



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

**Van Raub Elementary School
2025 - 2026 PTO Board Meeting
August 20, 2025, 10am – 12pm
VRES Campus**

1. Call to Order:

10:03 am

2. Roll Call:

(y) Summer Gault, Principal*
(NA), Faculty Representative
(y) Sam Cooke, Co-President
(y) Erika Johnson, Co-President
(y) Tia Flournoy, Treasurer
(y) Avery Harmon, Secretary
(y) Katrina Doran, VP Sponsorships
(y) Elizabeth Duenckel, VP Membership
(y) Hannah Bowers, VP Campus Improvements

(y) Laine Beatty, VP Merchandise
(y) Brandi Wright, VP Volunteers
(y) Erica Cepeda, VP Communications
(y) Natalie Samson, VP Fundraising
(y) Carissa Huertz, VP Events
(y) Lauren Tijerina, VP Staff Appr

Additional Attendees:

[Lisa Hernandez, Merch Committee](#)
[Ashley Sawicki, Events Committee](#)
[Laurie Wolfe, Merch Committee](#)

*Summer joined for the second hour

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

- a. Thank you for being here!
- b. Expectations for the year
 - i. Work load, deadlines, etc. (Sam)
 - a. Each VP owns their area and we want you to feel empowered in that role. You're the point person and decision maker for your committees. That said, none of us are an island – be sure to communicate! If you need help (with tasks, brainstorming, troubleshooting or just feedback), please reach out early so we can support you! It's much easier for the group to step in and help if we know ahead of time rather than at the last minute. In turn, we will respect your area and not just step in and take over.
- c. Meeting Etiquette – (Erika) [Distributed Robert's Rules of Order – Quick Cheat Sheet](#)
 - i. 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.
- ii. Our meeting time is limited. To help our meetings run smoothly:
 - a. Please be on time and ready to jump in.
 - b. Do your best to help us stay on track so we can be respectful of everyone's time.
 - c. 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.
 - d. Above All – let's keep this fun and positive! We're volunteering to do good work for our kids, teachers & community!

4. Treasurer Update – Tia Flournoy

- a. High level review of 2024 – 2025 end of year financials (Sam) Last year we raised \$169k and only spent \$122k. The additional \$47k will be rolled into the budget for this school year. Nearly 70% of the amount carried forward will be allocated to campus improvements. The remaining 30% will be allocated to many other categories including staff appreciation, student engagement and family programs.
- b. Going forward, we will be providing a mini financial report in each meeting. Tia and Sam are still working out the details of what that will look like.
- c. Review of proposed budget for 2025 – 2026 school year (Sam) The net budget for this school year will result in a loss of appx \$47k due to the carry forward of funds from the last school year as explained above.
 - i. Will be reviewed with Summer on Wednesday, August 27th.
 - ii. Any necessary adjustments will be made prior to September Board Meeting and then Board will vote on what is presented in September meeting.
 - iii. Please review proposed budget distributed in August meeting and come prepared to ask questions in September meeting or feel free to reach out to Sam prior to the September meeting. Any adjustments made as a result of the meeting with Summer will be outlined in the September meeting prior to the Board vote.
 - 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.
- d. Cost Savings (Sam)
 - i. Subscription to QR Code Generator - \$210/annually. Do not plan to renew subscription at this time. Canva will generate QR codes for us. Subscription will not be renewed.
 - ii. Canva has a program that offers free Canva Pro subscriptions to non-profit organizations. We seem to meet the necessary criteria. Application and necessary documentation were submitted last week. Annual savings would be \$120. Erica Cepeda received the notification that our request was approved for

Canva and we are able to keep our existing account. Annual Canva subscription is paid in March of each year, so we will see savings in this school year.

- e. Outstanding receipts and review of process for submitting receipts. (Tia) Do it right after purchase, if possible. Tia usually reviews transactions each morning so the sooner she receives the receipts, the better.

5. Sponsorship Update – Katrina Doran

A	B	C
LEVEL	2024 - 2025	2025 - 2026
Bronze	\$ 1,250	\$ 1,250
Silver	\$ 3,500	\$ 3,500
Gold	\$ 1,000	\$ -
Platinum	\$ 10,500	\$ 9,000
TOTAL	\$ 16,250	\$ 13,750
TRADE LEVEL	2024 - 2025	2025 - 2026
Bronze	\$ 250	\$ 250
Silver	\$ 500	\$ -
Gold	\$ -	\$ -
Platinum	\$ 4,500	\$ 3,000
	\$ 5,250	\$ 3,250
Combined TOTAL	\$ 21,500	\$ 19,000
Year Over Year Variance		
Sponsors	\$ (2,500)	
Trade Sponsors	\$ (2,000)	
TOTAL	\$ (4,500)	

- a. Received \$13,750 in committed sponsorships to date, plus \$3,250 in trade sponsorships. This includes \$1,500 from VV Ortho in which we had an issue with their payment and it was returned. They are currently working with us to have this corrected. It also includes \$1,500 from Frost Bank. Their sponsorship and payment have been approved internally, but funds have not been received to date.

- b. We have an additional \$500 in verbal commitment (silver sponsorships), but have not actually received payment (this amount is not included in the \$13,750).
- c. Changes we are seeing from prior year: Many sponsors stayed on, but reduced levels and we lost some sponsors through students moving to middle school and businesses no longer operating. We obtained 3 new platinum level sponsorships: Sunburst Gymnastics, Randle Dowdle CPA and Halo Contractors. Fair Oaks ER increased from a gold sponsor (last year) to a platinum sponsor this year.
- d. Total sponsorship revenue included in the proposed budget is \$12,000. Budgeted amount will be updated to reflect actual amount received closer to the September meeting.
- e. Please reach out to Katrina if you have any leads for possible sponsors.
- f. Received payment for another bronze sponsor this morning and an additional bronze sponsorship / payment came in during the meeting.
Summer moon can support staff at some point this year, but is not able to able to commit to a trade sponsorship as they did in prior year.
Katrina will have Erica make one more post to community to see if anyone is interested in sponsoring.
Banners were ordered and are coming in. Raising Cane's could be interested in a trade sponsorship. Katrina will reach out.

6. Membership Update - Elizabeth Duenckel

- a. Successful event at meet the teacher – number of memberships secured at mtt increased slightly from prior year.
- b. Last year's membership drive brought in a total of \$18,660 which was the highest amount earned to date. The proposed budget for this year is \$14,400 (same as budget for prior school year).
- c. Amount Earned to date: \$6,925 vs. prior year amount earned to date: \$7,325
- d. Percent of Student Population Captured to date: 23% vs. prior year student population captured through end of drive: 62%
- e. Amount Earned through Staff Memberships to date: \$700 vs. Amount earned prior year (through end of drive): \$870
- f. Number of staff memberships to date: 41 total staff, including 25 homeroom teachers vs. Number of staff memberships in prior year (through end of drive): 55 total staff, including 38 homeroom teachers (99% of homeroom teachers had a membership last year).
- g. We've received 1 One & Done Membership to Date – returning family from prior year. Last year we received 5 total – four from kinder and one 4th grade family
 - i. Most of the one & done memberships came in at the end of the drive last year(1 on 8/13, 1 on 8/16 and 3 on 9/6).
- h. Top Five Classes to Date:
 - i. Henckel 62%
 - ii. McClure 56%
 - iii. Economidis 46%
 - iv. Grametbauer 45%

- v. Wilson 39%
- i. In general, we are seeing memberships come in slower than in prior years, but not alarmingly slower. Only a handful of gifted/sponsored memberships so far, but those tend to come in closer to the deadline when families are trying to push their classes to 100% membership for the prizes.
- j. Fulfillment of swag will begin this week and then will be done once/week through the end of the drive. For ease, brag tags will be delivered by classroom immediately following the end of the drive. Will work with winning teachers on scheduling class parties and purchasing Amazon wishlist items for Grant winners.
- k. Plan to drive membership results through 9/5:
 - i. Tease the PTO Brag Tag
 - ii. Tease Top 3 – 5 classes each week on Wednesday or Thursday
 - iii. Release Weekly Results (full leaderboard) each Friday
 - iv. Send home 4x4 flyers w/ QR code?
 - v. What else? [Not all teachers are pushing it out right now. Sam to ask Summer to send a separate email to families about membership drive a day or two before it ends. Sam to ask about put it on morning announcements to try to get the students excited/remind their parents. Elizabeth will continue to monitor results and drive student engagement. Course of action will be determined as results come in.](#)

7. Fundraising Update - Natalie Samson [Raising Cane's sometime in the spring, look into the pumpkin patch again this year](#)

- a. Spirit Night's
 - i. August 20th (Wednesday) – TXRH 3pm – 10pm
 - i. Take home flyers distributed Tuesday
 - ii. Sandwich board will be out for pick up line Wednesday
 - ii. September 26th (Friday) – Mikey's Chicken & Tavern 4pm – 10pm
 - iii. October 23rd (Thursday) – Willie's 11am – 10pm
 - iv. November 21st (Friday) – Kendra Scott 6pm – 8pm
- b. Spirit Stick Sales Friday, August 29th
 - i. Need 2 volunteers and then will work with Brandi on SUG for remainder of the year.

8. Merchandise Update – Laine Beatty

- a. School Supply Distribution (Wednesday, August 6th) went very well
 - i. This year 233 orders were placed and we earned \$932 vs. last year with 278 orders and \$1,078 earned.
 - ii. Need to discuss whether we want to continue to provide this service next year. If so, do we want to continue with First Day School Supplies or investigate other options? [No change. Some parents had not heard about school supplies. Consider sending an email to just kinder parents about supplies for next year's incoming class. Maybe mention that it helps support the school?](#)
- b. Ordered new shirts prior to the start of the school year. Spent \$3,000 on 250 shirts (1 design, 3 colors w/ limited adult sizes ordered).

- i. Sold 66 (\$1,320) at meet the teacher (included in totals below), plus an additional 27 (\$540) since MTT via the online merch store. Also opened a pre-order for additional adult sizes, which sold 10 (\$200).
- c. Meet the Teacher – sales of \$2,500 (all merch) vs prior year sales of \$3,500.
 - i. Last year the tie-dye shirts, in my van raub era, smiley and raubie shirts were all fairly new (released at kinder round up the prior year). This year we also had wix issues and connectivity issues, which delayed the start of merch sales and slowed the process significantly throughout the night.
- d. Grandparents Day – plan to limit merchandise sold to focus more on the new shirts and possibly hats and shorts (pending approval below). Will likely add the wavey roadrunner shirts due to the high level of stock. Other older/remaining merchandise can be sold in a clearance sale at the Roadrunner Dash.
- e. The annual budget won't be approved until the September meeting, so we are seeking board approval for the below items. The proposed budget includes \$10,000 for spirit shop cost of good. As mentioned above \$3,000 was spent on the new shirts ordered in August.
 - i. The purchase of VR navy mesh shorts - \$1,030
 - i. \$10.30/pair with purchase of 100 pairs
 Motion: Tia
 Second: Natalie
 Vote: Passed unanimously
 - ii. The purchase of VR pink and turquoise cheerleader shorts - \$985
 Motion: Carissa
 Second: Erica
 Vote: Passed unanimously
 - i. \$9.85/pair with purchase of 100 (50 pink, 50 turquoise) pairs
 - iii. The purchase of VRES hats – \$1,220 - \$1,830
 - i. \$12.20/hat with purchase of 100 or 150
 Motion: Katrina
 Second: Brandi second
 Vote: Passed unanimously
- f. Roadrunner Dash Shirts – Initial design complete.
 - 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. Will push to next meeting. If budget is approved at next meeting there will be no need to vote on this item as it is included in the budget. This will also give the staff some time to complete their PTO membership, Amazon Grant Requests and Educational Grant Requests before having to submit t-shirt sizes for themselves and their students.

9. Campus Improvement Update – Hannah Bowers Sam & Erika to ask summer if this is still top needs list. Hannah suggests completing all of the work at once over a break, one vendor except

for canopy. No turf, rock instead. All pending the approval of Summer and BISD. All vendors have reached out for update on our decision, time frame, etc.

- 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. BISD will be providing a process explanation in the next PTO President's meeting – possibly September 5th, but more likely to be October 3rd. This will determine next steps.

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

Item	Estimate
Sun Shade	\$46,000
Concrete sidewalk	\$8,400
Blocks	\$3,800
Turf/courtyard enhancement*	\$30,000
Total	\$96,200

*non turf would come in significantly cheaper

10. Staff Appreciation Update – Lauren Tijerina

- a. August – back to school staff breakfast on August 7th (meet the teacher)
 - i. Breakfast from Box St All Day
 - ii. Drawings for gift cards & school supply give away
 - iii. New staff gifts
- b. 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)
 - 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)
- c. Monthly Recognition Days [talk to Katrina about signs](#).
 - i. October
 - i. National Principal Month
 - ii. School Custodian Appreciation Day – October 2
 - iii. World Teacher’s Day – October 5 [NA](#)
 - iv. National Coaches Day – October 6 [turn into CAMP appreciation day to be inclusive of all specials teachers](#)
 - v. National School Lunch Week – October 13 – 17 [Possibly celebrate this date instead of lunch hero day? The timing of this day would work better for the staff appreciation committee. BISD usually does](#)

something to help celebrate lunch hero day in the spring, so this would be spreading things out.

ii. November

- i. Veteran's Day – November 11 PTO will provide a yard sign, all other items are planned & provided by the school.
- ii. Education Support Professionals Day (?) – November 19 N/A – This is not something that we celebrate separately. Would be included in staff appreciation week closer to the end of the school year.

11. Principal Update – Summer Gault

- a. TEA Ratings were finally released and VRES scored
 - i. 2023 – 2024 school year: 92 – Rating A and earning distinction in all 6 categories (ELAR, Math, Science, Post Secondary Readiness, Closing the Gaps and Academic Growth). We are the first school in BISD to earn an A rating in all 6 categories.
 - ii. 2024 – 2025 school year: 93 – Rating A and earned distinction in Scient, Post Secondary Readiness, Closing the Gaps and Academic Growth.
 - i. Sam suggested using some of the student engagement budget to celebrate this achievement with the students and staff. Sam and Erika to discuss ideas around this.

12. Events Update – Carissa Huertz

- a. Kinder playdate – how did it go? Same or better than last year! Had to go indoors due to the weather, but it worked well. Only spent \$28 on event and everyone seemed happy. Carissa will send communication to parents that attended and were OK with having their contact information shared.
- b. What's coming up?
 - i. Grandparents Day (Friday 9/5 and Monday 9/8)
 - i. Historically Blume Haus has donated flowers. Do we want to try to get a donation this year? Yes get in touch with Mandy at Blume House to see if she will donate. Hannah reached out to Mandy and she confirmed Blume Hause will donate. Carrisa to contact Mandy to coordinate.
 - ii. Picture backdrop – no balloon trade sponsor this year. Do we want to try to do something on our own or pay for balloons? Will use VRES step & repeat with maybe a banner or some mylar balloons which should hold up better in the sun/hot weather.
 - iii. Cookies-yes, Carissa's team will order the same assortment as last year.
 - ii. Anything else? Discussed the idea of a fall fest. Carissa will work with her committee on ideas and pricing and come back to the board with an estimate of what the event would cost. This would be a give-back / community event where we would not charge for admission. Carrissa would plan to host sometime in November, which is when we will be doing our Apex Roadrunner Dash fundraiser.

13. Volunteer Update – Brandi Wright

- a. Room Parents – received room parent info from 12 of 39 homeroom teachers
 - i. Have we confirmed a date for Room Parent Meeting (Friday 9/13?) The correct date is actually [Wednesday, 9/17](#). Will combine with a general PTO meeting, but will need to be very mindful of time constraints and that the primary focus will be the room parent meeting. Should also allow time for the room parents to chat after the meeting, before we need to clear the cafeteria for lunch.
 - ii. What documentation & communication information will be provided? [Brandi will provide similar information as in prior years.](#)
 - iii. Will we also conduct work room training that day? Confirmed with Shaya? [Email sent to Shaya 8/19, awaiting response.](#)
- b. Upcoming SUGs Needed:
 - i. Bookfair – SUG complete and sent to board and FOB - need to monitor closely given the timing [Doing well with getting volunteers so far.](#)
 - 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 – need to confirm date/time and need with Shaya
 - iv. Spirit Stick Sales – September – May
- 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. Pending official schedule from Blessings
 - iii. Anticipate starting first (maybe second) week of September, assuming they receive finalized lists from each school by then.
 - iv. Packing location changed from St. Peter's gym to BISD and packing time changed to 9:30 start time.
 - v. Nicole will create the SUG once we have the official schedule
 - vi. Will ask each Board Member to volunteer at least twice throughout the year

14. Communications Update – Erica Cepeda

- a. Process for submitting requests/posts? [Made google form will send out to Group me, Erica will pin at the top](#)
- b. Where are we with initial recognition/shout out for all sponsors? [Every 5 days so far. Trying to spread them out to give them their own spotlight.](#)
- c. What about sponsor updates on our website? [Erica will complete](#)
- d. Upcoming Communication Needs:
 - i. Spirit Night
 - ii. Membership Drive
 - iii. Spirit Stick Sales [and spirit stick pre-sales the Friday before. Laine will open the pre-sale and send the link to Erica. Erica will communicate via SM.](#)
 - iv. Grandparents Days – [Erica will create a flyer and share with Summer. Summer will request a pre-check link from BISD to be added to the flyer/communication.](#)
 - v. Blessings in a Backpack
 - vi. General PTO Meeting & Room Parent Meeting

15. All Other Business

- a. Adopt a (non-home room teacher) Staff Member (Katrina) assign an additional staff member to each homeroom. Will request the room parent communicate info on the adopted staff member to include their name and favorites list. There's no commitment for them to purchase.
 - i. 39 home rooms, 45 additional admin & staff – Sam can provide list to Brandi so she can complete the assignments.
- b. Funding additional Field Trip (TXRH) for Life Skills Classes (Katrina) Summer isn't sure it's necessary, but will let life skill teachers know we will support however we can.

16. Future Business

Important Upcoming Dates:

8/20 – Spirit Night at TXRH 3pm – 10pm

8/29 – VP & Committee Updates due to Sam

9/3 – September PTO Board Meeting 10am – 12pm

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

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”

11/19 – Education Support Professionals Day

11/21 – Apex Roadrunner Dash

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
Set standards for financial report to be provided in each board meeting going forward.	Tia & Sam	9/3/25	
One final SM post asking for Sponsors	Erica	8/30/25	
Send Katrina contact info for Raising Cane's	Natatlie	8/20/25	COMPLETE
Katrina to contact Raising Cane's about possible opportunity for trade sponsorship	Katrina	8/22/25	COMPLETE
Order New Merchandise approved in today's meeting (hats, shorts)	Laine	8/22/25	COMPLETE
Review current campus improvement list with Summer and confirm those items are still priority.	Sam and Erika	8/27/25	
Send link to Google Doc for form for communication needs	Erica C	8/22/25	COMPLETE
Complete necessary sponsor updates on PTO Website	Erica C	9/1/25	
Complete initial sponsorship shout outs on SM	Erica C	Every 5 days until complete	
Make initial contact with Room Parents and schedule first room parent meeting of the year	Brandi	9/1/25	
Send sponsor info to Summer for newsletters	Katrina	9/1/25	
Send Erica C. link for spirit stick pre-orders	Laine	8/22/25	COMPLETE
Request pre-check link for Grandparents Day	Summer	8/22/25	

Send Brandi any changes for Grandparents day SUG	Carissa	8/22/25	COMPLETE
Coordinate carnation donation for Grandparents Day with Blume Hause	Carissa	8/22/25	
Get list together of wants and estimated cost for proposed Fall Fest	Carissa	9/3/25	
Request to plug membership drive on morning announcements	Sam	8/22/25	
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	
Provide list of all staff members to Brandi for class adoption assignments	Sam	9/1/25	

Meeting Adjourned: 11:58 am

Minutes taken by: Avery Harmon, Secretary