



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

Van Raub Elementary  
2022/2023 PTO Board Meeting  
May 4, 2023

Called to order: 10:08

Attendance: Megan Kokemor, Amber Harrold, Karen Tollman, Amanda Nicolet, Natalie Samson, Katrina Doran, Hilda Garza, Amanda Mefford, Margorie Saur, Brandi Wright, Hannah Bowers, Cassie Campbell, Summer Gault, Kassy King, Michael Joannou

1) Outgoing/Incoming Board Members

- a) Incoming Board Members – Welcome and Introductions to incoming. Vote still out till May 10. These individuals were nominated by nominating committee and currently out to vote. Quorum has been reached already for required vote.

Role	Nominee Name
Staff Appreciation	Hilda Garza
Secretary	Meredith Tucker
VP of Volunteers	Brandy Wright
Co-VP of Sponsorship	Hannah Bowers
VP of Fundraising	Natalie Samson
VP of Membership	Christine Haines

b) Outgoing Board Members

- i) Create documentation for role
- ii) Should include historical documentation used, calendar of activities, best practices, instructional information or “how to”; as applicable
- iii) Share all documents on google drive to this group, and so that your successor has all documentation
- iv) Please schedule time with incoming board member to review role and documentation – you are welcome to include Karen or Megan as needed (support/continuity)
  - (1) Katrina/Hannah
  - (2) Jaqueline/Hilda– can include Lorraine and Erika as well – Megan can join too
  - (3) Cassie/Brandy
  - (4) Shara/Natalie S
    - (a) Note – Spirit Stick sales will be managed by this role go forward, and likely will have a bigger role in our Fall Fundraiser
  - (5) Katie/Christine
- v) Outgoing members are responsible until June 30, and according to our bylaws are required to transition. Email boxes will be transitioned July 1.

c) FOB

- i) Will use smaller dedicated group; will not include on the main Board GroupMe

2) Staff Appreciation Update – Amanda and Jaqueline

- a) Upcoming special days – find out what internal team is doing and coordinate





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- i) May 5 – School Lunch Hero – gift bag/shirt/cape
- ii) May 10 – School Nurse Day - lunch
  - (1) Let us know what help is needed
- b) Teacher Appreciation Week – May 8-12
  - i) Monday – Breakfast Charcuterie – need help to set up 6:30 a.m.
  - ii) Tuesday - Family Coffee – Times have not been finalized for this, currently shows 8:45 a.m. Concerns that staff will not be able to fulfill drink orders in that time frame due to STAAR testing. Need to consider options: switching to Wednesday, providing Drink order app so that they can pre-order, or providing Drink concierge service. ACTION: Amanda to follow with Family Coffee to determine options ASAP.
  - iii) Wednesday – Nacho Bar – hosted by admin team
  - iv) Thursday – Lunch break charcuterie – Katrina helping purchase items
    - (1) Megan and Brandi will come help will set up, starting at 9:30 a.m.
  - v) Friday – Paletas Cart/Concessions Cart. Chance to win \$10 Santikos gift card.
    - (1) Megan and Karen will own concessions cart set up; start time 12:30 for set up.
- 3) Merchandise – Amanda N
  - a) Merchandise sale – May 8 – 12 - \$5 off all items
    - i) Marketing created by Natalie – use code ENDOFYEARSALE23 for \$5 off specific items (determined by age/inventory) – ready to be communicated Friday via FB and Newsletter
  - b) New design for 2023 –
    - i) Several options shared; feedback given – would like to see a few more options – Amanda to review other PTO sale sites and work with vendor for options
  - c) Staff Shirts for new year
    - i) Amanda to work with Summer to design, aligned with district theme
      - (1) Potential sports related/soccer club design
    - ii) These are needed by August 1, back in to timelines
  - d) School Supply kits –
    - i) Marketing plan has launched, alignment with Natalie for communication
      - (1) Amanda to distribute the flyers to staff mailboxes – Summer indicated that they would be able to help distribute – get to Summer/front office to distribute
      - (2) Natalie to manage communication plan throughout order timeframe
    - ii) Deadline is July 1 to place orders
- 4) Spirit Nights Update – Shara
  - a) Previous:
    - i) March 9 –Parry’s Pizza – Revenue?
    - ii) April 20- Willie’s – Revenue - \$148.38
    - iii) Kendra Scott review – Will receive check in summer - \$566
  - b) Parker’s Ice Cream scheduled for May 9<sup>th</sup>
  - c) Transition requirements:
    - i) Document all Spirit Nights and revenue from 22/23 year for lessons learned
    - ii) Confirm all checks received from this year



- 5) Campus Improvement - Megan
  - a) 2022 Budget Expenditures – \$44.5k budget based on 2022 Apex Fun Run earnings (remaining to be used towards Outdoor Classroom project)
    - i) Window coverings have been installed - \$12k
    - ii) 3 Benches have been ordered, estimated delivery 2 – 3 weeks - \$8k
  - b) Outdoor Classroom – Initial \$80k budget
    - i) Initial estimate - \$120k - \$150k
    - ii) Timelines - proposed:
      - (1) Design has been finalized
        - (a) BISD going back to work with Studio S to identify cost cutting options up front to get ahead of vendor bids; significant increase in bids on other projects
        - (b) Potential option of selling commemorative bricks for pillars; Summer to determine options here
      - (2) Proposed dates:
        - (a) RFP to go out 5/7 or 5/14
        - (b) Award to construction contractor by 6/19
        - (c) Start of Construction 7/3 – Completion by 10/3
    - iii) 2023 Apex Roadrunner Dash proceeds will go to remaining costs for this event
      - (1) Roadrunner Dash is scheduled for October 2 – 13
- 6) Financials - Margie
  - a) Currently under budget, primarily driven by unrealized expenses from Outdoor Classroom (\$80k), these costs will be realized for next fiscal year
    - i) Overall revenue \$160k vs \$133k budgeted
    - ii) Overall expenses /COGS - \$98k vs 182k – primarily driven by the \$80k not spent yet
      - (1) Outstanding expenses for fiscal year - \$20K for window/benches, Staff appreciation week expense
  - b) Please get any outstanding receipts to Margie ASAP
  - c) We will be able to vote on budget in first 23/24 meeting – Financials are clean and clear, everything bucketed correctly (Yay Margie!!!)
  - d) Form 990/Sales Tax status for fiscal year are on track
  - e) Next Steps:
    - i) We need to vote on 2 tax free days for upcoming year; Margie to review best revenue from onsite sales events; Meet the Teacher, Grandparents Day, Kinder Roundup, Fiesta
      - (1) Will require digital voting
- 7) 23/24 School Year preparation kick off – Begin planning for early August activities
  - a) Back to school staff lunch/breakfast – Megan/Karen/Staff Appreciation team/All in attendance – this will be on campus, Summer to direct on day
  - b) School Supply breakdown – Amanda N
    - i) Schedule for August 7th
  - c) Meet the Teacher Night – All- August 8
    - i) Merchandise pre-sales for deliver during Meet the Teacher Night, would require pre-marketing -Amanda N



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- d) Membership Drive – Christine
- e) New Staff Member gifts – Jaqueline/Hilda

Meeting Concluded: 11:43