



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

Van Raub Elementary School
2024/2025 PTO Board Meeting
February 5, 2025

1. Call to Order. [10:14](#)
2. Financials
 - a. Outstanding receipts
3. PTO Sponsored Events
 - a. Drum Café – January 24th – seemed to be very well received by students, parents and staff.
 - b. 24 – 25 Second General PTO Meeting – January 29th (followed room parent meeting)
 - c. Author Visit – February 20th – Kevin O’Malley
 - i. [Kevin O'Malley - Children's Book Guy - Illustrator, Author & School Visits](#)
 - ii. Were we able to confirm how we were going to manage travel related expenses with him (per diem vs. reimbursing per item)? – Megan
 1. [Discuss with Ms. Polk](#)
 - d. My Heart Glows Dance – February 7th (to be discussed with Events)
 - e. Math & Science Night (2/20) - \$300 donation already made
 - f. Fiesta Friday – April 4th (Separate Agenda/Project Plan)
 - g. Kinder Round Up (date??) – merchandise sales & provide info about PTO
 - i. [Typically within the 2 weeks following Spring Break](#)
 - ii. [Volunteers needed](#)
 - iii. [Merchandise sales](#)
 - iv. [PTO introduction and include information for ordering school supplies](#)
4. Campus Improvement – Hannah Bowers –
 - a. Budget - Budgeted \$40k – approved increase in November meeting
 - b. Current Projects:
 - i. Window coverings for doors - \$8,035 – Ordered? Tia sent PO in December.
 - ii. [Summer received first renderings and asked for a couple of changes, which is in process now.](#)
 - c. Assessing Additional Requests: Money should be spent this school year or have a solid plan in place to be used for a specific purpose (next school year).

- i. Schedule Meeting with Summer to review bids and understand priorities. Should include Megan, Sam and representatives from campus improvement committee.
 - ii. Review/Discuss Bids Received and Next Steps
 - 1. Shade covering for Playground
 - a. BISD estimates \$50,000 (based on what was paid for existing shade structure).
 - 2. Extra benches for playground
 - 3. Landscaping for front of school – Katrina to assess donation opportunity
 - 4. Walkway (instead of pavers) for grass area of external car loop
 - a. Estimates for 3 feet wide: Vender 1: \$6700, Vender 2: \$8300 Vender 3: \$7000
 - b. Estimates for 4 feet wide: Vender 2: \$9200. Vender 3: \$8400
 - c. Tia met with all three vendors and leans towards Vender 3, to be discussed with Summer. Concerns around vendor 1 being able to complete the job properly as he lacked details/professionalism.
 - 5. Concrete deterrents/Safety Blockades in front of PK playground
 - a. Vender 1: \$7800 (for 160 feet of coverage – play structure and classroom area)
 - b. Vender 2: \$8300 (40 feet of just play structure) \$13,000 (130 feet)
 - c. Vender 3: \$3900 (40 feet of play structure) \$9800 (130 feet)
 - d. Safety blocks may be required by Bill currently being proposed.
 - i. May have specific requirements in bill (size, location, etc). Concerns around completing this project and not meeting necessary specs in bill.
 - ii. Potential this could be paid for through the district if required by the state
 - 6. Turf in Courtyard corners
 - a. First bid/meeting with vendor scheduled for Friday the 7th. Hannah only has contact info for two vendors, would like a third. Natalie S has contact information she can provide to Hannah for third bid.
5. Events – Carissa Huertz & Committee
- a. February Event
 - i. My Heart Glows – Family Dance – February 7th – 6 p.m. – 8 p.m.
 - 1. Current RSVPs: 376 Kids, 355 Adults
 - 2. Set Up
 - a. Set up requirements communicated to Sarah, need to re-confirm with her this week.
 - b. Summer confirmed YMCA after care kids will have snack in cafeteria and then be moved to a different location.

- c. Cafeteria will be set up for eating and gym will be used for dance. 360 photo booth will be set up on the stage. Balloon arch will be used near the entrance to the cafeteria. Katrina will show them where to set it up so that we can easily slide it into place after school dismissal Friday.
- 3. Decorations
 - a. Glow in the Dark Balloon Arches (2) from Trade Sponsor (Katrina) – confirmed, set up will take approximately 3 hours.
 - b. Additional Decorations
 - i. Student Involvement (art) – Monday 2/3
 - ii. Any additional decorations?
- 4. Glow in the Dark Give-Away – 400 bags have been made and are ready for distribution.
 - a. Supplies ordered and received.
 - i. Glow glasses, bracelet, fiber optic wand, 1-2 tattoos, 3-5 glow sticks & connectors. Planning for 400 kids.
 - b. Assemble the Bags – Tuesday 2/4
 - c. 2 volunteers at door to pass out bags.
- 5. Food: Pizza
 - a. Determine Quantity Needed
 - i. Pizza will be delivered in 2 segments and kept in cafeteria warmers until distributed to students.
 - 1. 60 Pizzas being ordered. Manager is giving us a price of \$7.99/pizza which is the pickup price, but will deliver them for us.
 - b. Secure Vendor(s), Order and Pay (including tip)
 - i. Will pay for pizza via PTO debit card, Carissa to communicate cash tip (drivers) needs to Tia in advance so that Tia will have cash the night of the event for the tip. Dominos manager confirmed we can just include tip on credit card payment. Cash tip will not be necessary.
 - c. Purchase Plates – complete Done
 - d. Purchase Napkins – complete using what we have in the closet
 - e. Purchase paper towels for possible cleanups
- 6. Beverage: Water (small bottles)
 - a. Purchase Water - complete
 - b. Purchase Ice – no longer necessary as we will place bottled water in cafeteria cooler prior to event. Water will be held at F&B table in coolers to keep cool until distributed.
 - c. Secure Enough Coolers (Borrow from Parents)
 - i. Carissa
 - ii. Sam
 - iii. Erika

- iv. Tia – all coolers are on-site at the school as of Wednesday.

7. DJ

- a. Confirmed, \$50 Deposit Made, Expectations Set for the evenings with regards to music being K – 5th appropriate and DJ to drive excitement throughout the night.
 - i. Is Tia to make remaining payment due via PTO paypal account on the night of the event? Has this been confirmed?
 - 1. If paid in cash he will supply extra black lights. Tia will get the cash payment from the bank prior to the event.
 - b. Determine AV needs or anything else that we will need to provide. Work with school to ensure we can meet needs/requirements. – Carissa confirmed no special requirements.

8. Photo Booth Opportunities – we will use our own props for both photo booth opportunities and will have a volunteer at each booth to help manage the lines.

- a. Add-on traditional photo booth through DJ
- b. 360 Photo Booth – Megan secured for \$600 through student family member.
 - i. Tia to have check to make payment the night of the event. Megan will confirm how the check should be made out.

9. Food Trucks

- a. Secured food trucks and confirmed 10% of sales back to PTO
 - i. Curbside Eats
 - ii. Chloe Bells
- b. Determine Location of Food Trucks (bus loop, front of school, etc.) and get Summer’s approval.
- c. Prior to start of event, block area off with cones
 - i. Use no parking signs in PTO portable, along with cones to block the area off.

10. Security

- a. Officer Pina and one additional officer will be on-site. Signs will be posted on the gym doors to notify attendees that the

playground is closed and that the doors are to be used as an emergency exit only.

- i. Tia to have (2) checks the night of the event to make payment. Megan will text officer Pina to re-confirm with her.

11. Volunteers – SUG created and distributed via social media, Summer’s newsletters, teachers newsletters, announced in General PTO meeting, and distributed in GroupMe (Friend of Board, Room Parents). SUG still has open spots, but based on the volunteers that we do have and the board members that are attending, we think we can cover all areas easily.

- i. Decorating/Set Up (6)
- ii. Food & Beverage (4)
- iii. Photo Booth (1 each)
- iv. Distributing Goodie Bags (2)
- v. Clean Up (6)

12. Communication

- a. Communicated via social media, school marquis, Summer’s weekly newsletter, sent to teachers for their newsletters and flyers sent home with students.
- b. Natalie to create one additional communication/reminder to include wear neon, food truck options and links to menus, pizza & glow accessories are first come, first serve and we still need a few volunteers. Complete

6. Fundraising – Natalie Samson

a. Spirit Night

- i. August – Tx Roadhouse - \$150 –
- ii. September 17 – Chick Fil-A - \$419.48 –
- iii. October 11th – Bulverde Pumpkin Patch - \$240
- iv. October 24th – Willie’s - \$280
 1. They provided 6 \$25 gift cards to acknowledge issues on day of. Three gift cards were given away as prizes at teacher lunch in January, three remaining.
- v. November 23rd – Kendra Scott – \$1,099
- vi. January 9th – Cooper’s Kingdom – \$10 Do we want to try to reschedule?
 1. Do not have space/time to fit into this year, will re-visit for next year
- vii. February 13th – Fralo’s 3-9pm
- viii. March 27th – Raising Canes March time TBD 5-9pm
- ix. April 18th (Good Friday) – Arrows 4-6pm

b. Apex 2025 – 2026 Fundraising Event – suggested dates 11/10 – 11/21.

- i. Do we want to move forward with utilizing Apex for the next school year?
 - ii. Do we want to secure these dates for the fundraiser?
 - 1. Do we have Summer's approval for these dates?
 - a. [November 10-21 dates were approved by Summer and locked in by Apex, need to sign contract still.](#)
- c. Spirit Sticks- Last Friday of the month –
 - i. Volunteers needed: All board members need to complete at least one volunteer day throughout the year: [VRES PTO: Spirit Stick Sales 2024-2025 \(signupgenius.com\)](#)
 - 1. February – Tia/Lauren Tijerina/Brandi/Jenn Stone
 - 2. March – Natalie/Avery
 - 3. April – **NEED VOLUNTEERS**
 - ii. Profit:
 - 1. August - \$163.05 profit
 - 2. September – \$490 profit! Great marketing ahead of time!
 - 3. October – \$332 profit (\$250 cash, \$50 online pre-sales)
 - 4. November – \$279 profit (\$194 cash, \$85 online pre-sales)
 - 5. January - \$257 profit (\$217 cash, \$40 online pre-sales, plus \$7 croc charms)
 - iii. Pre-Sale Function - continue with option
 - 1. Update feature by February 21st – Laine
 - 2. Communicate feature – February 21st – Natalie C
 - 3. Megan had spirit stick sales and pre-orders announced on KVRN. Do we need to do anything to continue doing this in the future? Process?
- d. Sticker Printer
 - i. Best practices Reminder – Deliver stickers directly to the teachers rather than leaving them in mailboxes.

7. Volunteers – Brandi Wright

- a. Blessings in a Backpack Chair – Nicole Amadee - [VRES PTO: 24-25 Blessings \(signupgenius.com\)](#) (Need volunteers for 3/6, 4/24 and 5/15. All other days covered.)
 - i. Any further/new issues, or is everything continuing to run smooth?
- b. National Volunteer Recognition April 20th – 25th
 - i. Do we want to give our volunteers a thank you note and a \$5 gift card, or just a thank you note?
 - 1. [Sending thank you notes but not giving out gift cards](#)
 - ii. Were thank you notes ordered? (Laine) – [Not yet, but Laine will look into it in the next week. We don't have to order from same company as last year. Tia will check PTO mailbox to see how many blank cards are left from last year.](#)
 - iii. [Use Katrina's photo of for this year's design and then add the PTO logo at the bottom?](#)

8. Merchandise – Laine Beatty
 - a. Any other sales planned for the rest of the year?
 - i. Fiesta Friday Sales (review with Fiesta Friday project plan)
 - ii. Kinder Round Up Sales (need date)
 - b. School Supplies Agreement for 2024 – 2025 School Year (will need supplies lists for BISD)
 - i. Continue using First Day School Supplies
 - ii. They are sending link next week to review items for next year
 - iii. Need to think through the best way to communicate school supply to kinder parents, especially. Do we want to provide info at kinder round up?
 - iv. Do we want to consider marking this earlier than we did last year?
 - c. Possible new shirt designs for next year (to be ready for meet the teacher sales).
 - i. Start looking at new design options before end of year

9. Sponsorships Update – Katrina Doran
 - a. \$14,700 in committed sponsors
 - b. \$5k in Trade
 - i. Summer Moon
 1. We have \$500 remaining to use
 - a. Could be used for teacher appreciation week
 - ii. Texas Roadhouse
 - iii. Snowflake – used portion for All Pro Dads
 - iv. Balloon Frills
 - v. Card My Yard Boerne – Upcoming dates?

10. Staff Appreciation – Erika Johnson
 - a. Upcoming months
 - i. February – Tom’s Coffee Truck – have we confirmed a date?
 1. February 28th at 1pm
 - ii. March – Root beer floats
 1. March 19th, Karen Tollman is covering
 - b. Upcoming Individual Staff Days
 - i. School Counseling Week February 3rd – 7th celebrating Friday 2/7
 - ii. SRO Appreciation Day February 15th (will celebrate Friday 2/14)
 - iii. Teacher Appreciation Week May 5th – 9
 - c. New Staff Gifts
 - i. Emma McClure (2nd Grade)
 - ii. Corey Bell (Interim Admin Support)
 - iii. Nicole Liebau (Assistant Principal)

11. Communication – Natalie Cruz
 - a. Spirit Sticks – post every other day week before the event, tag school
 - i. Pre-sale function – communicate on Friday before

- b. Spirit Nights – this needs to be posted every other day leading up to the event, starting the week before. Tag the school.
 - i. Fralo's – February 13th
 - ii. Raising Canes – March 27th
- c. Dads on Duty
- d. PTO Sponsored events – Kevin O'Malley author visit – FB posts
- e. Fiesta Friday – discuss with Fiesta Friday project plan.

12. All Other Business

- a. 2025 – 2026 Board Recruiting
 - i. Think about positions for next year and if we should make any changes to current format and/or committees.
 - ii. Consider how we can best communicate responsibilities/expectations.
 - iii. Identify and nominate a committee.
 - 1. March – communicate open roles, Vote in April. Have new board members join the May board meeting.
 - iv. Should we add a Chair to head Fiesta? A project management position
 - 1. 2 people? Stair stepping years to maintain planning/knowledge
 - 2. Would need vote at next meeting to add board position

Attendance:

Megan
Sam
Jenn
Tia
Katrina
Laine
Brandi
Natalie S.
Erika
Carissa
Krista Kimball

Meeting End 12:08