



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

Van Raub Elementary
2022/2023 PTO Board Meeting
August 17, 2023
(Notes in Blue)

- 1) Call to Order (TIME: 10:12am)
- 2) Executive Board Member Expectations
 - a) Roles and Responsibilities
 - i) Ownership of Roles – You are all accountable for your own roles. Please notify if you need assistance.
 - b) Member Expectations
 - i) GroupMe – Please do not turn off notifications given this is our primary format of group communication. We will commit to not overloading.
 - ii) Meetings – It is expected that you attend meetings, but understand that things come up. If you are unable to attend it is your responsibility to review meeting notes and perform action items.
 - (1) Meeting Notes – Will be sent within 48 hours of meeting, please review.
 - c) Friends of the Board – These are parents we ask to help with tasks that would typically overload the board members' roles. Very reliable group! (help decorate for events, set up, pick up food, etc).
- 3) Budget Overview – Seeking approval/Sign off for year:
Fall fundraiser will be the final dollars used for the outdoor classroom project. Typically, fall fundraiser dollars used towards school improvement and the Fiesta Friday is a wash/free event for the community. Hannah moved to approve the budget, Katrina seconded. **Budget APPROVED.**
- 4) Events
 - a) Past Events
 - i) Staff Breakfast - successful!
 - ii) Tacos and Tears - successful, just need signage for next year's 1st day
 - b) Upcoming Events –
 - i) Grandparents Day – September 8 & 11
 - (1) Volunteers
 - (2) Merchandise plan
 - (3) Backdrop – photo opp with grandkids
 - (4) Flowers confirmed with Blume Haus
 - ii) December - Winter Event – Snowflake Family Ball: Transitioning from winter activity party to a family friendly dance event.
 - iii) February – Breakfast Treats with your Sweets – (like a donuts with grownups, but Valentines themed)





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- iv) April 5 – Fiesta Friday! Possible incentive attached to having staff volunteer for this event. Will discuss later.
- 5) All Pro Dads – Needing funding for breakfasts. Options for funding being discussed.
- 6) Apex Fun Run – Karen taking the lead, Natalie Samson to support
 - a) Dates: Oct 12 (the actual run). October 2 – 13 fundraising days
 - i) Fundraising for remainder of Outdoor classroom – need approx. \$30-\$40k
 - ii) Volunteers –
 - b) Shirts – Need to determine this asap
 - i) Cost last year - \$8,500 (Dri fit, multi color, 2 side print) – utilized for sponsor marketing, this has been removed from sponsor marketing package this year
 - ii) Options
 - (1) Less costly version – max \$5k investment
 - (2) Free Shirt through Apex
 - (3) Design contest – timeline ASAP (Engagement, fun opportunity for kids)
- 7) Outdoor Classroom updates – BISSD has been funded, Construction company identified and pre-construction meeting complete. Waterman Construction was awarded bid. They are awaiting all material delivery before beginning. Project will be 4 weeks start to finish. Megan to get with Krista Kimball to being working on build out items to purchase for classroom. Would like to host a ribbon cutting once complete.
- 8) Volunteers – Brandi (not in attendance, Megan to follow up with Brandi post meeting)
 - a) Room Parents
 - i) Follow with teachers missing room parents directly to see if they have anyone
 - (1) Room Parent “Training” or communication?
 - b) Picture Day – get with Shaya to determine if help is needed
 - c) Workroom Training
 - d) Grandparents Day – need a SUG asap
- 9) Sponsorship Update – Katrina/Hannah
 - a) \$8,250 cash sponsors committed/paid
 - b) \$5k trade value committed
- 10) Membership -
 - a) Membership Update – Form is not user friendly for export of all data. Christine to consider other options or make modifications to current form. Risk of not having enough of some of the membership items; including key chains. Amanda to determine purchase options to fulfill on these. Contest communication to start Friday; seeking fun communication to engage on



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Tuesdays, contest results Fridays. Membership funds are primary source of funding for PTO programs. Current funding: \$8,355

- b) Contest
 - i) Communication updates.
 - ii) Teacher updates – beginning August 14
 - iii) Need fun communication to drive more engagement
 - iv) Prize distribution

- 11) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika
 - a) Monthly Appreciation
 - i) Expectations
 - (1) Plan 1 month in advance, at minimum
 - (2) Proactively provide updates
 - (3) Communicate directly with Summer, Board, and additional volunteers to ensure plans meet needs
 - (4) Consider look and feel of experience
 - b) Assignments (The Family Coffee)
 - i) September - Jaqueline
 - ii) October - Lorraine
 - iii) November – Pies – Erika – BumDoodlers requested
 - iv) December – Hilda – This has historically been a lunch for the entire staff
 - c) Special Roles
 - i) October – Principal Appreciation Month – Erika
 - ii) October 2 – Custodial Team Appreciation Day – Hilda – historically have done a gift bag of small items

- 12) Spirit Nights Update – Natalie S
 - a) Parry’s – August 24 – 5p.m. – 9p.m.
 - b) Willie’s Grill & Ice House – September 28th – 11 a.m. – 10 p.m.
 - c) Expectations:
 - i) Plan 1 month in advance, at minimum
 - ii) Create Communication for social media and digital for staff to send
 - iii) Maintain Calendar
 - iv) Pick up funds and deposit or get to Margie, Megan or Karen

- 13) Spirit Sticks – Natalie
 - a) Get a plan together for selling 1 x a month, beginning September

- 14) Merchandise
 - a) New Shirts
 - i) New Shirts – \$2,118.84 cost – sold 85 already!



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- ii) Consider another new design for the year to refresh items
 - iii) Quantity updates
 - b) Drop Ship Items - Need to determine if we will discontinue or market further – **Possibly remove from site**
 - i) 7 items – have been on site for several months
 - ii) Sales - 2 total items sold within the last year (Trucker Cap - \$24 and Water bottle - \$23 + shipping costs)
 - (1) Will consider eliminating drop ship, but want to explore some non shirt merchandise items to have in stock. Amanda to assess Croc Charms, Stanley type cup.
- 15) Grants
- a) \$50 Amazon Grant – due by August 31
 - b) Education Grant – Due by September 15
- 16) General Meetings – 2 required per year
- a) Fall – Include during the Book Fair – 9/25 – 9/29 – looking to incorporate guest speaker or bundle with a school training on Skyward

Meeting adjourned – 12:24pm