



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

**Van Raub Elementary School  
2025 - 2026 PTO Board Meeting  
March 4, 2026 10am – 12pm  
VRES Campus**

**1. Call to Order: 10:06 am**

**2. Roll Call:**

- |   |                                       |
|---|---------------------------------------|
| ( X ) Summer Gault, Principal             | ( X ) Laine Beatty, VP Merchandise    |
| ( ) Krista Kimball, Staff Rep.            | ( X ) Brandi Wright, VP Volunteers    |
| ( X ) Sam Cooke, Co-President             | ( X ) Erica Cepeda, VP Communications |
| ( X ) Erika Johnson, Co-President         | ( X ) Natalie Samson, VP Fundraising  |
| ( X ) Tia Flournoy, Treasurer             | ( X ) Carissa Huertz, VP Events       |
| ( X ) Avery Harmon, Secretary             | ( X ) Lauren Tijerina, VP Staff Appr  |
| ( X ) Katrina Doran, VP Sponsorships      | <b><u>Additional Attendees:</u></b>   |
| ( X ) Elizabeth Duenckel, VP Membership   | Lisa Hernandez                        |
| ( ) Hannah Bowers, VP Campus Improvements | Laurie Wolf                           |

**3. President Update - Sam Cooke & Erika Johnson**

- a. Please be sure to send your committee updates to Sam the FRIDAY prior to our (Wednesday) meeting. This allows all information to be included in the agenda to help keep us on track.
- b. Monthly Presidents Meeting Updates (**Sam**)
  - a. Fair Oaks Emergency Room – Stacy Husted
    - i. Fair Oaks ER joined/became a PTO sponsor for every school in BISD this year. They are now building their partnership/relationship directly with BISD to continue their support of the community. They want to be involved, so feel free to reach out for any events that we have coming up (career fairs, TAW, Back to School Breakfast, etc.)
    - ii. They are independently owned and not associated with any hospital system. They do not receive any government funding. They now take all insurances (including Tricare), except Medicare and Medicaid. \$0 out of pocket. They take only what insurance pays them. If you need to be admitted, you can choose which hospital. They will call ahead to pre-register you and you will be taken directly to your room.
    - iii. Opening a specialty hospital across from Champion.
  - b. First Priority (nonprofit 501c3 organization) – Teresa Moon

- i. Faith based club focused on leadership skillset and working to change campuses from the inside out. Completely lead by students, with adult mentor(s) present.
      - a. Peers are the biggest source of influence for MS and HS aged kids.
      - b. Our children are living in the perfect storm of performance while also struggling with a sense of belonging due to social media.
    - ii. Currently in Boerne HS. Having a student sponsor at BMSN, but need a faculty sponsor. Want to extend to other MS and HS campuses, but need sponsors.
  - c. BEF – Yvette Rena
    - i. Update on Rock On (In the Big Apple) 3/28
    - ii. Asking for PTO financial support so they can acquire larger items for the auction, which usually raises about \$250k.
    - iii. We have \$500 in the approved budget to donate.
  - d. BISD Care & Share Center – Krista Pomeroy
    - i. Currently under construction
      - a. Stabilize in Crisis (food, clothing, school supplies)
      - b. Set up for Success (long term planning)
      - c. Every school counselor and SRO has keys to be able to access it 24/7.
      - d. We can donate some of our old merch here, once construction is complete.
  - e. Reminder: May 1 = PTO Officer Appreciation Breakfast (open to all PTO Board Members)

#### 4. Treasurer Update – Tia Flourney

- a. Copies of the latest financial report are being passed around. If you have any questions, please bring those up during all other business or feel free to reach out independently at any time.
- b. Voting on (two) Tax Free Days for 2026: Tia contacted our CPA for guidance and the CPA confirmed on 1/15/26 that baskets (excluding gift cards) are taxable, even in a charitable auction. Sale date is dependent on delivery date of the baskets, which is April 10<sup>th</sup> this year.
  - a. Based on analysis of 2025 Auction, we had \$3,090 in taxable sales (\$34,371 non-taxable).
  - b. Tia’s recommendation (based on 2025 sales) for 2026: Fiesta Friday and Meet the Teacher (because we can’t combine the 2 days of grandparents day sales).  
**We can also include merch from Fiesta**
    - i. **VOTE: Motion (by Sam) to have Fiesta Friday and Meet the Teacher as our tax free days for 2026, Seconded by Brandi. Motion was passed unanimously**
- c. Made \$500 donation to BEF (annual donation included in the approved budget).

- d. Ordered rolling storage cart for Coach Miles for indoor GaGaBall pit.
  - a. Total amount was \$383.95. Should have been \$479.95 if purchased separately. Vendor worked with us on price since we purchased the ball pit from them prior to the release of the cart.
- e. Budget Variances (positive or negative) to Date (for awareness):

ACCOUNT	REVENUE CATEGORY	VARIANCE	EXPLANATION
4100	Fall Fundraiser VRES (APEX)	\$ 5,196	VRES PTO portion of funds raised
4300	PTO - Sponsorship Revenue	\$ 1,250	Additional sponsorships from what was expected/budgeted. Reduced/off-set by \$1k to staff appreciation for Raising Cane's commitment
4400	Membership Revenue	\$ 2,040	Additional memberships from what was expected/budgeted, plus recv'd some corp match donations
		\$ 8,486	<b>Total Positive Variance</b>
ACCOUNT	EXPENSE CATEGORY	VARIANCE	EXPLANATION
5130	Fall Fundraiser VRES Donation	\$ (1,508)	All expenses including Teacher give back, t-shirts and misc. expenses
5310	PTO Sponsor Banners Expense	\$ (245)	Banner expense slightly less than anticipated. All banners have been purchased for the year.
5450	Membership (Teacher Amazon Grants)	\$ (1,507)	Budgeted for all staff members to join <b>and</b> submit for an amazon grant
5511	Staff Shirt Expense (Back to School)	\$ (846)	Ordered earlier in the summer and received discount
5520	Staff Appreciation	\$ 846	Move under-spend from 5511 to TAW / Staff Appreciation
5710	Field Trips	\$ 90	Field trip expense was \$585 less than budgeted, but we provided \$675 in support for students to attend BOA. Net over-spend of \$90.
5860	Educational Grants	\$ (3,171)	Still need to purchase rolling storage cart for the indoor gaga ball pit (Coach Miles)
5260	Spring Fundraiser Vendor Expense	\$ 3,314	<b>Increase</b> in vendor expense for carnival rides and games. Deposit paid of \$11,257 and balance due of \$14,057.
5660/5670	Family Events & Small Events	\$ 282	Family Glow Dance - will be off-set slightly by whatever proceeds we receive from the (2) food trucks.
5951	State Sales Tax Expense	\$ (408)	
		\$ (3,153)	<b>Total Positive Variance</b>
		\$ 11,639	<b>Total Net Anticipated Positive Variance (To date)</b>

- f. Outstanding Receipts



Considering adjusting membership levels for next year so that we have levels starting at \$25 and working their way up to \$350. Also looking into new swag to include canvas bag, water bottle, car magnet and possibly membership only t-shirt.

Also considering class prizes for top 5 classes, but that might be too aggressive of a goal.

Investigating fun pens/pencils as an extra (push) incentive for a 24 hour period – to be given to any class that gets to 100% membership during the identified time frame.

More info to come prior to the end of the year.

**7. Fundraising Update - Natalie Samson**

- a. Apex (next year): October 26, 2026 – November 6, 2026 (Summer notified BOA director so they could schedule VRES around these dates.)
  - i. Contract signed now? **Not yet. Apex contract verbiage updates for the new year were just approved. Chad should be sending out new contracts in the next 1-2 weeks.**
- b. Spirit Nights:
  - a. McDonald’s confirmed for May 5<sup>th</sup>. **SUG was sent to staff last week. We have 6 people signed up for each time slot, which is what we need. We listed 10 available positions for each time slot, so if we get any extra that’s great. Either way, we have what we need now.**

MONTH	DATE	TIME	LOCATION	EARNED
MARCH 2025	RECEIVED LATE	(EARNED PRIOR YEAR)	RAISING CANE'S	\$ 260
AUGUST	8/7/2025	Meet the Teacher	Kona Ice	\$ 137
AUGUST	8/20/2025	3pm - 10pm	TXRH	\$ 450
SEPTEMBER	9/26/2025	4pm - 10pm	MIKEY'S CHICKEN & TAVERN	\$ 265
OCTOBER	10/23/2025	11am - 10pm	WILLIE'S	\$ 160
OCTOBER	9/29/25 - 10/3/25	Online*	BULVERDE PUMPKIN PATCH	\$ 55
NOVEMBER	11/21/2025	6pm - 8pm	KENDRA SCOTT	\$ 311
DECEMBER	12/12/2025	4pm - 8pm	RAISING CANE'S	\$ 340
JANUARY	1/27/2026	3pm - 10pm	TXRH	\$ 250
FEBRUARY	2/22/2025	4pm - 8pm	PANERA BREAD	\$ 38
MARCH	3/26/2025	5pm - 9pm	RAISING CANE'S	\$ -
APRIL	4/3/2026	2pm - 6pm	ARROWS ACTIVE PLAY PARK	\$ -
MAY	5/5/2026	5pm - 7:30pm	McDONALDS	\$ -
			<b>YTD TOTAL</b>	<b>\$ 2,266</b>
*Purchase pass online now through October 3rd. Pass can be used any weekday in the month of October.				
				<b>Annual Budget \$ 2,100</b>
				<b>LTG \$ (166)</b>

- c. Spirit Stick Sales (**Good Practice:** Volunteers selling spirit sticks should ask the cafeteria monitor to announce pre-sale names first so there is less confusion and less opportunity to over-look those students.)
  - a. Still one open volunteer spot in March. **Natalie will work to find a volunteer for this spot.**

DATE	VOLUNTEERS		SALES \$\$		
			CASH	ONLINE	TOTAL
MEET THE TEACHER SALES				\$ 37	\$ 37
GRANDPARENTS DAY SALES				\$ 16	\$ 16
AUGUST 29th	10am - 12pm NATALIE LAINE	12pm - 1:30pm NATALIE LAINE	\$ 159	\$ 90	\$ 249
SEPTEMBER 26th	TIA CATALINA VALDES	TIA SOFIA COUTTOLENC	\$ 162	\$ 60	\$ 222
OCTOBER 31st	NATALIE ADA ZIMMERMAN	NATALIE LAINE BEATTY	\$ 81	\$ 150	\$ 231
DECEMBER 5th	NATALIE LAINE	NATALIE LAINE	\$ 115	\$ 70	\$ 185
JANUARY 30th	LAUREN AVERY	TIA VIRY URDIALES	\$ 169	\$ 59	\$ 228
FEBRUARY 27th	TIA FLORISON MCQUEENY	TIA BRANDI	\$ 175	\$ 25	\$ 200
MARCH 27th	LAUREN ADA ZIMMERMAN	AVERY <b>OPEN</b>	\$ -	\$ -	\$ -
APRIL 24th	NATALIE SAM	NATALIE SAM	\$ -	\$ -	\$ -
<b>YTD TOTAL</b>			<b>\$ 861</b>	<b>\$ 507</b>	<b>\$ 1,368</b>
			<b>63%</b>	<b>37%</b>	<b>100%</b>
- 11/28 is Thanksgiving Break					
- 11/20 is Roadrunner Dash Day					
- Board decided to skip November sales and add Friday, December 5th					
			Annual Budget	\$	1,200
			LTG	\$	(168)

## 8. Merchandise Update – Laine Beatty

- a. 5<sup>th</sup> Grade Yard Signs (Laine / Lisa) **Need to set up Cognito form for ordering and reach out to vendor to understanding timing around ordering and delivery, as well as pricing. Will not begin to sell signs until Fiesta Friday and auction are complete (as long as this works with delivery timeframe).**
- b. School supplies contract for next year.
  - a. Include Lisa Hernandez to help with the transition for next year. Will try to get school supplies kit donated to be given away at Kinder Round Up this year. – were we able to do this?
    - i. Go live by April 1st on sales for next year.
- c. Upcoming Sales – YTD Revenue is about \$1,538 below budget (for the year), but we still have two upcoming sales:
  - i. Kinder Round Up – March 24<sup>th</sup> 4pm – 6pm - cafeteria (sold \$829 last year) **Laine, Lisa and Laurie will be selling merchandise. Elizabeth will be there to pass out info on PTO & answer questions. They do not think they need a SUG for additional volunteers. Time was changed to 5:30 – 6:45.**

- ii. Fiesta Friday - review with Fiesta Friday project plan (sold \$320 last year, but no new merchandise)
- iii. There is \$3,215 in the Cost of Goods Budget remaining to be spent this year (would off-set lower revenue, but also plan to make a purchase prior to summer – for next year’s meet the teacher sale).

**9. Campus Improvement Update – Hannah Bowers**

- a. Total approved budget for the current year is \$62k, which includes \$32k in unspent Campus Improvement funds rolled forward from prior budget, plus an additional \$30k allocated from this year’s budget/fundraising goals.
- b. Current approval status for each request:

PROJECT	SIDEWALK	BUTTER BLOCKS	PLAYGROUND SUN SHADE	COURTYARD ENHANCEMENTS (RIVER ROCK)
<b>ESTIMATED COST</b>	\$ 8,400	\$ 3,800	\$ 46,000	TBD
<b>SUBMITTED</b>	8/27/2025	8/27/2025	8/27/2025	8/27/2025
<b>Gilbert Salinas</b>	9/16/2025	9/16/2025	9/16/2025	9/16/2025
<b>Ramior Guerrero</b>	9/17/2025	9/17/2025	9/17/2025	9/17/2025
<b>Eddie Ashley</b>	9/17/2025	9/17/2025	9/17/2025	9/23/2025
<b>John O'hare</b>	9/21/2025	9/21/2025	9/21/2025	9/23/2025
<b>Jill Rhodespruin</b>	9/22/2025	9/22/2025	9/22/2025	9/23/2025
<b>Rick Goodrich</b>	10/28/2025	9/22/2025	9/22/2025	9/24/2025
<b>Larissa Flores</b>	10/28/2025	9/23/2025	9/23/2025	9/24/2025
<b>Sean Babcock</b>	10/29/2025	9/23/2025	9/23/2025	9/24/2025
<b>Krista Pomeroy</b>	10/29/2025	9/24/2025	9/24/2025	10/1/2025
<b>Wesley Scott</b>	10/29/2025	9/25/2025	9/25/2025	10/2/2025
<b>America Jones</b>	10/29/2025*	9/25/2025*	9/25/2025*	10/2/25*
<b>Patricia Flores</b>	10/29/2025*	9/25/2025*	9/25/2025*	10/2/25*
<b>Liliana Jaime</b>	10/29/2025*	9/25/2025*	9/25/2025*	10/2/25*
	<b>APPROVED</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>APPROVED</b>
<b>*Copy Sent</b>				

- c. BISD was on campus mid-February to complete a walk through with 4 – 5 approved vendors. The four projects (above) were consolidated into 2 projects for the purposes of bids/proposals:
  - a. Project 1 – Sun Shade for Playground
  - b. Project 2 – Sidewalk, Butter Blocks and Courtyard Enhancements
- d. The decision to consolidate the 3 smaller projects into one larger project was intended to secure more competitive pricing. However, it could present funding challenges, as we may not be able to complete all of the combined work *and* the sunshade.
  - a. As a reminder, funds raised during this year’s Apex fundraiser were earmarked specifically for a sunshade. We have experienced some under-spend/savings in other budget categories this year, so this may be a situation where we can rework portions of the budget (with Board approval to complete everything).

We'll just need to see what the bids look like once they come in. Bids are due just as we are heading into spring break. Anticipating that all work will be completed over the summer break.

- e. Possible future campus improvement projects:
  - a. Additional (shaded) benches for the playground – revisit once new Sunshade is installed.
  - b. Additional (safety) window coverings for classrooms that face the drop-off / pick up loop in the front of the school.
  - c. Installing privacy fencing (similar to what we did with the PK playground fence) along the back field / walking path to Front Gate. Tia mentioned this idea in the December board meeting on behalf of Krista Kimball. Need more details from Krista to evaluate further.
  - d. Other possible ideas (not yet reviewed):
    - a. Filtered water (hot & cold) station for teacher's lounge
    - b. New refrigerator/freezer for teacher's lounge

#### 10. Staff Appreciation Update – Lauren Tijerina

- a. February 6<sup>th</sup> – Blake BBQ: Tailgate Party Lunch – Superbowl Theme.
  - i. Feedback – How'd it go? **Over all it went well! Plates still could have been larger. One teacher at the end was upset. Only pulled pork and cole slaw were left and they could not eat those items.**
- b. March 17<sup>th</sup> – Feeling Lucky Chocolate Bar
  - i. St. Patty's Day Décor
  - ii. Bubbler donation will be added to this event
  - iii. 1 Golden ticket hidden – need to decide on prize
    - a. Tia has one remaining \$25 Willy's gift card that can be used
- c. April 13<sup>th</sup> – Snowflake Donuts
- d. May 4<sup>th</sup> – 8<sup>th</sup> – Teacher Appreciation Week
  - i. Soda Float Bar – sponsored by Karen Tollman
  - ii. Cinco De Mayo themed charcuterie breakfast and Summer Moon Coffee Set Up
  - iii. Raising Cane's \$1k Sponsorship Order – lunch
  - iv. Chair Massages
- b. Monthly Recognition Days
  - a. February
    - i. February 2 – 6<sup>th</sup> – National School Counselor Week
      - a. Yard Sign
      - b. Did we do gifts? **Yes, the passed out gift cards (to all 3) and their favorite snacks.**
  - b. March – NA
  - c. April
    - i. April 4<sup>th</sup> – School Librarian Appreciation Day – **changed to April 2<sup>nd</sup> because April 4<sup>th</sup> is a Saturday.**
    - ii. April 6 – 10<sup>th</sup> – Assistant Principal Week
    - iii. April 22<sup>nd</sup> – Admin Professional Day
    - iv. April 28<sup>th</sup> – School Bus Driver Day

- d. May
  - i. May 1<sup>st</sup> – Principal Day
  - ii. May 1<sup>st</sup> – Lunch Hero Day (celebrated National School Lunch Week in October instead)
  - iii. May 4 – 8<sup>th</sup> – Teacher Appreciation Week
  - iv. May 6<sup>th</sup> – School Nurse Appreciation

**11. Principal Update – Summer Gault**

**12. Events Update – Carissa Heuertz (Sam) Waiting on 10% give back from cookie truck. Great turn out and very fun!**

- a. Winter Event –Peace, Love & Glow Family Dance.
  - i. Feedback on Event, Lessons Learned
    - a. Had a little trouble getting people in the door quickly enough at the beginning.
    - b. We might want to make clean-up check list for next time.
    - c. The line was so long with snow-cones, we should think about Kona ice or a faster solution for next time.
    - d. One photo booth had some challenges with set up and take down.
  - ii. Review of Actual Costs vs. Budget
    - a. Slightly over budget (\$280), but that will be off-set slightly by whatever funds are received from the second dessert truck.

DJ	\$ 800.00	<b>CONFIRMED</b> - DJ plus photo booth (same DJ & photo booth as last year)
Security	\$ 360.00	<b>REQUESTED</b> with Officer Pina (12/2) - 2 Officers - 5:30 - 8:30 at \$60/hour/officer <b>CONFIRMED</b> with Officer Pina (1/22) - Amanda Pina and David Magness
Pizza	\$ 735.57	<b>ORDERED:</b> 90 pizzas delivered at 3 intervals (45 cheese, 45 pepperoni, double cut -> 90 large pizzas * 8 regular slices each = 720 slices -> double cut = 1,440)
Pizza Tip	\$ 105.00	\$35/delivery
Bottled Water	\$ 93.83	Water - 185 mini bottles of water in the closet at school, plus 110 full size bottles. Carissa to purchase additional water, paper plates and napkins
Robot Entertainers	\$ 800.00	<b>CONFIRMED &amp; PAID IN FULL</b> - 2 LED Robot Entertainers 6:30 - 7:30pm
Tip for Robots	\$ 50.00	Discussed with Carissa and Tia after completion of the dance.
LED Dance Floor	\$1,400.00	<b>CONFIRMED &amp; PAID IN FULL</b> - 20 x 20 LED Dance Floor, discounted from \$1,500 to \$1,400
Glow Sticks	\$ 91.17	<b>ORDERED &amp; RECEIVED</b> - 2400 - 8 inch glow sticks
Beach Balls	\$ 107.97	<b>ORDERED &amp; RECEIVED:</b> Light Up Beach Balls - Carissa will order and inflate
Glow Accessories	\$ 26.98	<b>ORDERED</b> - Glow Props for Photo Booth(s) <b>BOOKED/CONFIRMED 1/15/26</b> - Neon Photo Booth (50% discount)
Photo Booth	\$ 400.00	Tia paid via check 1/19/26
Chloe Bells	\$ (112.55)	Cash Back
	<b>\$4,857.97</b>	
<b>ACTUAL BUDGET</b>	<b>\$4,575.65</b>	
<b>OVER-BUDGET</b>	<b>\$ (282.32)</b>	
Brag Tags		
*expensed to BT budget	\$ 264.28	

### 13. Volunteer Update – Brandi Wright

- a. Upcoming SUGs Needed:
  - a. Kinder Round Up –
    - i. Merchandise Sales & Distribution of PTO info
      - a. Work with Laine on number of people needed & times and distribute to board & committee members ASAP.
  - b. Blessings in a Backpack (Nicole Amedee / Sam Cooke) – Many open spots for the second half of the school year. **Maybe break up the SUG into 2 time frames**
    - i. Past spots can only be hidden with the paid versions of SUG. Next year we should consider two separate SUGs (August – December and January – May).
    - ii. Downloaded and saved prior data (past spots) and then deleted them. Updated verbiage to more accurately reflect the new process and timelines.
    - iii. Ask that each Board Member volunteer to deliver at least twice throughout the year.
    - iv. Not all board members have volunteered this year. Please review the SUG to see what works with your schedule.
- b. National Volunteer Recognition – April 20<sup>th</sup> – 24<sup>th</sup>
  - i. Order more PTO cards – Laine – **Extra notes were not found in the PTO closet. Laine will order.**
  - ii. Distribute cards & volunteer lists/assignments in April board meeting
    - a. When should the completed cards be returned to Brandi for distribution to the volunteers? **We could stay after the April meeting to knock out all the thank you notes?**

### 14. Communications Update – Erica Cepeda **Add book fair to calendar? – Need to confirm with Ms. Polk first. Book fair isn't really a PTO event. Historically, we have just worked with her to get the necessary volunteers. Brandi to reach out to Ms. Polk to see if she needs assistance.**

- a. Monthly updates to PTO calendar **Completed**
  - a. March updates by 3/1
- b. Upcoming Communication Needs:
  - a. Blessings in a Backpack SUG – please share, again, this week now that updates have been made. **Erica worked on a post while in the meeting and will get it posted soon.**
  - b. February 2 – 6: National School Counselor Week – **did we post for this? yes**
  - c. Recruiting Open Board Positions for 2026 – 2027 School Year **Will add to list – Sam to work on doc to outline open roles and high level info on responsibilities for each. Will send to Erica to post. Erica is traveling as of 3/18. Sam to send info to Erica prior to that.**
  - d. March 17<sup>th</sup> – Staff Appreciation – Feeling Lucky Chocolate Bar
  - e. Raising Cane's Spirit Night – March 26<sup>th</sup> 5pm – 9pm **Erica is currently working on this.**

- f. March Spirit Stick Sales - Laine will open the pre-sale Friday, 3/20 and send the link to Erica. Erica will communicate via SM.
- g. Update on password for Instagram & posting Linktree **Erica will look into this.**
  - i. **Erica noticed that our Instagram account is still tied to Natalie Cruz's personal account. Needs to investigate how to separate it – likely needs to update admins. This should probably be a summer project when we don't need to utilize our social media accounts as much, in case we run into issues.**

## 15. All Other Business

- a. April Board Meeting
  - a. Do we want to move the April Board Meeting to Wednesday, April 15<sup>th</sup>? **Everyone is in agreement to move to the 15<sup>th</sup>. We will meet in the old school house because campus will be closed that day for STAAR testing.**
    - a. **Lauren and Brandi may be late that day.**
  - ii. Immediately following Fiesta, which allows us to:
    - a. Review Fiesta Financials
    - b. Review Lessons Learned
    - c. Have 2 more hours to focus on Fiesta prep
    - d. Have additional time for recruiting
  - b. The final meeting of the year will be Wednesday, May 6<sup>th</sup> (two weeks later).
- b. 2026 – 2027 Executive Board Recruiting
  - a. Open Positions & Current Interest:
  - b. Do we want to make any changes to board structure?
    - i. VP Campus Improvements
      - a. Campus Improvements Committee – 2 positions
    - ii. Additional Adjustments?
  - c. Nominating Committee

### Section 3: Nominating Committee

1. There shall be a nominating committee composed of up to 5 members. The committee must consist of representatives of the Executive Board (see Article VI), non-board PTO members, and may have school faculty. The current president may not serve on this committee.
2. The Executive Board shall approve the chairperson of the nominating committee.
3. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees in writing to the PTO membership at least two weeks prior to election of officers in the spring.
4. Only persons who signified their consent to serve if elected may be nominated.

- i. This year's nominating committee: Tia, Natalie, Lisa, Avery
- ii. Recommend Tia as Chairperson (served on committee last year)
  - a. Board Vote Required **VOTE: Motion by Sam to nominate Tia as Chairperson, Laine seconds the motion passed unanimously.**
- d. Process & Timeline:
  - i. March
    - a. Communicate open roles & recruiting no later than Friday, **March 20<sup>th</sup>** via social media and Summer's newsletter. **Sam to get info to Erica before she leaves on the 18th**
    - b. Anyone interested e-mails Secretary (Avery)

- c. Secretary consolidates interest
- ii. April
  - a. No later than 4/8 – Nominating committee meets to slot interested individuals.
    - i. If interviews required (multiple people interested in same role), recommend one member of the nominating committee meet with potential candidate to discuss expectations of position, answer questions, and get the feeling of how this individual would interact with group.
  - b. 4/15 – Nominating Committee presents recommendations to Executive Board
  - c. 4/17 – Voting open to General PTO (if applicable), must be open for 2 weeks. Voting will be end on 5/1.
- iii. May
  - a. Announce 2026 – 2027 Executive Board via Social Media & Summer’s Newsletter
  - b. New board members to join monthly board meeting on Wednesday, May 6<sup>th</sup>.

e. Open Positions:

Board or Committee	Role
Board	Co-President
Board	Treasurer
Board	VP of Merchandise
Board	VP of Sponsorships
Board	VP of Staff Appreciation
Board	VP of Events
Board	VP of Campus Improvement
Committee	Staff Appreciation
Committee	Events
Committee	Events
Committee	Events
Committee	Merchandise
Committee	Blessings in a Backpack
Committee	Campus Improvements
- How do we want to handle VP of Campus Improvements and CI Committee (2)?	

**VOTE: Tia motions to eliminate campus improvement VP and committee roles, Elizabeth seconds the motion, and it was approved unanimously.**

- c. Kinder Round Up – March 24<sup>th</sup> 4pm – 6pm (cafeteria) **New timeline, moving later 5:30-6:45 pm**
  - a. Merchandise Sales (Laine)
    - i. School Supply Give Away
  - b. About the PTO – handout with basic info (Elizabeth)
- d. New Podium for School

- a. Student Council has committed \$1,000 toward this purchase.
  - i. Sam to work with Melanie on funds transfer. **Could school pay directly if it's a Buy Boards? – Melanie is going to investigate further. Tia and Sam will follow up with her directly.**
- b. Sam will send Summer designs for approval and then complete purchase through Executive Wood.
  - a. \$1,300 budget in office furniture
- e. TEA Celebration (Sam)
  - a. Ideas on what we could do to CELEBRATE (not necessarily treat related)?
    - i. Spoke with Summer and determined we would push this closer to STAAR testing so that we can celebrate past success + build enthusiasm. Current ideas include:
      - a. Have the high school drum line come to the school one morning (Summer to contact band teacher to discuss possible dates.)
      - b. Have the mascot out during morning drop off
      - c. Create a specific brag tag
      - d. Provide snacks during STAAR testing **We will need to meet in school house for PTO board meeting because of STAAR testing on the 15th**
        - i. 4/15/26 STAAR RLA Grades 3 – 5 (appx. 415 students)
        - ii. 4/22/26 STAAR Science Grade 5 (appx. 125 students)
        - iii. 4/29/26 STAAR Math Grades 3 – 5 (appx. 415 students)
          - 1. Any volunteers to look into snack options & cost? **Katrina volunteered to manage this project. Because the first STAAR testing takes place prior to the next board meeting, Katrina will send her suggestions and associated cost to the group.**

## 16. Future Business

- a. Review/Update VRES PTO Bylaws – Over time things have evolved informally with only minor updates to the bylaw document.
  - a. Recommend reviewing and updating to reflect current practices (example: timing of annual budget approval and spend that takes place from July 1<sup>st</sup> through early September).
    - i. Believe this would strengthen financial oversight and accountability (To be clear, there are no concerns with spend that takes place during the school year, but spend does take place leading up to the school year before the budget is actually approved. (precedent set)
    - ii. Would also like to provide more clarity and transparency of roles and responsibilities, both throughout the year and during leadership transition.
    - iii. And to be sure we are aligned with best practices of the school district

- b. Consider adding further verbiage to clarify sponsor recognition vs commercial advertising. Be sure to consider BISD policies on social media, etc. with regards to the commercial advertising (monetizing our social media accounts).
- b. School Assembly (Sam, Erika & Summer)
  - a. If you have any ideas or suggestions for a Spring school assembly, please let us know!
  - b. Received several options from Mobile Ed - to be reviewed further
- c. Graduation Walk (Sam & Erika)
  - a. Confirming date, but believed to be Monday, May 18<sup>th</sup>.
  - b. The seniors walking this year will be the first 5<sup>th</sup> grade class to graduate VRES.
  - c. Ideas on how to make it special for the seniors and their families:
    - i. Mrs. Polk confirmed she does have a copy of their (5<sup>th</sup> grade) yearbook in the library.
    - ii. Use photos to create a slide show (cafeteria)
      - a. **Even if we don't create a slide show, we can have the actual 5<sup>th</sup> grade pictures on display in the cafeteria. Trying to locate copies of those, but may need to reach out to the company that provided the pictures that year.**
    - iii. Coffee, Juice, Water, Donuts
    - iv. Photo Backdrop
- d. 2026 PTO Membership Drive (Elizabeth)
  - a. Determine membership levels and swag for next year.
    - i. **See updates in the membership section of the agenda.**
- e. Re-consider set up of SUG for Blessings next year:
  - a. Consider creating 2 SUGS – one for fall, another for spring so that you don't have to scroll as far to see the open volunteer spots?

## 17. Fiesta Friday Planning

- a. See Separate Agenda

### Important Upcoming Dates:

- 3/4 - Monthly PTO Board Meeting 10am – 12pm
- 3/17 – Staff Appreciation: Feeling Lucky Chocolate Bar
- 3/24 – Kinder Round Up 4pm – 6pm
- 3/26 – Spirit Night at Raising Cane's 5pm – 9pm
- 3/27 – Spirit Stick Sales during Lunch
- 3/27 – VP & Committee Updates due to Sam
- 4/1 – Monthly PTO Board Meeting 10am – 12pm
- 4/2 – School Librarian Appreciation Day
- 4/6 – 4/10 – Assistant Principal Week
- 4/3 – Spirit Night at Arrow's Active Play Park 2pm – 6pm
- 4/3 – Fiesta Silent Auction Goes LIVE (**Good Friday – No School**)
- 4/10 – FIESTA FRIDAY!
- 4/20 – 4/24 – Volunteer Recognition Week
- 4/22 – Admin Professional Day

4/28 – School Bus Driver Day

5/1 – Principal Day

5/1 – Lunch Hero Day (NA - previously celebrated during National School Lunch Week in October)

5/1 – VP & Committee Updates due to Sam

5/4 – 5/8 – Teacher Appreciation Week

5/6 – School Nurse Appreciation Day

5/6 – Monthly PTO Board Meeting 10am – 12pm

5/15 – Field Day

**Action Items: Please ensure completion or conversation by due date. Secretary will follow up weekly.**

Action	Owner	Due Date	Status
Ask Summer to send out email about school supply purchases to incoming kinder parents	Sam	FUTURE – May 2026	
Contact vendor for 5 <sup>th</sup> grade yard signs to get pricing info and timelines on orders	Laine/Lisa	3/31/26	
Create cognito form to order 5 <sup>th</sup> grade yard signs	Laine/Lisa	3/31/26	
Find final volunteer for spirit stick sales for March	Natalie	3/25/26	
Look into snack options and cost for TEA celebrations	Katrina	3/31/26	
Create (or update from prior years) info sheet on PTO – handout for Kinder Round Up	Elizabeth	3/22/26	
Get info about open PTO positions to Erica before she leaves March 18th	Sam	3/15/26	
Figure out password to Instagram	Erica	3/31/26	
Add board positions post to social media calendar	Erica	3/17/26	

Order PTO cards (thank you notes for volunteers)	Laine	3/31/26	
Reach out to Ms. Polk about need for book fair volunteers	Brandi	3/4/26	COMPLETE
Post SUG for Blessings in a Backpack	Erica	3/6/26	
Work with Melanie on funds transfer/paying for Podium (re: student councils' portion)	Tia/Sam	3/31/26	
Work with company on ordering podium – send to Summer for approval	Sam	3/31/26	
Work on getting 5 <sup>th</sup> grade pictures for graduation walk	Sam/Summer	4/15/26	

Meeting Adjourned: 11:55 am