



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

Van Raub Elementary
2022/2023 PTO Board Meeting
September 7, 2023 **(Meeting
started at 10:04am &
adjourned at 12:11pm)**

- 1) Call to Order
- 2) Membership
 - a) Current Membership: **\$14,900 as of 9/7/23, about \$3k less than last year.**
 - i) Need to push marketing in the next few days – goal for 75% of families to be PTO members.
Christine to provide list for all teachers to indicate number of memberships left to fulfill on 100%
 - b) Winners
 - i) \$100 Amazon wish list
 - ii) Cotton Candy/Pizza Party – September 22nd @2pm.
 - iii) \$25 raffle winner identified – **Christine has fulfilled**
 - iv) Silly String day – **Christine to determine date**
 - v) **Adding last week incentive – Donut party to help increase numbers**
 - c) Product fulfillment
 - i) Modified give-away to include pop its instead of key chains; we will order more key chains but not rushing for the sake of this **(around 80 pop its left)**
 - ii) Any other risks?
 - iii) Opportunities?
 - d) **Updated form for future – Christine – There is no way to modify the Cognito form for better export. If we were to do this it would require us to use another type of form; Google Forms, as example. Christine will assess later this year.**
 - b) Winners
 - c) Product fulfillment
 - d) Updated form for future – Christine – There is no way to modify the Cognito form for better export. If we were to do this it would require us to use another type of form; Google Forms, as example. Christine will assess later this year.
- 3) Events
 - a) Upcoming Events –
 - i) Grandparents Day – September 8 & 11–
 - (1) Volunteers – SUG Update? Need to have a PTO member during the entire event for merchandise sales
 - (2) Merchandise plan – Amanda – **price sheet**
 - (3) Credit card and cash - Margie – **done**
 - (4) Flowers confirmed with Blume Haus – they will drop off
 - (5) Event may move partially inside due to construction
 - ii) December - Winter Event – **“Snow Ball” – 12/8/23 (friday)**
 - (1) Will begin planning next month, all board members will be assigned tasks
- 4) Apex Fun Run – Karen taking the lead, Natalie Samson to support





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- a) Dates: Oct 2 – October 12 – October 13 fundraising (Teacher Huddle: 9/26) (10/2 is the Pep Rally for the school)
 - i) Fundraising for remainder of Outdoor classroom – need approx. \$30-\$40k
 - ii) Volunteers – Brandi to get SUG out by September 15
 - iii) Plans for thermometer or design to show progress – Karen will design and get to printer
 - iv) Any décor needed for race day? Do we use one of our balloons? –no balloons
 - v) Karen has ordered flags and will distribute next week
 - b) Shirts –
 - (1) Design Contest – 53 Entries! Composite design with several versions of roadrunners selected – decided to highlight multiple winners and include all on one shirt design, will announce once we get the final art version
 - (2) Not including sponsors on back due to cost, was removed from sponsorship package
 - (3) Need shirts sizes from teachers; follow up directly or alternative sizing option – Amanda
 - (4) Jade Green Gildan 50/50 blend for kids, potentially gray for adults
 - (i) Pricing for the Gildan 50/50 blend shirt:
 1. \$5.59 each shirt for 3 color print on front, no print on back (estimate \$5590 for 1,000)
 - (ii) \$6.05 each shirt for 3 color print on front, one color print on back (in case we go with sponsor logos on back again). (estimate \$6,050 for 1000)
- 5) Outdoor Classroom updates
- a) Construction started on September 1; 4 week project timeline - Finally started last week! Slight delay having to move pipes
 - b) Furniture has been ordered through Boerne Backyard – Polywood furniture (fun colors, very inviting area)
 - c) Other items
 - i) Kimball BEF Grant: turf? shade structure? water feature for littles and life skills?
 - ii) Kimball needs to provide response to other item suggestions provided by Megan
- 6) Volunteers – Brandi -
- a) Room Parents
 - i) Follow up with teachers missing room parents directly to see if they have anyone
 - (1) Room Parent “Training” or communication?
 - b) Workroom Training
 - c) Roadrunner Dash - ASAP
 - d) Spirit Stick Sales – do for entire year and send to Friends of Board and Board
- 7) Sponsorship Update – Katrina/Hannah
- a) Breakdown – see attachment
 - b) Sponsor follow ups –
 - i) Sponsor thank yous – Katrina and Hannah to complete and get with school to get signed by classroom
 - ii) Sponsor FB Posts – we need to start getting these out



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- iii) Banners outstanding? 15 need to be picked up Katrina
- 8) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika
- a) Monthly Appreciation
 - i) Expectations
 - (1) Plan 1 month in advance, at minimum
 - (2) Proactively provide updates
 - (3) Communicate directly with Summer, Board, and additional volunteers to ensure plans meet needs
 - (4) Consider look and feel of experience
 - b) Assignments
 - i) September – Erika – Smoothie King – September 25 – 10:30 – 1:30
 - ii) October – Lorraine – Family Coffee during Roadrunner Dash – currently scheduled 6:45 am. – 10:45 am. – will do door hang tags to get orders and will have volunteers run drinks; suggested that the 4 Staff Appreciation volunteers manage this because we will have most volunteers at the Roadrunner Dash. Recommend discussing with Family Coffee to stay all day since we will be having parents all day.
 - iii) November – Pies – Jacqueline – BumDoodlers requested by Mr. J, but staff feedback indicates advantage to Tootie Pies. Jacqueline to circle back with Mr. J for final decision on vendor, and to determine if the staff will be doing pies during their potluck vs. us buying
 - iv) December – Hilda – This has historically been a lunch for the entire staff but feedback from staff is that they’d prefer to not do on the final day. Hilda to circle back with Summer to determine if January welcome back is better fit. Will need to determine December event.
 - v) January - “Welcome Back Lunch”
 - c) Special Roles
 - i) October – Principal Appreciation Month – Erika
 - ii) October 2 – Custodial Team Appreciation Day – Hilda – historically have done a gift bag of small items, we currently only have 2 custodial team members. Need to check with Summer on team members before this day to determine how many to do.
 - iii) Summer to determine who is head of Sunshine Committee so Staff Appreciation reps can get with them to determine internal team plans for special role appreciation
- 9) Spirit Nights Update – Natalie S
- a) Parry’s results - haven’t gotten the official number, but the restaurant said it’s the “most successful give back night they’ve ever had”
 - b) Upcoming:
 - i) Willie’s Grill & Ice House – September 28th – 11 a.m. – 10 p.m (There are stickers in the closet that you can put in teacher mailboxes to hand out)
 - ii) **Smokey Mo's** - October 20th ALL DAY - 15% of sales back - they provide marketing
 - iii) **Texas Roadhouse** - early November (waiting to lock in an exact day Monday - Wednesday but looking towards the 1st or 2nd week) - 10% back of total food sales - they provide marketing



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- iv) **Kendra Scott** - trying to lock in the week after Thanksgiving to hopefully get people in for Black Friday sales.
 - v) **Mikey's Chicken and Tavern** - December 8th - 10% back of total food sales - WE provide marketing. Live music! – [Will switch this date since this is the same night as the winter event.](#)
- 10) Spirit Sticks & Croc Charms – Natalie
- a) Last Thursday of the month
 - b) SUG to go out for entire year
 - c) [Create a Communication to gain excitement, has been requested from Natalie Cruz already; communicate limited availability](#)
- 11) Merchandise
- a) New items:
 - i) Croc Charms – can be sold with spirit sticks – 500 for \$150
 - ii) Key Chains – 400 for \$383.35
 - b) Still Assessing:
 - i) Stanley style cup
 - ii) 2 new shirt designs
 - c) Drop ship items
- 12) Grants
- a) \$50 Amazon Grant – Megan and Karen will split this task of ordering, will notify when we deliver and assistance; have been ordered
 - b) Education Grant – Due by September 15 –
- 13) General Meetings – 2 required per year
- a) September 26, 6 p.m. consolidated with Book Fair Family night
 - i) Will include technology training from school (Skyward, Clever)
 - ii) **Need flyer asap – Natalie**
- 14) Communication Needs – Natalie Cruz
- a) General Meeting Flyer – 9/11
 - i) [This will be 9/26, 6:00 – 7:00. Would include message: Stop by the Parent Night at the Book Fair and come see us. Meeting to include PTO General Meeting followed by Technology Training by the school staff. Come learn how to access grades via Skyward, learn how to use Google Classroom and other BISD apps in order to support your student \(word this however you think is right, just giving an idea\)](#)
 - b) Roadrunner Dash – Coming Soon/Volunteers – 9/12
 - c) Spirit Sticks – What are they, what parents should know, how to buy – 09/18
 - d) Blessings in a Backpack – what it is, SUG – should do something monthly to create awareness. Lindsay Williams is owner of this, but we need to help communicate this – launch 9/15 then do at beginning of each month – 09/13



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- e) Willie's Spirit Night – 9/13
- f) Smoky Mo's Spirit Night - 10/9
- g) Sponsor Shoutouts – develop plan in accordance with level along with Katrina