



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

Van Raub Elementary
2022/2023 PTO Board Meeting
April 11, 2024

1) Call to Order 10:07am (adjourn @ 11:58am). Attendees: Megan Kokemor, Karen Tollaman, Meredith Tucker, Margie Saur, Amanda Nicolet, Natalie Samson, Hannah Bowers, Brandi Wright, Christine Haines, Katrina Doran, Sam Cooke, Krista Kimball

2) Fiesta

a) Financials – these are rough initial numbers

Fiesta Financials	
Presale wristband/raffle/medal	\$9,735.00
Onsite wristband/raffle/medal	\$9,229.95
onsite 5th grade drinks	\$1,419.63
Food Trucks 10%	\$550.00
Auction	\$34,280.00
Total	\$55,214.58
Expenses	
Misc Supplies	
Auction/Raffle Items	
Air Castle Costs	\$19,495.00
Security	\$480.00
DJ	\$550.00
5th Grade payout	\$1,419.63
Total	\$21,944.63
Net Proceeds	\$33,269.95

b) Post Mortem Review

i) What went well

- (1) Overall was amazing – received feedback from multiple people that this was the most well organized Fiesta event yet.
- (2) Amazing financial results – wristband/raffle sales close to breakeven for Air Castle costs
- (3) Air Castles delivered as needed, great customer service – right amount of rides/games – lines were steady





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

- (4) Payment options were great – Paypal QR. We had a few ask for Venmo. We chose not to add because it requires setting up a new account with a personal SS# and don't feel comfortable. The options allowed us to create a landing page to be able to identify what payment was for.
 - (5) Direction for ticket vs wristband worked out to the positive. Sold more overall wristband/raffle tickets than in previous years.
 - (6) Auction check out went very smoothly with a runner/checkout broken down to 3 sections
 - (7) Held the line outside prior to 5 p.m. Meredith went out with QR code to waiting line so they could start their pre-order, then showed the purchase at the ticket booth. Helped expedite – consider making signs for this next year.
- ii) Opportunities
- (1) Planning/Prep
 - (a) Make sure we're meeting timelines as indicated in project plan and meeting notes
 - (2) Carnival
 - (a) Make sure sponsors are aware of expectations to run the booths, TX Roadhouse left the Wild West Shootout empty
 - (b) Collect phone number of volunteers so we can text them if they are missing from location they committed to
 - (c) Large canopy for blacktop was not necessary because that area is shaded within hour and half of start of event, maybe move tables closer to building so they get shade earlier
 - (d) Need better ways to tie down canopies – wind was difficult to manage, even with weights
 - (e) Received 2 complaints of parents holding spots in line then allowing multiple children in (like 6 – 10). May need to put out a reminder before next year that indicates you can hold line 1:1 only. – Need to consider having a volunteer there to manage line cutting/ride management.
 - (f) Lines too long/Rides too long– particularly at Tubs of Fun, Euro Bungee, Rock Wall – need to talk to Air Castles about shortening these
 - (g) Payment/5th grade drink booth landing page took too long. Think it was a result of slow wifi. May need to do cash only for 5th grade – majority of their proceeds were cash.
 - (i) Consider purchasing general iPad to be used for 5th grade booth – seems like a high cost for limited use – we use Square/Wix POS card readers for the other usages throughout the year.
 - (ii) Consider selling drink tickets again, \$1/1 ticket only, but adds back complexity again.
 - (iii) Consider letting food trucks sell drinks and having them donate back to 5th grade – would this make as much money?
 - (iv) Need to move one of the drink booths outside near the food trucks
 - (h) Couldn't hear the DJ – need to move him to the corner



- (i) Trash cans were never emptied – need to communicate with custodial team that these should be emptied a couple times during the night. This is the first year we’ve had this issue.
 - (j) SUG – see if we can create this by time vs by ride so that it prints out correctly – was hard to find peoples name if they didn’t know what they were registered for
 - (k) Raffle Tix – make sure the people that purchase during pre-sale know that their tix was already put in raffle
 - (l) Dunk tank – consider auctioning off opportunity for 5th graders to be in dunk tank in a buy it now scenario like our fiesta parking. Need to make sure parent is present/liability signed off on
- (3) Auction
- (a) List number of attendees in the auction item (1 child vs child and friend)
 - (b) Collect Staff lunch menu selection in Cognito form
 - (c) Download the sales report from 32 Auctions up front to make it easier to filter and email the winner emails immediately to get the attendee name to be able to send to teachers
 - (d) All non physical item, non teacher experiences need certificates with information about how to redeem. Winners shouldn’t have to reach out to us to figure how to do that. Ex. Firetruck, Parker’s ice Cream, Spas
 - (e) Need to consider parking spot auction – lower buy it now to \$2000. Ensure bidders understand they are not buying a specific spot, just a spot.
 - (f) Increase buy in now pricing for special staff experiences (AP, SRO) – those went quick and had low buy it now. Also, those that have multiple people included.
 - (g) Consider increasing special role experiences, ie, can we do 2 SROs?
 - (h) Send auction image to the lead teacher per grade so that they can send out and communicate with parents to hype of their class experience
- c) Outstanding Auction Experience food pick up – need volunteers
- d) Next Steps
- i) **Launch mini auction – Karen/Natalie – need FB posts – 3 days max**
 - ii) Update Project Plan for 2025 (include the after auction action items) - Megan
 - iii) **Update Communication Plan for 2025 – Natalie**
 - iv) Fulfill on auction experience pick ups - all

3) Board positions

a) Positions/Commitments

Open Executive Board Roles	Interested??
Co-President	redacted
Treasurer	redacted
VP of Merchandise	redacted



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

Secretary	redacted
VP of Events	redacted
VP of Campus Improvement	redacted

Committees:	
Events Committee	redacted
Events Committee	redacted
Events Committee	redacted
Fundraising Committee	redacted
Campus Improvement Committee	redacted oy
Campus Improvement Committee	redacted
Merchandise Committee	redacted
Merchandise Committee	redacted
Blessings in a Backpack Chair	redacted
Staff Appreciation Committee	redacted

b) Next Steps

- i) Final names due by 4/15 – ensure they are confirmed/agreed
 - (1) Megan will reach out to greet/opportunity to answer questions
 - (2) Must be approved by Officers – discussing in this meeting to expedite
- ii) 4/17 - Put to vote via cognito form to general PTO board. Committees do not need to be voted on, only Officers
- iii) 5/2 - Announcement of 24/25 officers via social Media – Natalie
- iv) Invite new members to May meeting - Megan
- v) Current board dinner – Megan/Karen

4) Staff facing – Staff Lounge make-over - \$2,500 - Karen

- a) Help Needed for team to participate – originally thinking April, do we need to push this back to summer?
 - i) Megan/Karen/Katrina to meet and look over project, all okay with possibly moving this to complete in summer due to time constraints
- b) Immediate needs: Microwave
 - i) Approved purchase of microwave – Karen will get ordered

5) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika





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

- a) Monthly – please make sure you are notifying team when these happen via groupme **BEFORE** the events so we are all on same page, and notifying the staff to gain excitement
 - i) April – Recess coverage, with support from All Pro Dads – **this was a fun idea, but may want to check with the grade levels and how this impacts. There are some grades that trade off by week, so this only benefited half the teachers 2 x, and not the other half. Feedback from the teachers. Other grades do it differently though, but maybe there’s a solution.**
 - ii) May – Teacher Appreciation Week
 - (1) Monday – Treat Trolley (Hilda) – use Golden Grove \$250 for cups to get candy
 - (2) Tuesday – Admin event
 - (3) Wednesday – Coffee Truck & Donuts (use Snowflake remaining \$150 donation) (Lorraine)
 - ~~(4) Thursday – Breakfast Tacos (Jaqueline)~~ **Per Katrina, Enrich Wellness is now donating a teacher appreciation meal, including give aways to teachers. Katrina has passed on the information**
 - (5) Friday – BBQ hosted by Blake McNalley (Erika)
 - (a) Next Steps
 - (i) Work with sponsor donations
 - (ii) Order items
 - (iii) Create marketing for internal and parent communication
 - (iv) Incorporate students in some way – **We need to create a template and will send out via social media. Brandi will send communication overall to Room parents of what we’re doing as a heads up. Not requiring Room Parents to do anything.**
 - b) Upcoming Special Role (Choate/Pyle school POCs)
 - i) 4/1 – Assistant Principal Week (sign)
 - ii) 4/4 – Librarian (sign) – **This was done on 4/10 - Mrs. Polk was not aware she was receiving lunch on this day and had brought her own. Need to make sure the recipient knows.**
 - iii) 4/24 – Administrative Professionals (front office) (sign)
 - iv) 5/3 – School Lunch Hero (sign)
 - v) 5/8 – School Nurse (sign)
- 6) Financials/tax
- a) Reminder to get receipts to Margie
 - b) Upcoming expenses:
 - i) Campus Improvement - fence
 - ii) Principal Budget
 - iii) What other budgeted items are not paid out?
- 7) Campus Improvements
- a) Potential Spring Purchases based on admin request/approval–
 - i) Assessing privacy screening for pre-k playground at admin request - \$3k – Voting required **(1) Christine motioned for approval. Karen seconded. All approved @10:27 a.m.**
 - b) Still assessing small turf options for courtyard – this will move to 24/25 Campus Improvement team. **Mrs. Kimball is purchasing seed with her grant money for the garden boxes in courtyard.**
- 8) Spirit Nights Update – Natalie S





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

- i) March 29– Arrows – amount?
 - ii) April 18 – Freebird – use code GiveBack2024 at check out- 5:00 p.m. – 8:00 p.m.
- 9) Spirit Sticks & Croc Charms – Natalie
- a) April 25 – Hilda/Sam Cooke
 - i) **Karen to pull cash for day of**
- 10) Merchandise – Amanda
- a) Shirts
 - i) Shirts delivered, sales during Kinder/Fiesta – amount?
 - ii) Additional bulk order recommended for new shirts for 2024/2025 school year?
 - (1) Sold out of XL Raubie to adults – Recommend we do a special order again.
Megan/Amanda to work through details
 - (2) Feels like rest were spread throughout so don't think we need big bulk order now
 - (3) **Amanda will arrange for help to get closet organized before end of year on day that works for her. Consider inviting new Merch VP and Committee members**
 - b) School Supplies – This has launched, need to follow marketing plan
 - i) Begin pushing marketing on April 15th – every 2 weeks, every week beginning June 1
 - ii) Final orders due – July 1
- 11) Communication Needs – Natalie Cruz
- a) Monthly
 - i) Spirit Stick sales
 - ii) Blessings in a Backpack – once a month reminder (there are 2 open spots to fill before end of year)
 - iii) Monthly calendar update
 - b) Sponsor Shoutouts
 - c) Staff Appreciation events
 - i) Recess day – get pics
 - ii) 4/26 Administrative Professional Day – get pics
 - iii) 5/1 – Principal Appreciation Day
 - iv) 5/5 – School Lunch Hero Day
 - v) 5/10 – School Nurse Day
 - d) Spirit Night –
 - e) New Board
 - f) Fiesta experiences – get pictures from teachers and do weekly posts
 - g) Teacher Appreciation Week – please work with the Staff Appreciation team to determine their needs – need a staff facing flyer and a parent facing
 - h) Reminder on 5th Grade Signs – due by the 15th
 - i) School Supplies
- 12) Upcoming Events:
- a) Volunteer Appreciation Event – 4/15– ideas



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

- i) Recommend we move forward with hand written notes & gift card due to interest and time– approx. cost \$400
 - (1) Will move forward with gift cards and hand written note
 - (2) Next Steps
 - (a) Brandi to add Room Parent list to Google sheet – invite all – 4/11
 - (b) Megan to add additional FOB volunteers, and assign out who is responsible for writing – 4/11
 - (c) Megan to write template for thank you card and send out
 - (d) Katrina – purchase Smoothie King gift cards – 4/15
 - (e) All – hand write your thank you cards as assigned and drop off to school 4/15
 - (f) Brandi – retrieve thank you cards and stuff with Smoothie King gift cards and place in teacher mail boxes to send home with student. NOTE: for FOB, we may need to hand deliver – most of us know these people and live by them so can split up – 4/15

13) 5th Grade Signs

- a) Next Steps
 - i) Megan to pull list on 4/16 and get to vendor
 - ii) Will need to pick up by 4/29

14) May Meeting – currently scheduled for 05/2 – falls on some field trip days.

- a) Should we move? How many impacted?
 - i) We will move the May meeting to Monday, April 6th

15) Viola Wilson Elementary School

- a) Potential Donation – max \$1500 – requires voting – final meeting tonight to determine zoning lines. Christine thinks approx. 75 will be rezoned for Wilson. Megan will work with the other boards to determine amount as our number is very low in comparison. Voting to be done next month.
- b) Interested rezoned potential PTO members

Action Items:

Owner	Action Item	Due Date	Status
-------	-------------	----------	--------

