



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

Van Raub Elementary
2022/2023 PTO Board Meeting
February 13, 2023

Call to Order: 10:20

In attendance: Amber Harrold, Megan Kokemer, Karen Tollman, Amanda Mefford, Cleopatra Talos, Katie McCleary, Katrina Doran, Shara Smith, and Margie Saur

- 1) Campus Improvement - \$80K
 - a) Studio S Architekts
 - i) Reviewed needs with BISD, final drawings going to them this week
 - ii) Bid requests to go out within a couple weeks
 - iii) It is very likely bids will come in over estimate and additional funding will be needed; potential to delay project
 - b) 2022 Funding usage - \$42K – It is likely we will need to pull from this budget for
 - i) Window Coverings – \$12k, designer has begun process
 - ii) Playground benches – approx. \$5K
 - (1) Awaiting determination on if BISD facilities can install from Summer
- 2) School Events with PTO Support
 - a) Math/Science Night – Managed by Mrs. Cooley - 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
 - b) Kindergarten Roundup – March 21, 5 p.m. – 7 p.m.
 - i) We will do a one-sheet information sheet for PTO/rotating slide(s), no presentation – Megan
 - ii) Need a volunteer for Raubie the Roadrunner
 - iii) Shirt sales – Amanda needs to determine plan here
 - (1) Additional XS and S sizes have been ordered
 - c) Donuts with Grownups or something similar – Need to plan something here, team asked to think though ideas
 - d) Author/Illustrator Visit - Don Tate; <https://dontate.com/> - March 22
 - i) Approved \$2,300 through grants, total negotiated fee is \$2,800 – PTO will cover the full amount.
 - ii) Cleo – hotel room set up at Bevy for 3/21 - complete
 - iii) He will sign books while here. A link to the book(s) will be provided for parents to purchase the book(S) in advance.
 - (1) Need to promote on social media





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

- (2) Will provide lunch for Mr. Tate on day of.
- 3) Merchandise – Amanda was not in attendance, will move this to future meeting
 - a) Drop Ship item status; Sales, prices, promotion
 - b) Recommendations for a new shirt for next year; design process
 - c) School Supply kits - status
- 4) Staff Appreciation Update – Amanda and Jaqueline
 - a) February- Tailgate (Blake). Square Game for Super Bowl was a success!
 - b) Role Specific – Please refer to the calendar provided at beginning of the year and plan around – what is the school hospitality team doing, what are we doing
 - i) 2/6 – 10 – National School Counseling week - Complete
 - ii) 2/15 – SRO Appreciation Day- yard sign, mug, and picture – Amanda to deliver
 - iii) 2/22 – School Bus Driver Appreciation- need to get ideas of what to do – Jaqueline owns
 - c) Start thinking about Staff Appreciation Week theme ideas and get in front of the team
- 5) Spirit Nights Update – Shara
 - a) February 16- Willie’s
 - b) March 9 –Parry’s Pizza & trying to do combo with Crumbl Cookie to do combo
 - c) April- contact The Point for a Friday, April 14.
- 6) National Volunteer Recognition Week- April 17-21 – will seek support from school to do something onsite (breakfast)
 - a) Leverage this as potentially the last General Meeting and gain involvement for board positions
- 7) Fiesta Planning
 - a) CARNIVAL – MEGAN
 - i) Website created for Fiesta with all links. Will get in front of Karen for review. Will launch March 1.
 - (1) Need to finalize the liability release information to publish
 - ii) Cleo/Katrina - Sponsors
 - (1) Identify which of current sponsors should get game booth and what size – Katrina has this complete, Megan to review and assign and get back to Katrina for final approval
 - (a) Need space for 2 vehicles
 - (2) Identify potential other fiesta only business vendors (Boerne Soccer Club, ER, etc)
 - (a) BSC is attending, bringing their own inflatable. Need extension cord for power. Donating 2 Rec Fall Tuition certificates for auction.
 - (b) Leon Springs FD, bringing ladder truck – need to find space
 - (3) Signage – we will not provide signage at booth, Cleo owns any moving of banners if necessary



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

- iii) Karen/Megan – DJ – Revin’ Devin from APEX. Need to see if extra speakers are available.
- iv) Food Options – Amber/Katie
 - (1) Amber - 6 Food Trucks booked – BBQ, Tacos, Sweets, Asian, Kona, hamburgers
 - (a) Cancelled Tacos
 - (b) Forms are needed for the food trucks for Fair Oaks Health Dept.
 - (2) Katie - Food Sales
 - (a) Las Palapas – Agreed to donate 300 tacos, sell for 5 tickets – this equates to \$2.50 or \$3.50 cost depending on pre-sale or onsite purchase. Potential profit ranges from \$750 - \$1,050)
 - (b) Will cancel plan for Chick-Fil-A
 - (c) Build plan of action for night of event
 - (3) Payment options:
 - (a) Options:
 - (i) Drinks- tickets only
 - 1. We recognize that this caused some frustration last year, but will plan on highly publicizing this so that people are prepared and purchase in advance
 - (ii) Food Truck- cash or credit (no tickets)
 - (iii) PTO Food sales – tickets only
- v) Shara - 5th Grade Drink Booth
 - (1) Shara is working with 5th grade teachers to get a game plan around this and send out communication to the room parents
- vi) Amanda N – Wristbands/Ticket
 - (1) Presale website/cognito form is functioning
 - (a) Working on liability release for pre-sale site before launch
 - (b) Launching pre-sales March 1
 - (c) Amanda has created mail merge functionality and tested for pre-sale print out and management
 - (2) Prices:
 - (a) Pre-sale Prices:
 - (i) Wristband (non-transferrable) - \$20
 - (ii) Pack of 10 tickets - \$5 (value .50/ticket)
 - (iii) Raffle Ticket - \$5
 - (iv) Pack of 5 Raffle Tickets - \$20
 - (v) Medals - \$5
 - (b) Day of Sale Tickets –Are we good with ticket price increase, as well as wristband?
 - (i) Wristband (non-transferrable) - \$25 (25% increase)
 - (ii) Pack of 10 tickets - \$7 (value .70/ticket – 40% increase)
 - (iii) Raffle Ticket - \$5
 - (iv) Pack of 5 Raffle tickets - \$20
 - (v) Fiesta Medal - \$5 (Let’s have the jar of medals out and try to sell them off)
 - (3) 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) Margie – Payment options/functionality at event
 - (1) We need to have a solid plan of how to process payments on site for tickets and food.
 - (a) POC card readers, online option
 - (i) How do we train volunteers, or do we have designated people at these locations
 - (ii) How do we track sales, we have no reference for 2022 night of event sales
- viii) Megan – will purchase prizes
 - (1) Number of prizes dependent on if sponsors take the lead on any, Megan will provide update of quantities/games by 3/1
 - (2) Will assign breakdown and distribution of these prizes to FOB week of event
- ix) Amanda M – Parking/Transportation/Signage
 - (1) Parking has been approved at church sites
 - (2) Has contacted transportation and working with Summer for official request, will gain names of drivers as we get closer
 - (3) Inventories signs – Karen and Megan to provide some insight into additional signs needed
- x) Cassie – Security - working with Evan to secure police officers to be onsite
- xi) Cassie – Develop volunteer SUG and distribute
 - (1) Megan and Karen owe total volunteer slots information to Cassie by 2/24
 - (2) Get to Summer for distribution to middle/high school POCs
 - (3) Distribute by March 1
- xii) Natalie – Communication plan/fliers
 - (1) Communication plan provided – need everyone to review for any potential gaps
 - (2) Everyone needs to review to provide any thoughts on additional needs
- b) AUCTION - KAREN
 - i) Cassie – Class Baskets – Status
 - (1) Have all but 6 baskets identified and working on
 - (2) Can combine baskets if needed and leverage any business donations to enhance
 - ii) Karen – Teacher Experiences – Status: Several grades have not signed up, Karen following to finalize
 - (1) Responsible for uploading all school experiences to 32 Auctions (assistance will be provided)
 - iii) Stacy/Katrina- Business Donations – Status:
 - (1) Responsible for uploading all business donations (individual) to 32 Auctions (assistance will be provided)



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

- 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.
 - (1) We may choose to eliminate raffles if we don't feel like we have good options
 - v) Karen to set up a meeting with Cassie, karen, Megan, katrina to review all donations and figure out if can be used for class baskets or auctions
- 8) Adjournment – 12:15 p.m.