



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

Van Raub Elementary
2022/2023 PTO Board Meeting
January 12, 2023

- 1) Call to Order 10:09
 - a) Attendance: Katrina Dean, Stacey Maddox, Amanda Mefford, Katie McCleary, Cassie Campbell, Amber Harrold, Margie Saur, Jacqueline Ramon, Karen Tollman, Megan Kokemor, Shara Smith and Amanda Nicolette, Kassy King

- 2) Winter Celebration – Postmortem review – Overall cost slightly over budget of \$5k:
 - a) What went well:
 - i) Overall, spacing of tables, activities, etc. was good- not crowded
 - ii) Multiple crafts provided ample activities
 - iii) Snow Globe & snow machine attraction had significant interest/delight
 - iv) Carolers was fun and entertaining
 - b) Opportunities:
 - i) Sign for Santa location is needed
 - ii) Snow Globe kept collapsing due to zipper broken by vendor delivery man, notified vendor
 - iii) Do not need as many volunteers on crafts since parents were helping, a couple for entire crafts to keep tidy
 - iv) Face Painting lines were long, consider hiring professional for this or have enough volunteers
 - v) Alcohol wipes (food safe) needed for smores
 - vi) Need additional dessert option – consider cupcake decorating as additional activity

- 3) Accounting updates
 - a) Taxes have been filed for 2022!!!
 - b) Voting needed on additions/changes to budget:
 - i) BEF Funds request - \$500 - We budgeted \$500 total for BEF – donated at giving day. We do not plan on giving more for Rock On Night.
 - ii) Field Trip budget – we budgeted \$3,600 (total \$6,100 for Curriculum Support to include \$3,600 for Field Trips and \$2,500 for Assembly). School needs \$4,654 to cover entire Field Trip needs. Voted to cover entire cost of field trips as long as additional assembly is not desired.
 - iii) Educational Grants – We awarded \$2,300 for Author Visit for Mrs. Smith. Price from Author went up to \$2,800. PTO voted to cover the full amount.





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- iv) 2023 Tax Free Days – PTO Executive Board voted in Kinder Round Up (March 2023) & Meet the Teacher Day (August 2023)

- 4) Campus Improvement - \$80K
 - a) Studio S Architekts provided renderings
 - i) Modifications needed for measurements to move forward, may impact timelines
 - ii) Next steps: Follow ups on measurements and adjusted BISD approval timelines
 - b) 2022 Funding usage - \$42K
 - i) Window Coverings – \$12k, setting up PO today
 - ii) Playground benches – Megan getting quotes, followed up again with Playcraft Systems x 3 ~ \$2.4 – 3.6 for benches, \$4k for installation. Awaiting response from school if there is a maintenance dept that can install.
 - iii) Coop updates – Summer to get requests for new coop purchases
 - iv) Landscaping – Vendors needed

- 5) Math/Science Night – Managed by Mrs. Cooley
 - a) February 23 – 5:30 p.m. – 7:30 p.m.
 - i) Mathnasium is bringing in Math games, VR adding science and technology
 - ii) Mathnasium providing cookies
 - iii) PTO Donating \$300 for this – they will use towards supplies – was approved in budget, check has been issued to school

- 6) Author/Illustrator Visit - Don Tate; <https://dontate.com/> - March 22
 - a) Approved \$2,300 through grants, total negotiated fee is \$2,800 – PTO will cover the full amount.
 - b) Cleo – hotel room set up at Bevy for 3/21 - complete
 - c) He will sign books while here. A link to the book(s) will be provided for parents to purchase the book(S) in advance.
 - i) “William Still and his Freedom Stories” – Author and Illustrator
 - d) Need to promote on social media

- 7) Sponsorship Update – Katrina/Cleo
 - a) \$800 commitment from Rotary Club – need to follow up asap
 - i) We “earmarked” this for Mrs. Smith’s One School, One book grant requests. Rotary Club has been contacted and approval for the grant was given by the Rotary Club late December to push forward.

- 8) Staff Appreciation Update – Amanda and Jaqueline
 - a) January – New Year, New Supplies
 - i) Use Amazon account, identify if you need help to fulfill these
 - b) February- Tailgate (Blake). Square Game for Super Bowl.





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- c) Role Specific
 - i) 2/15 – SRO Appreciation Day- yard sign, mug, and picture.
 - ii) 2/22 – School Bus Driver Appreciation- need to get ideas of what to do
 - d) Start thinking about Staff Appreciation Week theme ideas
- 9) Spirit Nights Update – Shara
- a) January 25- Texas Roadhouse
 - b) February 16- Willie’s
 - c) March – Follow up with Parry’s Pizza & Crumbl Cookie to do combo
 - d) April- contact The Point for a Friday in April
- 10) General Meeting – February 2, 9:45 – 10:30 a.m.
- a) General Updates
 - b) Board Positions
 - c) Fiesta
- 11) Fiesta Planning
- a) CARNIVAL – MEGAN
 - i) Megan - Vendors for rides/games– booked – Total \$19.5 compared to \$28k in 2022 – cut some large rides and additional bounce houses, deposits paid
 - (1) Booked chairs/tables/generators
 - (2) Games can be “assigned” to sponsors
 - ii) Cleo/Katrina - Sponsors
 - (1) Identify which of current sponsors should get game booth and what size
 - (2) Identify potential other fiesta only business vendors (Boerne Soccer Club, ER, etc)
 - iii) Karen/Megan – DJ – checking with Apex, have vendor options if Apex is not available
 - (1) DJ should have experience with kid entertainment/music
 - iv) Food Options – Amber/Katie
 - (1) Amber - 6 Food Trucks booked – BBQ, Tacos, Sweets, Asian, Kona, hamburgers, dependent on PTO food sales, can cancel some food trucks as necessary
 - (2) Katie - Food Sales – need to confirm all potential food sales by 2/1; what items, potential profits
 - (a) Taco Cabana – Agreed to donate 300 tacos
 - (b) Lonestar has agreed to donate hamburgers; need to determine heating options
 - (c) Build plan of action for these
 - (3) Payment options:
 - (a) Options:
 - (i) Drinks- Option of ticket or cash
 - (ii) Food Truck- cash or credit (no tickets)
 - (iii) PTO Food sales – cash, credit or tickets



- v) Shara - 5th Grade Drink Booth – take the lead on working with 5th grade room parents/teachers
- vi) Amanda N – Wristbands/Tickets
 - (1) Requirements:
 - (a) Purchase wristbands/tickets
 - (b) Create purchase option on website; Megan to assist
 - (c) Develop weekly report out/mail merge to print and distribute – Amanda has reviewed from last year and built mail merge
 - (2) 2022 Results
 - (a) Pre-sales
 - (i) Wristbands - 515/\$10,300 - (\$20 each)
 - (ii) Tickets - 91 packs of 10/\$455 = 910 tickets (Pack of 10 tickets = \$5)
 - (iii) Raffle Tickets
 - 1. Single ticket - 18/\$90 (\$5 each)
 - 2. Pack of 5 tickets - 38/\$760 (\$20)
 - (iv) Fiesta Medals - 33/\$165 (\$5 each)
- vii) Katie – Prizes for games (will switch this to Margie if Katie is doing food sales)
 - (1) Number of prizes dependent on if sponsors take the lead on any, Megan will provide update of quantities/games by 3/1
- viii) Amanda M – Parking/Transportation/Signage
 - (1) Requirements:
 - (a) Secure approval from Messiah and Spring Creek United Methodist for parking
 - (b) Work with BISD to secure transportation for rotating busses/drivers; leverage Summer if assistance needed to book
 - (i) Develop schedule/contacts
 - (c) Create parking/no parking signs for vendors and direction – Review what we currently have
- ix) Cassie – Book security, work with Officer Downey again to source
- x) Cassie – Develop volunteer SUG and distribute
 - (1) Do one SUG only with all slots for night of event (pre-work volunteer needs will be identified separately and distributed internally as needed)
 - (2) Distribute by 3/1, determine best options for best results
- xi) Natalie – Communication plan/fliers
 - (1) Should include pre-communication, sponsor and business donation highlights, event details, auction items, post event communication plan, auction experience highlights
 - (2) Provide communication plan to Megan/Karen for review
- xii) Other
 - (1) Need to consider liability for an event like this.
 - (a) Have confirmed that insurance is adequate.
 - (b) Will create liability waiver for pre-sales and onsite purchase. Jacqueline to assist in developing verbiage, with Megan to assist



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b) AUCTION - KAREN

- i) Cassie – Class Baskets – send out instructions to Room parents ASAP
 - (1) Select room parent meeting day (to be scheduled week of 1/23)
 - (2) Cassie/Shara – responsible for uploading all class baskets to 32 Auctions (assistance will be provided)
- ii) Karen – Teacher Experiences – send out requests for experiences - Due 3/1
 - (1) Follow up directly with Lead teachers to provide assistance during planning
 - (2) Responsible for uploading all school experiences to 32 Auctions (assistance will be provided)
- iii) Stacy - Business Donations – Begin sending out asap
 - (1) Amanda Mefford/Katrina will help send out to businesses
 - (2) Responsible for uploading all business donations (individual) to 32 Auctions (assistance will be provided)
- iv) Jacqueline – Raffle items – determine raffle items – we should seek donations for these. We do not want to spend more than we actually earn for this. Last year we only made \$850 on raffle tickets.