



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

Van Raub Elementary  
2022/2023 PTO Board Meeting  
March 2, 2023

- 1) Attendees: Megan Kokemor, Karen Tollman, Katrina Doran, Amanda Nicolet, Marjorie Saur, Amanda Mefford, Katie McCleary, Cleopatra Talos, Kassy King
- 2) Call to Order – 10:09 a.m.
- 3) School Events with PTO Support
  - a) Kindergarten Roundup – March 21, 5 p.m. – 7 p.m.
    - i) We will do a one-sheet information sheet for PTO/rotating slide(s), no presentation – Megan
    - ii) Need volunteers for working shirt sales and Raubie – Amanda N, Amanda M, Megan (needs to confirm) will be there for night of. Will see if we can get a volunteer for Raubie.
    - iii) Shirt sales – Amanda needs to determine plan here
      - (1) Will pull XS/S for shirt sales, set up in front of stage.
    - iv) Will give a raffle ticket to anyone that buys shirt and raffle off 2 kinder school supply kits
  - b) Donuts with Grownups or something similar – Need to plan something here, team asked to think though ideas
  - c) Author/Illustrator Visit - Don Tate; <https://dontate.com/> - March 22
    - i) He will sign books while here. A link to the book(s) will be provided for parents to purchase the book(S) in advance.
      - (1) Need to promote on social media
    - ii) Will provide lunch for Mr. Tate on day of.
- 4) Merchandise – Amanda
  - a) Drop Ship item status; Sales, prices, promotion
    - i) Amanda to create sales material and recommendations for discounts to create buzz around items, get with Natalie as needed.
  - b) Recommendations for a new shirt for next year; design process – this is not a priority, but be thinking about
  - c) School Supply kits – on track for 1<sup>st</sup> Day School Supplies for 23/24 school year. Confirmed that all school supplies lists will stay the same.
- 5) Staff Appreciation Update – Amanda and Jaqueline
  - a) Upcoming special days – find out what internal team is doing and coordinate
    - i) April 3 – 7, Assistant Principal Week
    - ii) April 4 – School Librarian Day





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- iii) April 5 – Paraprofessional Week (this includes coaches, specials teachers) – Work with internal hospitality team to determine their plan here. This is a lot of staff members, who will also be included in staff appreciation week
  - iv) April 26 – Administrative Professional Day
  - v) May 1 – Principal Appreciation Day
  - vi) May 5 – School Lunch Hero
  - vii) May 10 – School Nurse Day
  - b) March Staff Appreciation – something easy?
  - c) April Staff Appreciation – something easy?
  - d) Teacher Appreciation Week – May 1 - 5
- 6) Spirit Nights Update – Shara
- a) February 16- Willie’s Revenue – Revenue
  - b) March 9 –Parry’s Pizza
  - c) April- contact The Point for a Friday, April 14.
- 7) Board positions for 2023/2024 – Please let Megan know if you are not returning so that we can highlight open positions in April
- a) Current open positions –
    - i) Staff Appreciation 1
    - ii) Membership
    - iii) Sponsorship – 1
    - iv) Secretary
    - v) Fundraising/Spirit Nights
- 8) National Volunteer Recognition Week- April 17-21 – will seek support from school to do something onsite (breakfast) – want the appreciation for volunteers to be supported from school, not additional volunteers
- a) Leverage this as potentially the last General Meeting and gain involvement for board positions
  - b) Megan to follow with Summer for support – ideally in courtyard/cafeteria for a breakfast event
- 9) Fiesta Planning
- a) CARNIVAL – MEGAN
    - i) Website/ticket sales launched
      - (1) Need to finalize the liability release information for onsite
    - ii) Cleo/Katrina - Sponsors
      - (1) Notify all sponsors of day of information, and provide as needed
        - (a) Parking
        - (b) Prepare tickets as determined by level
        - (c) Booth Space location
        - (d) What we are providing, what they are providing (volunteer coverage, signage)



- iii) Karen/Megan – DJ – Revin’ Devin from APEX. Confirm extra speakers or if there is another solution
  - (1) Are they providing canopy or do we need to?
- iv) Food Options – Amber/Katie
  - (1) Amber - 6 Food Trucks booked – BBQ, Tacos, Sweets, Asian, Kona, hamburgers
    - (a) Forms completed for FOR?
    - (b) Notify all food vendors of day of information – parking, location for truck
      - (i) Determine if there are any known needs (are they bringing generators, do they need electricity, do they need additional parking, what time are they setting up?)
  - (2) Katie - Food Sales
    - (a) Build plan of action for night of event
    - (b) Providing 2 tables, we need to provide a canopy – does anyone have that they can bring and set up?
    - (c) 2 or 3 volunteers per time slot (may drop lower towards later in the evening)?
- v) Shara - 5<sup>th</sup> Grade Drink Booth
  - (1) Communication sent out to parents?
  - (2) 5<sup>th</sup> grade parents need to provide – drinks, ice, ice chests, 2 canopies
  - (3) Create separate SUG for 5<sup>th</sup> grade drink booths that will go directly to 5<sup>th</sup> grade parents (recommend 4 ppl per time slot)
  - (4) We will provide 2 tables per drink booth (there will be 2 drink booth stations)
  - (5) Drink prices- recommended:
    - (a) Gatorades – 3 tickets
    - (b) Soda – 2 tickets
    - (c) Water – 1 ticket
- vi) Amanda N – Wristbands/Ticket
  - (1) Presale tickets go on sale March 1
    - (a) Should plan on pulling list weekly and filling orders, all orders to be distributed week of Fiesta- Monday
      - (i) Label manila envelopes with Name/Teacher name for easy distribution
      - (ii) Write name on all wristbands
  - (2) Prices:
    - (a) Pre-sale Prices:
      - (i) Wristband (non-transferrable) - \$20
      - (ii) Pack of 10 tickets - \$5 (value .50/ticket)
      - (iii) Raffle Ticket - \$5
      - (iv) Pack of 5 Raffle Tickets - \$20
      - (v) Medals - \$5
    - (b) Day of Sale Tickets
      - (i) Wristband (non-transferrable) - \$25 (25% increase)
      - (ii) Pack of 10 tickets - \$7 (value .70/ticket – 40% increase)



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- (iii) Raffle Ticket - \$5
    - (iv) Pack of 5 Raffle tickets - \$20
    - (v) Fiesta Medal - \$5 (Let's have the jar of medals out and try to sell them off)
  - vii) Margie – Payment options/functionality at event
    - (1) We need to have a solid plan of how to process payments on site for tickets and food.
      - (a) POC card readers, online option
        - (i) How do we train volunteers, or do we have designated people at these locations
        - (ii) How do we track sales, we have no reference for 2022 night of event sales
  - viii) Megan – will purchase prizes
  - ix) Amanda M – Parking/Transportation/Signage
    - (1) Order additional signs
    - (2) Set up signs on night of event
    - (3) Transportation – update?
      - (a) Manage transportation on night of event
  - x) Cassie – Security -
    - (1) Work with Margie to pay security officers on night of event or before
  - xi) Cassie – Develop volunteer SUG and distribute
    - (1) In progress, should be complete by tonight
    - (2) Will distribute to Summer to send out to POCs at school
    - (3) Will encourage staff to volunteer for 30 min
- b) AUCTION - KAREN
  - i) Cassie – Class Baskets –
    - (1) Collected baskets on 3/1, few remaining
    - (2) Shara to help with uploading to 32 Auctions as well
  - ii) Karen – Teacher Experiences/School items
    - (1) These have been fully collected
    - (2) Should add parking spaces for end of year events. We can use the Visitor parking spots and cover with sign on day of event. This is easy money with no costs, low effort
    - (3) Recommendation to add Fiesta parking to auction and close prior to 3/31 – Karen to see if is possible to close a single item prior to all other items
    - (4) We need to maximize potential bids by setting minimums to fully cover costs plus donations
  - iii) Katrina- Business Donations –
    - (1) We have about half the number of business donations as last year – need to maximize opportunity to increase revenue
    - (2) Will review all items and determine if any items should be included in baskets or kept separate
  - iv) Raffle - \$500 SW gift card – limit 400 tickets sold
- c) Week of Prep needed (what else?)



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- i) Breakdown prizes and label buckets
  - ii) Create ticket buckets
  - iii) Create additional Ticket signs for each prize/game
  - iv) Print all auction item sheets and put in envelope and frames
  - v) Breakdown tickets for ticket booth sales
  - vi) Provide all sponsors communication regarding location, details, etc. (Cleo/Katrina)
  - vii) Send communication to all volunteers with reminder to check in at volunteer booth on night of event (Cassie)
  - viii) Finalize baskets and auction items
- d) Day of Fiesta assignments for set up
- i) Megan – work with all vendors for set up rides/tables
  - ii) Jaqueline/Natalie – set up tables in dining space, set up signage at rides, tablecloths
  - iii) Katie – set up food sales
  - iv) Amanda N/Margie – set up Ticket booths
  - v) 5<sup>th</sup> grade parents – ice down drinks, set up booths (Shara make sure this is happening)
  - vi) Amanda M – set up all parking signage, be primary contact for all bus transportation, take down signs at end of event
  - vii) Cleo – manage any sponsor signage needs and be primary contact for any sponsors for set up
  - viii) FOB – set up all ticket buckets (zip tie to ride fences), table cloths, ticket buckets and prizes, help move food tables as necessary
  - ix) Karen oversight of set up of auction
  - x) Katrina, Cassie, Megan, Shara, Jaqueline – move all baskets and set up auction
- e) Night of - oversight ownership; ensure set up, provide direction to volunteers, just ensure things are running well – what else is needed
- i) Amanda/Margie – ticket booths
  - ii) Megan – all rides/games
  - iii) Cleo – sponsors (check in on them and make sure they are set)
  - iv) Katie – food sales
  - v) Karen/Katrina/Cassie – Auction
  - vi) Shara – 5<sup>th</sup> grade – just be a point of contact, collect tickets from them at end of night and get to Margie for accounting
  - vii) Amber – food trucks, collect checks at end of night and get to Margie
  - viii) Amanda M – transportation
  - ix) DJ – Karen/Megan
  - x) Cassie – provide volunteer sheets to volunteer booth people
- 10) Adjournment – 12:00 p.m.