



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

**Van Raub Elementary School
2025 - 2026 PTO Board Meeting
September 3, 2025, 10am – 12pm
VRES Campus**

1. Call to Order: 10:03 am

2. Roll Call:

- | | |
|---|---------------------------------------|
| () Summer Gault, Principal* | (y) Laine Beatty, VP Merchandise |
| () Faculty Representative | (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>Additional Attendees:</u> |
| (y) Elizabeth Duenckel, VP Membership | Laurie Wolfe |
| (y) Hannah Bowers, VP Campus Improvements | Ashley Sawicki (on behalf of Events) |

3. President Remarks / Opening Comments - Sam Cooke & Erika Johnson

- a. Thank you for being here! (Sam)
 - i. We had a very productive August meeting. We also made significant progress on our list of action items from that meeting, especially considering it was just two weeks ago. Thank you!
- b. Meeting Etiquette – (Erika)
 - i. As a reminder (because this is a new process for us) we are working toward a simplified version of Robert's Rules to become more closely aligned with our bylaws. The gist:
 - a. We'll be focusing less on procedural votes (like approving minutes or the agenda) and more on key decisions, such as spend outside of the approved budget.
 - b. We won't table new items to the next meeting/agenda, but we will push them to the bottom of the current agenda to be discussed closer to the end of the current meeting.
 - c. Our meeting time is limited. To help our meetings run smoothly:

- i. 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.
- ii. Please be on time and ready to jump in.
- iii. Do your best to help us stay on track so we can be respectful of everyone's time.
- iv. Listen to each other, even if we see things differently. We're all here because we care about the school and want to give back.
- v. Above All – let's keep this fun and positive!

4. Treasurer Update – Tia Flournoy - *Going forward we will have actual year to date financial reports, including variance to budget (by category), to look at each meeting.*

- a. Beginning today and going forward, Tia will provide a couple copies of our current YTD financials to be passed around during the meeting and reviewed (if you choose). Any questions? Feel free to ask during "all other business" at the end of the meeting. If you have questions about our financials at any point, feel free to reach out to Tia or Sam or Erika with any questions. Our financials are open records and we're happy to walk you through it!
 - i. Beginning with the October meeting, Tia & Sam will also highlight any areas within the budget where we are quickly approaching budget and/or where there may be concerns of potential over-spend or under-spend so as to avoid a situation (similar to last year) where we get to the end of the year before realizing that we have opportunity in the budget to accomplish more!
- b. Review of proposed budget for 2025 – 2026 school year (Sam)
 - i. Reviewed with Summer on Wednesday, August 27th. The basis of the budget was the starting budget for the 2024 – 2025 school year. Student headcount was approximately 750 then and is the same (give or take) going into this school year. Last year was a record-breaking year for fundraising. With this budget, we are level-setting and not assuming another record-breaking year. If we exceed fundraising goals, we will discuss/vote (in a timely manner) on how the excess funds should be spent in the current school year, if possible.
 - ii. Some accounts have been added to our ledger to increase visibility around spend. Not because there were issues with transparency, but this allows us to have a clearer picture of where we are earning & spending. Examples: 5th grade signs - revenue and expense accounts added, spirit stick expense now broken out as a separate line item from merchandise expense (off-setting revenue account already exists), etc... Budgeted expenses were also reviewed and moved to the correct account code where applicable. Again, just for more visibility.
 - iii. Adjustments were made from the baseline so that the net budget will result in a loss of approximately \$47k due to the carry forward of funds from the last school year as explained above. *This will result in a break-even (\$0.00) across the two year period.* This was accomplished by:

- i. Carryforward of \$32k in unspent funds (2024 – 2025 school year) allocated to campus improvements.
 - ii. Added \$5k for student engagement and \$1.3k for (Summer to) purchase spirit sticks. Last year was snow cones, popsicles for field day, want to do more of those. Last year was 1K for spirit sticks
 - iii. \$1.2k for Wix POS equipment (merchandise sales) tbd
 - iv. Increased staff appreciation expense by \$1k. Then increased it by an additional \$1k to account for commitment based on Raising Cane's Gold Level Sponsorship. Income includes \$1k in (Gold) revenue from Raising Cane's to off-set expense. Those funds have not been received to date, but Katrina feels certain it will come through. If not, both line items (\$1k revenue, \$1k expense will need to be removed from the budget).
 - v. Several other areas of spend received minor increases to include: a roadrunner dash t shirt for all staff (previously only provided back to school t shirt for staff), increase in sponsorship supply expense to account for banner replacement (wind damage) and new sponsors, fiesta expenses were updated to be more in-line with actual costs (based on 24-25 expenses), bank fees and annual operating expenses were also updated to be more in-line with actual costs.
- iv. Once the budget is approved, Erika and Sam will be reaching out to each VP to ensure they understand their budgeted amount for the year. If you have questions or concerns throughout the year, please don't hesitate to reach out with questions! Also, if you have ideas but lack the funding, please reach out to Sam and Erika so we can discuss adding your idea to a board meeting agenda (maybe we can find the funding).
 - i. Motion to Approve proposed budget: Hannah
 - ii. Motion Seconded by: Erika J.
 - iii. Vote: Passed unanimously
- c. Outstanding Receipts (Tia) – Nothing outstanding at this time.

5. Sponsorship Update – Katrina Doran (Sam in Katrina's absence)

- a. Issue with VV Orthodontics payment was corrected and payment has now been received via credit card.
- b. Raising Cane's has committed to a Gold level sponsorship (as a result of discussion in August board meeting), as long as we agree to 2 spirit nights (December and March) this school year and agree to make a large purchase for staff appreciation. Funds have not been received, but the check request was sent to corporate, and Katrina feels confident, so the amount is included in the budget and in the below calculation.
- c. Up to almost 16K in sponsorships, with the possibility of two additional bronze sponsorships

LEVEL	2024 - 2025	2025 - 2026	Businesses
Bronze	\$ 1,250	\$ 1,750	Little Gym, Robin Saunders, Belden Automotive, Cooke Pet Crematorium, Little Stem, Will Johnson Atty, Gray Realty Group
Silver	\$ 3,500	\$ 4,000	Enrich, Ancira, Bricks & Mini Figs, Cleo Talos, Ford of Boerne, Ferris Ortho, Edward Jones, Renewal by Anderson
Gold	\$ 1,000	\$ 1,000	Raising Cane's
Platinum	\$ 10,500	\$ 9,000	Fair Oaks ER, VV Orthodontics, Sunburst Gymnastics, Halo Contractors, Randall Dowdle CPA, Frost Bank
TOTAL	\$ 16,250	\$ 15,750	
TRADE LEVEL	2024 - 2025	2025 - 2026	Businesses
Bronze	\$ 250	\$ 250	Snowflake Donuts
Silver	\$ 500	\$ -	
Gold	\$ -	\$ -	
Platinum	\$ 4,500	\$ 3,000	TXRH, Card My Yard
TOTAL	\$ 5,250	\$ 3,250	
Combined TOTAL	\$ 21,500	\$ 19,000	
Year Over Year Variance			
Sponsors	\$ 500		
Trade Sponsors	\$ 2,500		
TOTAL	\$ 3,000		

- d. 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.
- e. Erica made one final (seeking sponsors!) social media post to community.
- f. Sponsor banners have been ordered and should be coming in soon.
- g. [See sponsorship tracking doc on google drive to see who she has contacted and who has sponsored before](#)
- h. [Frost bank check is ready to pick up, Katrina will pick up this week](#)

6. Membership Update - Elizabeth Duenckel

- a. We are within \$1,300 of meeting our budgeted goal for the year! Let's make this last week count! [Actually within of goal \\$1,100 as of this morning.](#)

MEMBERSHIP LEVEL	COUNT			DOLLAR VALUE		
	24 - 25	25 - 26	YOY VAR	24 - 25	25 - 26	YOY VAR
BEEP - BEEP	167	123	(44)	\$ 4,175	\$ 3,075	(\$1,100)
ROADRUNNER	64	59	(5)	\$ 3,200	\$ 2,950	(\$250)
RAUBIE	36	19	(17)	\$ 3,600	\$ 1,900	(\$1,700)
MARATHON	20	15	(5)	\$ 3,000	\$ 2,250	(\$750)
ONE & DONE	5	2	(3)	\$ 2,500	\$ 1,000	(\$1,500)
STAFF	55	54	(1)	\$ 870	\$ 895	\$25
GIFTED (added on to family membership)	9	9	0	\$ 250	\$ 225	(\$25)
SPONSORED (separate transaction)	42	31	(11)	\$ 1,025	\$ 825	(\$200)
	398	312	(86)	\$ 18,620	\$ 13,120	(\$5,500)
				\$ 1,280 Amount Remaining to Goal		

- b. We've had four classes reach 100% membership to date:
- McClure (second grade) – pizza & ice cream party, \$75 amazon grant
 - Payne (second grade) – pizza & ice cream party, \$75 amazon grant
 - Brixey (second grade) – pizza & ice cream party, \$75 amazon grant
 - Amazon items have been purchased and are starting to come in. Once the drive is complete, we will work with the teachers to coordinate a Friday afternoon for the parties.
 - Klein (life skills) – extra recess, popsicles and chance to win (one of two) \$50 amazon grants.
- c. We have six other classes with participation at 60% or above:

LAST NAME	GRADE	%
MONTOYA	FIFTH	61%
CASTILLON	FIRST	60%
GRAMETBAUER	FIRST	65%
ECONOMIDIS	FOURTH	77%
HENCKEL	KINDERGARTEN	67%
KALAPACA	KINDERGARTEN	67%

- d. We've received 2 One & Done Memberships to Date . Last year we received 5 total – four from kinder and one gifted to a 4th grade family. [Elizabeth has reached out personally to thank the one and done families. 15 classes at 50% \(or above\) membership. Summer will email out tonight at 7 pm about memberships. Still releasing leaderboards weekly \(or more frequently\).](#)
- Most of the one & done memberships came in at the end of the drive last year (one on 8/13, one on 8/16 and three on 9/6).
- e. Fulfillment of swag continues.
- f. Plan to drive membership results through 9/5:
- Summer will send separate e-mail to families re: membership drive Wednesday afternoon/evening. Elizabeth will provide her with updated leaderboard Wednesday (today) and verbiage for the message.
 - No traction with plugging drive on KVRN – will plan in advance next year.
 - Tease Top 3 – 5 classes each week on Wednesday or Thursday – [ON-GOING](#)

- iv. Release Weekly Results (full leaderboard) each Friday - **ON-GOING**
- v. Send home 4x4 flyers w/ QR code – **COMPLETE**
- vi. Tease the PTO Brag Tag – **COMPLETE**
- vii. Tease the PTO Brag Tag - **COMPLETE**
- viii. What else?
 - i. Sandwich board out with QR code during Parent Orientation / Information Night **working on it immediately following the board meeting to set out tonight and for pick up this afternoon**
 - ii. Do we want to tease any other one-off prizes or do people just need the deadline to motivate them to join? **Just deadline**
 - iii. **No plans to extend the drive at this time. The link will stay open because our bylaws allow for memberships at any point throughout the year. If additional memberships come in over the weekend that would put a class into a position of earning a party, we would apply those memberships to the final calculation.**
- ix. Staff / Teacher portion of membership drive – still have a handful of homeroom teachers that haven't joined. Last year we only had one. Non-homeroom staff memberships have gone up slightly from prior year.

NUMBER REPRESENTED	COUNT			% POPULATION		
	24 - 25	25 - 26	YOY VAR	24 - 25	25 - 26	YOY VAR
STUDENTS (752 Students)	470	381	(89)	62%	51%	-11%
HOMEROOM TEACHERS (39 Teachers)	38	33	(5)	97%	85%	-13%
TOTAL STAFF (84 total staff, inc admin, support staff, CAMP)	55	54	(1)	63%	64%	2%

- x. Send one final reminder for staff to join and complete their amazon grant applications (also due Friday, 9/5 by end of day).
- xi. **REMINDER:** Per our bylaws, all Executive Board Members must be PTO members. Please be sure to complete your membership by Friday (9/5).

7. Fundraising Update - Natalie Samson

- a. Spirit Nights
 - i. GREAT start to the year with TXRH!!

MONTH	DATE	TIME	LOCATION	EARNED
AUGUST	8/20/2025	3pm - 10pm	TXRH	\$ 450
SEPTEMBER	9/26/2025	4pm - 10pm	MIKEY'S CHICKEN & TAVERN	\$ -
OCTOBER	10/23/2025	11am - 10pm	WILLIE'S	\$ -
NOVEMBER	11/21/2025	6pm - 8pm	KENDRA SCOTT	\$ -
DECEMBER			RAISING CANE'S	\$ -
JANUARY				\$ -
FEBRUARY				\$ -
MARCH				\$ -
APRIL				\$ -
MAY				\$ -
YTD TOTAL				\$ 450

- ii. December (TBD) – Raising Cane’s (as part of Sponsorship Agreement) [scheduled in the spring March 26, maybe December 11 or 12?](#) Natalie is still confirming with them.
 - iii. Any update on the pumpkin patch for this year? [Contacted but have not heard back yet.](#)
- b. Spirit Stick Sales [\\$90 online sales, spirit stick vouchers issued as part of the swag from the membership drive could have impacted over-all sales.](#) Laine suggested (for the future) that the people 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. For future pre-sales, can we put QR code on teachers handouts? Sticker on the wall at the front office?

MONTH	VOLUNTEERS		SALES \$\$		
			CASH	ONLINE	TOTAL
AUGUST	NATALIE	LAINE	\$ 159	\$ 90	\$ 249
SEPTEMBER			\$ -	\$ -	\$ -
OCTOBER			\$ -	\$ -	\$ -
NOVEMBER			\$ -	\$ -	\$ -
DECEMBER			\$ -	\$ -	\$ -
JANUARY			\$ -	\$ -	\$ -
FEBRUARY			\$ -	\$ -	\$ -
MARCH			\$ -	\$ -	\$ -
APRIL			\$ -	\$ -	\$ -
MAY			\$ -	\$ -	\$ -
YTD TOTAL			\$ 159	\$ 90	\$ 249

- i. Natalie to work with Brandi on SUG for spirit stick sales for the remainder of the year. [Skip November, do December 5th.](#) Waiting to send out until after Grandparents day

8. Merchandise Update – Laine Beatty

- a. Update on current purchases:
 - i. T-shirts
 - i. Missing shirts from first order [Arrived](#)
 - ii. Pre-order (after meet the teacher) [Arrived, will be distributed today.](#)
 - iii. Additional shirts for Grandparents Day [Arrived](#)
 - ii. Navy Mesh Shorts [Arrived as of 9/3 pm](#)
 - iii. Pink Cheerleader Shorts [Arrived as of 9/3 pm](#)
 - iv. Teal Cheerleader Shorts [Arrived, run one size small, will note that on the website](#)
 - v. Hats [Arrived as of 9/3 pm!!](#)
- b. Update on on-going connectivity issues / processing of payments on VRES Campus
 - i. Met BISD technology on campus this morning to troubleshoot issue [Showed us how to connect to BISD guest wifi to maintain optimal connectivity.](#) Also suggested updating all devices (personal phones) to forget device for WIX

readers. Each reader should be assigned to specific people and they should only attach that reader to their phone.

- c. Grandparents Day – plan for merchandise sales Will sell all new merchandise, plus last years grey membership t-shirts - full price items.
- d. Roadrunner Dash Shirts – Initial design complete. Based on the budget, will include all custodial staff and cafeteria staff (ALL staff). Laine to run the shirt image by Summer. As long as she is OK with it, we can begin the process of collecting size/quantity data from each teacher (immediately following the deadline for Educational Grants).
 - i. Dry fit shirts - \$5.77/shirt with purchase of 750+
 - i. The proposed budget includes a shirt for 750 students, plus a shirt for each staff member.
 - ii. Timing for:
 - a. Final Design
 - b. Collecting Size/Qty Data from Teachers
 - c. Place & Receiving Order
 - d. Plan for Sorting & Distribution
- e. September pre-order for Spirit Sticks
 - i. Open pre-order on Friday, September 19th
 - ii. Close pre-order on Friday, September 26th at 8am and provide file for sales that same day.

9. Campus Improvement Update – Hannah Bowers

- a. \$32k in unspent Campus Improvement funds rolled forward from prior budget, plus an additional \$30k allocated from this year's budget/fundraising goals.
- b. Sam & Erika reviewed below project list with Summer on Wednesday, August 27th. Summer agreed that the current focus should include the Sun Shade for the playground, Concrete Sidewalk for the front car rider loop, Butter Blocks for in front of the PK playground and River Rock (instead of Turf) for the courtyard.
- c. BISD will be providing a process explanation in the next PTO President's meeting (possibly September 5th, but more likely to be October 3rd.)
 - i. The process was rolled out to Summer in a Principal's meeting recently. Summer will be our point of contact for submitting all CI requests to BISD (via online form).
 - i. Summer completes an online request for each Campus Improvement idea that we have.
 - ii. The request is reviewed and approved or denied by BISD internally.
 - iii. If approved, BISD moves forward with getting quotes.
 - iv. That information is sent back to the PTO (through Summer) for review/approval on our end.
 - v. The timing around the process and vendor selection/criteria is still unclear to us, but we hope to have more information to cascade in the October Board Meeting.
 - ii. Summer submitted all four of the below requests on our behalf on Wednesday, August 27th. They are officially in the system for review by BISD. Based on the

online tracking, it looks like it goes through 13 people within BISD for review/approval. Should have more information on the timing in the coming weeks.

Estimates – (may need to be updated given the timing)

Item	Estimate
Sun Shade	\$46,000
Concrete sidewalk	\$8,400
Blocks	\$3,800
River Rock for Courtyard	TBD
Total	\$58,200 Plus River Rock

10. Staff Appreciation Update – Lauren Tijerina

- a. Monthly Staff Appreciation Events - What's coming up?
 - i. September 25th – Pasta Bar Lunch “We’re pasta-tively grateful for you!”
 - i. Date confirmed with Summer
 - ii. Getting quotes from Olive Garden and Martini & Co (Alyssa) [The bid for Martini & Co was \\$945, so we will utilize their services.](#)
 - ii. October 20th – Apple Dipping Bar
 - i. Date confirmed with Summer
 - ii. Time TBD
 - iii. Apples in bowls ready to go, Crock pots with drizzles.
 - iii. November 15th - Pies with Ice Cream “A slice of Appreciation”
 - i. Date confirmed with Summer
 - ii. Time TBD
 - iii. Pies with Ice Cream
 - iv. HEB Gift Cards \$15 (appx. \$1,500)
 - iv. December 12th – Poppin’ in to say Thank You! (Popcorn Bar)
 - i. Need to confirm date with Summer.
 - ii. Decorate with Xmas Movie Posters
 - iii. Check with Theatres for sponsorship opportunities or discount tickets.
 - v. January 9th – TXRH Welcome Back Lunch
 - i. Need to confirm date with Summer.
 - ii. Texas Roadhouse Lunch, plus salads & dressings from HEB
- b. Monthly Recognition Days
 - i. October
 - i. National Principal Month – Anytime in October (Rachel)
 - ii. School Custodian Appreciation Day – October 2 (Alyssa) [Chick fil A lunch](#)
 - iii. CAMP Appreciation Day – October 6 (A more inclusive version of National Coach’s Day) (Lauren)

- iv. National School Lunch Week – October 13 – 17 (Celebrate in Oct vs the spring) October 15 (Hilda)
 - ii. November
 - i. Veteran's Day – November 11 - PTO will provide a yard sign, all other items are planned & provided by the school.
- c. Additional Opportunities
 - i. Request submitted to LMNT for free product ("samples") for 100 staff members. No response to date, but hoping we could do a fun flavored water bar sometime this year as a bonus event.
 - ii. Request submitted to Double Good Popcorn for bags of popcorn for our staff as part of their Donate Joy Mission to reach every teacher in America. They gave popcorn to 3,700 school in 2024 with a goal to reach 10,000 in 2025. Confirmation said the request would be considered for next year.
 - iii. Should consider other large corporations that might be willing to donate items for our staff. If any ideas, please notify Lauren & her team!
 - iv. Confirmed BBQ Feb 6th
 - v. March chocolate bar, one with a gold ticket to win gift card
 - vi. April is sonic drinks for each staff member
 - vii. Raising Cane's for lunch teacher appreciation week

11. Principal Update – Summer Gault

Summer was unable to attend due to other meetings

12. Events Update – Carissa Huertz

- a. Grandparents Days (Friday 9/5 and Monday 9/8) *SUG was sent out again, Not a lot of movement, but Erica C will post one more time to SM. We feel fairly confident we can cover each area with the volunteers that we have (enough to make it work). If necessary, we can pull volunteers from one area to cover another area, but Sam will look at the SUG and committee member availability to ensure we are OK.*
 - i. Blume Haus is donating carnations – to be picked up Friday morning at 9am (by someone from Events Committee)
 - ii. Picture backdrop – will use VRES Step & Repeat with silver cursive mylar balloons "Happy Grandparents Day" - Carissa confirmed use of the step & repeat with Melanie.
 - iii. Cookies – ordering the same assortment as last year. Events team will bring to school on Friday.
- b. Update/Discussion on (POTENTIAL) Fall Fest (November) *This event would be in place of a Christmas party or Cookies with Santa. Santa turn out last year was OK. Limited picture spots and people didn't stay long to socialize. Large family events have 4K budget for the year and another \$750 for small events. The glow dance was about 3.5K. Security \$60/hour per officer, need to add that in to the estimate. Saturdays are hard for events around this time of year, some board members were more in favor of Friday evening event. Event team will investigate further and come back to the board with*

more details, including a more formal estimate including all items, in the October meeting.

- i. As a take-away from last month's meeting Carissa was to go back to her committee to put together a list of ideas and associated prices – for board review/discussion in September meeting. (See next page)

Fall Festival Quote

Possible Dates - November 8th or 15th

Inflatable Corn Maze - \$900
Donuts (40 dozen) - \$500
Petting Zoo - \$800
Live music - \$200-\$300
Fiesta Carnival Games - ?
Craft station - Oriental Trader
Fishing Wall - Goodie Bags
Face Painting - High school volunteers
Order Photo Backdrop - "Van Raub Fall Fest 2025"
Travelin' Tom's Coffee - Self Pay
Breakfast Taco Truck - Self Pay

13. Volunteer Update – Brandi Wright

- a. Room Parents – received room parent info from 36 of 39 homeroom teachers. Are we actively working to track down the missing 3? Any issues to note, or do we just need to send a reminder to those three teachers? *Missing , Kalapaca, Mendonza, Smith, Kimball Paulsen. Update – Kimball's room parents were submitted 8/22 and Mrs. Kalapacca submitted hers 9/3 afternoon.*
 - i. Have we confirmed the date for Room Parent Meeting (Wednesday 9/17?) *yes*
 - i. Will combine with a general PTO meeting but will be very mindful of time constraints and that the primary focus will be the room parent meeting.
 - ii. Have we made initial contact with the room parents? If not, when? *Will make initial contact with them by this Friday (9/5). We have 73 room parents to date.*
 - iii. Brandi will provide similar information/documentation as provided in prior years.
 - iv. Will we also conduct workroom training that day? Confirmed with Shaya? *Will do this on the morning of 17th. Shaya was fine with this. Start at 8:30am for workroom training, then 9am for a (brief) general PTO meeting, immediately followed by parent room meeting. Need to be out of the cafeteria by 10:15 am to allow for lunches.*
 - v. Need to create flyer/communication and send to teachers (through Summer) for distribution and also post to social media.

- b. Upcoming SUGs Needed:
 - i. Bookfair (COMPLETE) – The bookfair went extremely well and Mrs. Polk was grateful for the help.
 - ii. Grandparents Day (Friday 9/5 and Monday 9/8)
 - i. Merchandise Sales
 - ii. Events – distribution of name tags for pre-checks, cookie table, photo op
 - iii. Picture Day – Wednesday, September 10th (**URGENT**) *completed and needs to go out ASAP!*
 - i. Have we confirmed volunteer need with Shaya?
 - ii. Will need to create and distribute immediately as this is only a week away!
 - iv. Spirit Stick Sales – Need SUG created and distributed for September – May. As a reminder, one of the two volunteers needs to be a Board Member. *Done but waiting to send out until after grandparents day.*
- c. Blessings in a Backpack (Nicole Amedee / Sam Cooke)
 - i. Nicole will continue to be our point of contact for Blessings. She is now working full-time, so Sam will serve as back up point of contact.
 - ii. First pack/distribution date is this coming Thursday (9/11) at 9:30am at BISD. Because it's the first week, our reusable (felt) bags will already be with Blessings (to allow them to update teacher tags, etc.). Sam can deliver the first week while we work to have the SUG populated.
 - iii. Nicole has created the SUG – Sam distributed yesterday. Will ask that each Board Member volunteer to deliver at least twice throughout the year. *Send out after grandparents day*

14. Communications Update – Erica Cepeda

- a. Process for submitting requests/posts – Erica shared google doc for requests.
 - i. How is this process going so far? Do we need to make any adjustments or updates? *Going well so far, can text for more urgent needs*
- b. Status update on initial recognition/shout out for all sponsors. *Have not completed everyone, but continuing on the every few days schedule, highlights are also at the top on Instagram - the sponsors.*
- c. Status update on sponsor updates on our website *Going to make a couple of updates to make this portion of the website look a bit cleaner (reviewed with Katrina in the meeting and she was OK with the changes).*
- d. Upcoming Communication Needs:
 - i. Let's push Grandparents Day SUG one more time on SM. *Will do one more today*
 - ii. Membership Drive – It's the last week! Let's make it count!
 - iii. Thank TXRH for a SUCCESSFUL Spirit Night in August *extra post to thank them for their support since it was such a success.*
 - iv. September Spirit Night – 9/26 4pm – 10pm at Mikey's Chicken & Tavern
 - v. September Spirit Stick Sales - Laine will open the pre-sale 9/19 and send the link to Erica. Erica will communicate via SM.

- vi. Blessings in a Backpack SUG
- vii. Picture Day SUG
- viii. General PTO Meeting & Room Parent Meeting – Notice for meetings on Wednesday, September 17th.
- ix. Add the link tree so all the links to volunteer sign ups are in one place
- x. Scholastic responded to our post about the book fair!!
- xi. Significant increase in views on SM. Erica will begin to track this info so we can provide to sponsors next year to help them understand the potential impact/exposure from shout outs, etc. Also, want to work on driving this even further by organizing a campaign to get more followers.

15. All Other Business

- a. Adopt a (non-home room teacher) Staff Member (Katrina/Sam)
 - i. 39 home rooms, 45 additional admin & staff - List of names shared with Brandi so they can be assigned to each homeroom. Need to determine how to bridge the gap between 39 homerooms and 45 staff members. Maybe we can ask board members if they are interested in sponsoring a staff member? Brandi will send out an email to the board to see if anyone is interested in adopting a staff member. If not, she can ask the room parents if someone can take 2. As a reminder, the expectation is that the room parent cascade the information about their adopted staff member. It's not a commitment to make a purchase for them.
 - ii. Sam working to get all favorite lists completed and/or updated.
- b. BOA – Update on pricing – camper fee increasing from \$45 to \$75 this year (Sam)
 - i. Scholarships are no longer available through the district. They are relying on campus PTOs to supplement here. Wondering if there will be more kids in need of assistance now that the fee has gone up
 - ii. Best estimate at the current time is 8 kids may need assistance. This is based on historical data but could change because of the increase in the camper fee this year. Information will be distributed to the students this week and registration forms are due back September 15th, so we should know more shortly after.
 - iii. In the interest of time, would like to vote on approval for spend up to a maximum of \$1,200.
 - i. Motion to approve potential spend up to \$1,200 to help VRES students attend BOA camp, if applicable/assistance is necessary: Hannah
 - ii. Motion seconded by Erica
 - iii. Vote: Passes unanimously
- c. TEA Celebration – possibly add onto a Roadrunner Rally?
 - i. Ideas on what we could do to CELEBRATE (necessarily treat related)?
 - ii. Have the high school drum line come to the school one morning or one day, create a specific brag tag

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 1st 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. Initial Fiesta Friday discussion and determining date – to avoid conflicting with Good Friday (4/3/26) Possibly April 10th? April 16th – fiesta officially kicks off in the city of San Antonio

Important Upcoming Dates:

9/3 – Parent Orientation Night 5pm – 7pm
9/5 - Membership Drive Ends
9/5 – Staff Requests due for \$50 Amazon Grants (PTO Membership Drive)
9/5 & 9/8 – Grandparents Day (during grade level lunches)
9/12 – Deadline to Submit Educational Grants
9/17 – Work Room Training (Room Parents)
9/17 – Room Parent Meeting
9/17 – General PTO Meeting
9/25 – Staff Appreciation “We’re pasta-tively grateful for you!”
9/26 - VP & Committee Updates due to Sam
9/26 – Spirit Night at Mikey’s Chicken & Tavern 4pm – 10pm
OCTOBER – Principal Appreciation Month
10/1 – October PTO Board Meeting 10am – 12pm
10/2 – School Custodian Appreciation Day
10/5 – World Teacher’s Day (Communicate via SM only?)
10/6 – CAMP Day – Celebrate all of our Specials Teachers
10/13 – 10/17 – National School Lunch Week
10/20 – Staff Appreciation – Apple Dipping Bar
10/23 – Spirit Night at Willie’s 11am – 10pm
10/31 - VP & Committee Updates due to Sam
11/5 – November PTO Board Meeting 10am – 12pm
11/10 – Apex Roadrunner Dash KICK-OFF – time TBD
11/11 – Veteran’s Day
11/15 – Staff Appreciation – “A Slice of Appreciation”
11/21 – Apex Roadrunner Dash (DASH DAY!)

11/21 – Spirit Night at Kendra Scott 6pm – 8pm

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	
Ideas on how to celebrate TEA results with students and staff	Sam and Erika	9/3/25 – still outstanding, under addit'l review	
Send sponsor info to Summer for newsletters	Katrina	9/5/25	
Second sponsor info to Shaya for school marquis	Katrina	9/5/25	
Complete Sponsor Shout Outs on SM	Erica C	Every few days, until complete – by 9/30/25	
Complete Sponsor Updates on PTO Website	Erica C	9/15/25	
Pick up check from Frost Bank	Katrina	9/10/25	
Confirm date in December with Raising Caines	Natalie	9/30/25	
Send out SUG for spirit stick sales after Grandparen'ts day	Natalie	9/10/25	
Run image by Summer for Roadrunner Dash shirts	Laine	9/12/25	
Get a promo/tease of new merchandise to send to Erica ASAP (for Grandparent's day?) to post to SM	Laine	9/4/25	
Come up with a new date for possible fall fest that is a Friday evening	Carissa	9/30/25	
Flesh out budget more for fall fest to see if we can fund it	Carissa	9/30/25	
Make contact with room parents	Brandi	9/5/25	

Send out picture day SUG ASAP!	Brandi	9/4/25	COMPLETED 9/5
Send out Blessings SUG after Grandparent's Day	Brandi	9/8/25	
Post for Grandparent's Day one more time on social	Erica	9/4/25	COMPLETED
Post a thank you to TXRH for a successful Spirit night	Erica	9/5/25	
Add link tree to Instagram for all the sign ups	Erica	9/15/25	
Send out email to board to see if anyone will adopt a staff member	Brandi	9/15/25	

Meeting Adjourned: 11:43 am