



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

Van Raub Elementary School
2024/2025 PTO Board Meeting
January 15, 2025

1. Call to Order: 10:10
2. Financials
 - a. School Supply proceeds – \$1,092 – check received in December
 - b. Outstanding receipts
 - c. 2024 Sales Tax Filings. – [filed 1/2/25](#)
 - d. Voting for Tax free days – proposed Fiesta and Meet the Teacher
 - i. Tia reviewed prior revenue for events and determined that historically we have sold more on each day of Grandparents day than we have at Fiesta Friday. Board voted and approved Grandparents Day (one day only) and Meet the Teacher.
 1. Motion by Megan, Carissa Seconded
3. PTO Sponsored Events
 - a. Drum Café – January 24th
 - i. [PTO representatives may go, just let Summer know ahead of time.](#)
 - ii. [Get pictures for social media](#)
 - b. Author Visit – February 20th – Kevin O’Malley
 - i. [Kevin O'Malley - Children's Book Guy - Illustrator, Author & School Visits](#)
 - ii. [Talk with Nikki Polk regarding getting contract with author for set dollar amount, with per diem rather than reimbursing per item](#)
 - c. My Heart Glows Dance – February 7th (to be discussed with Events)
 - d. Fiesta – April 4th (separate agenda/project plan)
 - e. Math & Science Night ([Feb 20th](#)) - \$300 donation already made
 - f. Kinder Round Up (date??) – merchandise sales & provide info about PTO
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? Or, did we confirm if we need to issue a PO first?

1. PO has been issued. Tia doesn't think payment has been made, but Megan thinks payment won't be due until project is complete. Not sure if graphic renderings have been received/approved and not sure on ETA for completion. Need to confirm with Hannah.
 - c. Assessing Additional Requests: Money should be spent this school year.
 - i. Shade covering for Playground
 - ii. Extra benches for playground
 - iii. Landscaping for front of school – Katrina to assess donation opportunity
 - iv. Walkway (instead of pavers) for grass area of external car loop – was this reviewed/discussed with Summer?
 - v. Turf in Courtyard corners
 - vi. Get rocks/boulders to place in front of the pre-k playground for safety against car accidents

5. Events – Carissa Huertz & Committee
 - a. December Event – Cookies with Santa
 - i. If we did again what changes could be made: People didn't really hang out. Option to have things to do was beneficial but perhaps not necessary. People mostly came in and got pictures and left.
 - ii. Shifting expectations from big December event to February event
 - iii. Plenty of time for pictures and able to fit more families in that hadn't signed up prior. Only three families that signed up for a time slot didn't show.
 - b. February Event
 - i. My Heart Glows – Family Dance – February 7th – 6 p.m. – 8 p.m. Have a solid plan of execution by January meeting – Events committee owns planning, preparing and executing. If additional help is needed please signal the need for help.
 1. Set Up
 - a. Identify set up requirements and communicate to Sarah Shantz.
 - i. Provide a drawing of some type so that she has a good understanding of what we need.
 - b. Re-confirm with Sarah closer to the event.
 2. Decorations
 - a. Glow in the Dark Balloon Arches (2) from Trade Sponsor (Katrina) – this is confirmed, set up will take approximately 3 hours.
 - b. Additional Decorations
 - i. Potential Student Involvement (art) – Carissa sent e-mail to Mrs. Kindred, awaiting response. Tried to meet with her after board meeting, but she was out for the afternoon. Megan will try to reach out to

- ii. Determine Supplies Needed and Order
- 3. Glow in the Dark Give-Aways (glow sticks, glow in the dark tattoos, etc.)
 - a. Determine Supplies Needed and Order
 - b. Assemble the Bags – Carissa’s team will handle assembly prior to the event
 - c. Create Plan to Manage Distribution – 2 volunteers at door to hand out bags
 - d. Create Area for Applying Tattoos – for ease, we will not include tattoos (so that we don’t have to provide a way to apply them).
- 4. Food: Pizza
 - a. Determine Quantity Needed
 - i. Ran out of food last year, increase order based on RSVP
 - ii. Staggered delivery of pizzas
 - b. Secure Vendor(s), Order and Pay (including cash tip – tip amount will need to increase from prior year if pizza order increases)
 - c. Purchase Plates
 - d. Purchase Napkins
- 5. Beverage: Water (small bottles)
 - a. Purchasing Water
 - b. Purchase Ice – if water is purchased in advance, we can use the school coolers to cool it and avoid purchasing ice. This seems like a better plan.
 - c. Secure Enough Coolers (Borrow from Parents)
 - d. Cool Water in Ice Prior to Start of Event – no longer necessary, will just cool water in the coolers prior to event and move them into ice chests (closer to the distribution table) to keep them cool until distributed.
- 6. DJ
 - a. Confirmed?
 - i. Contract Signed?
 - 1. No contract was required, but deposit was made.
 - ii. Deposit Made?
 - 1. Yes - \$50 via paypal. Remaining balance will be due on day of dance.
 - b. Set expectations – complete, but will confirm again closer to the event. Music to be K-5 appropriate and will be looking for DJ to drive excitement throughout the dance.
 - c. Determine AV needs or anything else that we will need to provide. Work with school to ensure we can meet needs/requirements.
- 7. Photo Booth Opportunities
 - a. Add-on traditional photo booth through DJ

- b. 360 Photo Booth – Offered to us by the owner (VRES Grandparent) as “pay what you feel is fair” opportunity. – We are thinking that ½ of the normal price (up to \$500) seems reasonable. If Carissa is not able to cover this expense within her normal budget, we can probably pull the funds from elsewhere as we feel this would definitely add enjoyment value. Carissa will purchase props vs. having vendor supply them.

8. Food Trucks

- a. Secure food trucks and confirm 10% of sales back to PTO
 - i. 3 trucks willing and able to come, limit to one food (Curbside Eats) and one sweet (Chloe Bells), skipping warm beverage because Tom’s Coffee is not available.
 - ii. Food (1)
 - iii. Sweet Treat (1)
 - iv. Warm Beverage (1)
- b. Determine Location of Food Trucks (bus loop, front of school, etc.) and get Summer’s approval.
 - i. Bus loop and keep playground/blacktop blocked off from students. Need to make sure Summer is OK with this location and prepare “playground closed” signs for doors leading out to the blacktop. Need to communicate this expectation with security night of event.
- c. Prior to start of event, block area off with cones

9. Security

- a. Discuss needs with Officer Pina and work with her to secure. – Carissa, Megan & Sam spoke with Officer Pina after board meeting and Megan followed up with full details via e-mail on 1/15/25.

10. Volunteers

- a. Katrina to assist with determining number of volunteers needed and creating SUG. Needs distributed ASAP given the timing. SUG link to be added to social media posts on 1/16/25
 - i. Decorating/Set Up – 6 volunteers for 1.5 hours
 - ii. Food – 4 volunteers for F&B, 30 min shifts
 - iii. Beverage
 - iv. Photo Booth(s) - 1 volunteer per photo booth, 30 min shifts)
 - v. Distributing Goodie Bags – 2 volunteers at door, 30 min shifts
 - vi. Station to apply tattoos – no longer necessary
 - vii. Clean Up – 6 volunteers, 1 hours

11. Communication

- a. Create communication and work with Natalie C to distribute via social media. Include RSVP to help estimate the amount of pizza, water, glow in the dark supplies needed. Needs distributed ASAP. [Created and distributed via social media on 1/15/25](#)
- b. Ask Summer to include in her Newsletter. [Completed 1/15/25](#)
- c. Use school marquis as additional way to communicate event. [Added to school marquis 1/14/25](#)

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 are providing 6 \$25 gift cards to acknowledge issues on day of.
- v. November 23rd – Kendra Scott – Total Event Sales of \$5,494 with VRES to receive \$1,099! Have we received check? [Check received and deposited 1/15/25](#)
- vi. January 9th – Cooper’s Kingdom – Do we want to try to reschedule?
 - 1. [Reschedule to support them as sponsor and local business](#)
- vii. February 13th – Fralo’s
- viii. March 27th – Raising Canes March time TBD
- ix. April 18th (Good Friday) – Arrows 4-6pm

b. 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. January – Sam/Natalie
 - 2. February – Tia/Lauren Tijerina/Brandi/Jenn Stone
 - 3. March – Natalie/Avery
 - 4. April – NEED VOLUNTEERS
- ii. Profit – May need to audit this
 - 1. August - \$163.05 profit
 - 2. September – \$540 profit! Great marketing ahead of time!
 - 3. October – \$332 profit (\$282 cash, \$50 online pre-sale)
 - 4. November – \$279 profit (\$194 cash, \$85 online pre-sale)
- iii. Pre-Sale Function - continue with option
 - 1. Update feature by January 24th – [Laine to open pre-sales on 1/24 through 8am on 1/31.](#)
 - 2. Communicate feature – January 24th – Natalie C
 - 3. [Need to work with KVRN to have this announced each day starting the week before the sale.](#)

c. 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 \(signupgenius.com\)](#)
 - i. Any further/new issues, or is everything running smoothly now?
 - ii. Any updates on confirmation process with volunteers?
 - b. National Volunteer Recognition April 20th – 25th
 - i. Last year we handwrote thank you notes and gave \$5 gift card to Smoothy King
 - ii. Do we need to better specify our wording?
 - iii. Do we think the \$5 gift cards are necessary / add value – to have further discussions around this in next meeting.
8. Merchandise – Laine Beatty
 - a. Cyber Monday Sale – total sales ?? Sales weren't tremendously great from this sale, so we just left the prices as-is. Ideally, we'd like to clear as much of this inventory as possible.
 - b. Any other sales planned for the rest of the year?
 - i. Fiesta Sales – Laine would like to liquidate as much existing inventory as possible so that we can start with new, fresh designs for 2025-2026 meet the teacher night. She will look at inventory and propose pricing in next meeting.
 - ii. Kinder Round Up Sales – need to determine date, but will plan to sell merchandise and have info on the PTO to distribute.
 - c. School Supplies Agreement for 2025 – 2026 School Year
9. Sponsorships Update – Katrina Doran
 - a. \$14,700 in committed sponsors
 - b. \$5k in Trade
 - i. Summer Moon
 - 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

Received feedback from Mrs. Kimball that teachers were really happy with the HEB gift cards rather than pie.

 - a. Upcoming months
 - i. December – Blake McNally lunch
 - ii. January – TX Roadhouse Lunch
 - 1. Willie's \$25 gift cards (3) and Teleoke Wellness 60 minute facial (5) giveaways

- iii. February – Tom’s Coffee Truck – Have two potential dates in mind, will work with Tom’s to finalize date in the next week or so.
- iv. March – Soda Floats – meeting with Karen next week to finalize the details.
- b. Upcoming Individual StaffDays
 - i. School Counseling Week February 3rd – 7th – will provide lunch or goody bag from favorites list.
 - ii. SRO Appreciation Days February 15th – because this is a Saturday, we will celebrate Friday. Will provide lunch or goody bag from favorites list.
 - iii. Teacher Appreciation Week May 5th – 9th
- c. New Staff Gifts
 - i. Emma McClure (2nd Grade)
 - ii. Corey Bell (Interim Admin Support)
 - iii. Erika’s team will prepare gift for Emma and will provide t-shirt for Corey if we have something appropriate in inventory. Also discussed giving Sarah and Kendra a small supply of assorted sizes of shirts from older stock so that they can provide to their teams. Laine will look at what inventory is available.

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. February Event – Get with Carissa for details
- e. PTO Sponsored events – Drum Café and Kevin O’Malley author visit – FB posts

12. All Other Business

- a. Discuss possibility of moving monthly board meetings from Wednesday to another day of the week for remainder of school year.
 - i. Seems better to keep meetings on Wednesday due to availability of key members. Tia wouldn’t be able to attend on Mondays or Thursdays.
- b. Discuss using Apex for 2025 – 2026 fundraising event – Megan to follow up with them regarding changing the date. Megan and Natalie S. worked with Apex and the new proposed dates are 11/10 – 11/21. Natalie will confirm with Summer that she is OK with the new dates.

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

Action	Owner	Due Date	Status
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