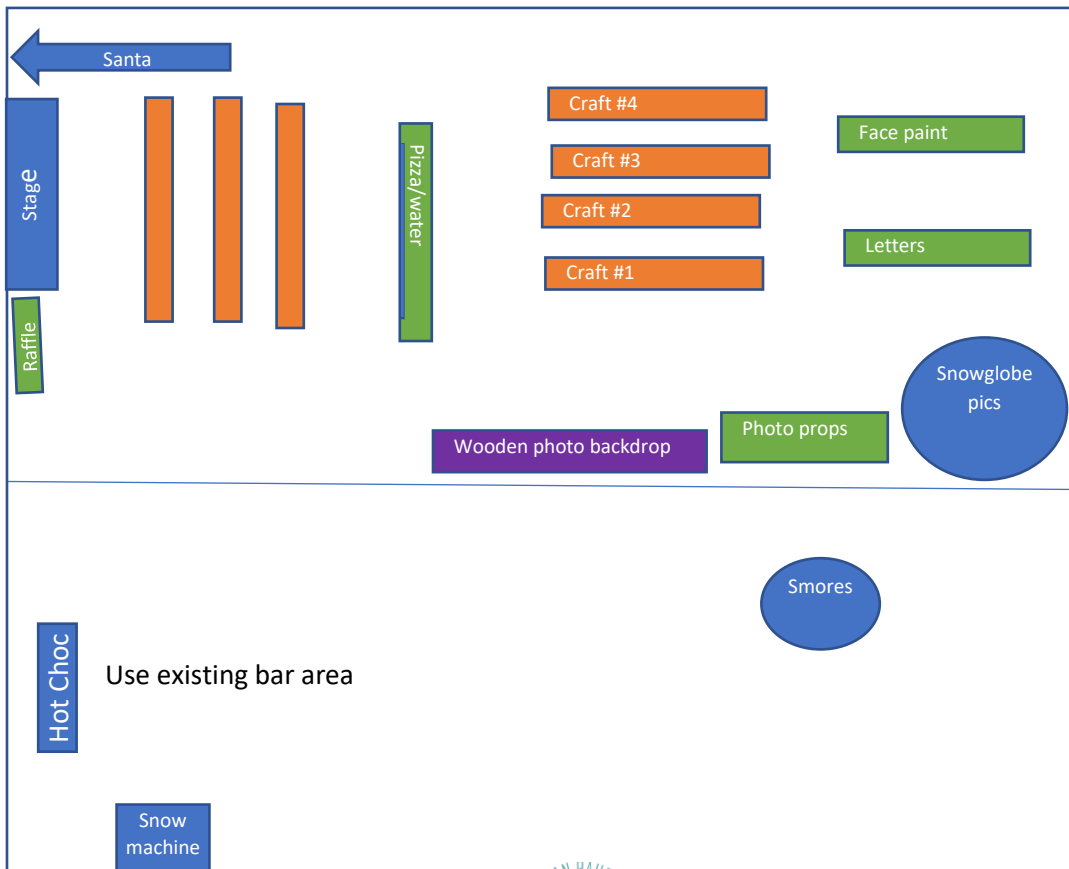
- (2) Fits within budget
- (3) Needs 2 18+ attendants at all times (will replace karaoke volunteers)
  
- d) Entertainment
  - i) Indoor
    - (1) Tavis will create a playlist on loop
    - (2) Potential VR choir for part time
  - ii) Outdoor Caroling group – Geneva School students are confirmed – will perform in courtyard, roving carolers – 8 – 9 songs. Have asked them to be there between 5:30 – 6:30
- e) Other
  - i) Security – Cassie
    - (1) Two officers booked. Price went up to \$60/hour.
    - (2) Get Margie the cost in order to pay them
  - ii) Volunteers - Cassie
    - (1) Frequent FB pushes until filled
    - (2) Sign-ups from MS/HS?
    - (3) Volunteer booth check in on site - Cassie needs to pull the volunteer sheets and have it ready to check off at the volunteer check in booth.
  - iii) Snow machine – Megan
    - (1) No volunteer needed, will just be running
    - (2) This will run by extension cord, includes 1 gallon refill of snow juice
- f) Raffle
  - i) Guests can bring items to donate to Blessings in a Backpack (Mac and Cheese cups, Granola Bars, peanut butter), receive one raffle ticket
    - (1) Receive 1 raffle ticket per boxed item
  - ii) Raffle Items – 4-5 give-aways
    - (1) Number of raffle items will be based on number of items given
      - (a) Prizes
        - (i) \$25 Walmart/Target
        - (ii) \$25 Walmart/Target
        - (iii) \$25 Walmart/Target
        - (iv) 2 \$50 (\$100) Cooking Castle
        - (v) 2 \$50 (\$100) Cooking Castle
      - (2) Cooking Castle \$50 gift card x 2 – Katrina – do you have these?
      - (3) Do Drawing at 6 p.m. and 6:30 p.m.
      - (4) Megan bought raffle tickets already
      - (5) Megan will own getting donations to Blessings in a Backpack (need help loading up though!) May need help with Food Pantry as well.
- g) Megan and Karen will purchase all items the week of the event
- h) Communication – Natalie



- i) Volunteers –
  - (1) FB posts every other day until filled
  - (2) Everyone should share in neighborhoods
  - (3) Requests to Summer/Staff
- ii) Event FB posts
  - (1) Highlight the donation
  - (2) Ensure we indicate no registration needed/while supplies last
- i) Board/FOB members to manage volunteer booth and raffle at event – sign up:

Booth	Time	Volunteer
Volunteer Check in	4:30 – 5:30 p.m.	Cassie
Volunteer Check in	5:30 – 6:30 p.m.	Cassie or Margie
Raffle table	5:00 – 6:00 p.m.	Megan
Raffle Table	6:00 – 6:30 p.m.	Amanda

- j) Floorplan- Rotate pizza table to make a line that goes back to the letters station to not interfere with Santa line. Fourth table for crafts. Photo Booth will be on back wall of gym.
- k) \*We can use school walkie talkies





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- 3) Campus Improvement
  - a) Signed agreement with Studio S Architekts for Outdoor Classroom
    - i) Next steps: Walk through with Design team week of November 28
    - ii) Working on Design renderings before 12/9
  - b) 2022 Funding usage
    - i) Window Coverings – waiting for quote from Summer
    - ii) Benches outdoor – Megan getting quotes
    - iii) Coop updates – Summer to get requests for new coop purchases
    - iv) Landscaping – Vendors needed
      - (1) This will be a spring project
      - (2) Landscaping needed around marquee, front of school and potentially back by portables
      - (3) We will solicit for a volunteer workday or we can assess the option of just paying a landscaper for the project as well
      - (4) Need to assess options for nursery discounts or landscaping service to provide guidance on type of plants
      - (5) Mulch can be delivered from BISD
- 4) Sponsorship Update – Katrina/Cleo
  - a) Any updates on Rotary Club - \$800
- 5) Staff Appreciation Update – Amanda and Jaqueline
  - a) December 16, 12:00 p.m. - Staff lunch – Texas Roadhouse- 6 oz steak, chicken and pulled pork.
    - i) Would like to add in something fun for the staff- small (\$10-15) gift cards to be raffled (Karen)
    - ii) \$1500 Texas Roadhouse is donating will almost cover all the food.
    - iii) Buffet
    - iv) NEED desserts (Amanda will get these)
    - v) Need 5 – 6 volunteers to help set up, serve, clean up
- 6) Spirit Nights Update – Shara
  - a) Mi Casa Tamales – they are going out of business. Shara has contacted multiple times with no response.
  - b) Is there a December spirit night? No Dec. Spirit Night. Trying to organize tamales and Texas Roadhouse rolls
  - c) Communication challenges
    - i) Teachers are not effectively sending out, without this we have limited reach and have seen low numbers. All agreed flyers should be sent for spirit nights. Shara will create and distribute monthly.
  - d) The Point Spirit Night will be rescheduled.



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- 7) Fiesta Planning
  - a) Karen/Stacey - Auction updates – letter drafted, need to get on letter head and send out asap
  - b) Katie - Food Sales update
    - i) Team voted to try hybrid option – need final answer this month if you are going to move forward with this option.
    - ii) Chick Fil A and Bean/Cheese tacos were discussed as easy options.
      - (1) Chik-fil-a – discounted cost, would upsell for \$1-\$2, limit quantity so we don't end up with loss
      - (2) Seek donation for Bean/Cheese tacos
  - c) Amber to talk to food trucks about tickets vs. cash/card.
  - d) Vendor/Rides updates
    - i) Megan is working with both vendors. Rides are currently on hold for us.
      - (1) Have confirmed with the vendor that with appropriate generators we should be okay to have full rides (They were only letting 2 – 4 ppl on the swings at a time last year).