



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

**Van Raub Elementary School
 2024/2025 PTO Board Meeting
 April 9, 2025**

1. Call to Order: 10:09

2. Financials

- a. Outstanding Receipts
- b. Upcoming Expenses – Any update from Summer on plans to spend? (Megan)
 - i. Principals Budget – \$750 remaining to be used by end of year.
 - ii. AP Budget – \$600 remaining to be used by end of year.
 - iii. After School Club – \$255 remaining to be used by end of year.
- c. Currently sitting at about a \$25K unplanned profit for 2024/2025 - this needs to be spent or voted on for intended use; proposals:
 - i. Increase teacher appreciation budget for teacher appreciation week – give-aways
 - ii. *Could earmark extra funds for next year’s beginning of the year Amazon Grants. Also suggested that we may want to consider extending the deadline for next year’s Amazon Grants as it takes the teachers a little while to determine what is needed most for their classrooms.*
 - iii. Teacher end of year gift
 - iv. Student engagement
 - v. Increase Campus Improvement to cover remaining items
 - i. Estimated:

| Item | Estimate |
|-----------------------------|-----------------|
| Window Coverings | \$8,035 |
| Sun Shade | \$46,000 |
| Concrete sidewalk | \$8,400 |
| Blocks | \$3,800 |
| Turf/courtyard enhancement* | \$30,000 |
| Total | \$96,200 |
| Budgeted | \$40,000 |

*non turf would come in significantly cheaper

3. Fiesta

a. Financials – initial numbers (not yet finalized)

| | | |
|--|----------|------------|
| Fiesta Financials | 2024 | 2025* |
| Presale wristband/raffle/medal | \$9,735 | \$8,030 |
| Onsite wristband/raffle/medal | \$9,540 | \$8,685 |
| Food Trucks 10% | \$838 | \$147* |
| Auction | \$32,985 | \$37,772 |
| Total | \$53,093 | \$54,634 |
| Expenses | | |
| Misc Supplies | \$1,082 | \$1,414.16 |
| Auction/Raffle Items/Experience costs | \$2,201 | \$1,281* |
| Raffle item | \$450 | \$449.99 |
| Air Castle Costs | \$19,495 | \$22,045 |
| Security | \$640 | \$538 |
| Total | \$23,868 | \$25,728 |
| | | |
| Net Proceeds | \$29,225 | \$28,906 |

b. Auction Review

| | | 2024 | 2025 | YOY Change |
|---------------------------|--------------|-------------|-------------|---------------|
| Experiences | Quantity | 97 | 106 | 9% |
| | Actual | \$15,892.00 | \$24,290.00 | 53% |
| | Starting Bid | \$5,115.00 | \$8,990.00 | 76% |
| | Buy It Now | \$31,900.00 | \$32,080.00 | 1% |
| | Unsold | | 4 | |
| Business Donations | Quantity | 70 | 46 | -34% |
| | Actual | \$10,927.00 | \$6,161.00 | -44% |
| | Starting Bid | \$5,210.00 | \$4,370.00 | -16% |
| | Buy It Now | \$28,145.00 | \$22,230.00 | -21% |
| | Unsold | | 3 | |
| Baskets | Quantity | 39 | 41 | 5% |
| | Actual | \$7,197.00 | \$7,010.00 | -3% |
| | Starting Bid | \$4,550.00 | \$4,900.00 | 8% |
| | Buy It Now | \$18,888.00 | \$18,805.00 | 0% |
| | Unsold | | | |

| | | | | |
|-------|--------------|-------------|-------------|-----|
| TOTAL | Quantity | 206 | 193 | -6% |
| | Actual | \$34,016.00 | \$37,461.00 | 10% |
| | Starting Bid | \$14,875.00 | \$18,260.00 | 23% |
| | Buy It Now | \$78,933.00 | \$73,115.00 | -7% |

- 2025 Impacts
 - 34% decrease in business donations
 - Decrease in ticket sales YOY, increased vendor costs due to additional ride, slight increase in cost, and no credit (which we had from previous years)

- c. Post Mortem Review – will add to in meeting
 - i. What went well
 - i. Aircastles ability to pivot based on weather – load and unload efficient
 - ii. Volunteer spots filled for most part, reassessment based on needs, volunteer slips for information
 - iii. Offloading 5th grade drink booth management and payment – just let them roll with it
 - iv. Payment functionality for Square/Wix for merch went very smoothly
 - v. Added signage for no line holding/pre-communication likely impacted, no complaints
 - vi. Auction profit increase, despite decrease in overall offerings. Additional experiences impacted positively (double SRO, double Coach, kick ball game)
 - vii. Purchase of weights for canopy; wasn't as windy, but this was good to have
 - viii. Divide and conquer management continues to be effective in planning and execution
 - ix. Pre-communication with vendor regarding ride time and management seemed to be effective
 - x. Community/family impact continues to prove value – number of older kids coming back to their elementary school for memories was high, large accolades and thanks; give back cultural event that families, and most importantly, the kids, look forward to each year
 - ii. Opportunities
 - i. Let vendor know that we need to be aware of any vendor games/rides changes – changed out game which impacted sponsor assignments
 - ii. Last minute changes with sponsors; need to know which are bringing canopies so we provide what is needed
 - iii. DJ wants to be out of sun, consider moving 5th grade down slightly to move DJ on other side of corner; still difficult to hear DJ – accept issue or move?
 - iv. Collect phone number of volunteers so we can text them if they are missing from location they committed to
 - v. Consider early entry option for Life Skills kids – would need to be ready to open by 4:30 p.m., may have vendor impacts
 - vi. Limit entry prior to 5 p.m., too many people getting in early and expecting to purchase tickets prior to ready time

- vii. Payment; Board volunteers to set up square prior to event, have additional cash box, additional \$10 bills
 - viii. Dunk tank needs to be filled prior to event – this was a miss by the vendor; ensure we don't lose balls down storm drain, give directions on running game (3 balls per child), include location for dunkees to put personal items, consider a towel ready for them
 - ix. Potentially could limit or eliminate prizes we do. So many sponsors provide swag. Kids have handfuls of stuff, maybe consider a VR bag?
 - x. Sponsors were giving away beverages which upset the 5th grade – need to make sure they understand they can't give away full drinks; samples okay
 - xi. Need to make sure sponsors are set up in gravel area and not walk way
 - xii. Volunteers: we can eliminate line management volunteers for rides managed by Air Castles (ferries wheel, mind winder, etc). Collect volunteer school so we know age.
 - xiii. Need to continue to assess how we handle gift cards in baskets so they do not get lost; we asked for bottom of basket, but some went missing
 - xiv. Assess transportation options – bus drivers were delayed due to regular routes
 - a. Can we get drivers whose routes end earlier?
 - b. Do we want to pay for additional transportation for the 1st hour?
 - xv. Manage the amount of time for the duration of rides. (Especially spinning rides)
 - xvi. Volunteers: Use two forms for managing. Check them in by name, have second list for assignments. Makes checking in easier, makes managing and changing their assignments easier.
 - xvii. Less volunteers are needed for Merch table
 - xviii. Reassess mini games. Move them away from sponsor tables? Would need additional volunteers.
 - xix. Borrow industrial fans from maintenance for black top? (we have done this in previous years)
 - xx. Could move blacktop tables closer to the building for faster shade coverage.
- d. Outstanding:
- i. One remaining basket – recommendation to use for Teacher Appreciation raffle or Life Skills donation
 - i. Leaning towards Life Skills
 - ii. Megan will talk with them to see if they are interested
 - ii. 5th Grade drink booth profit? Just to understand how effective it was
- e. Next Steps:
- i. Ensure receipt of all food truck payments
 - ii. Finalize all experiences

4. PTO Sponsored Events

- a. Scholastic Book Fair – assisted Mrs. Polk with sales/helping the kids shop

- b. Kinder Round Up Thursday, March 27th – merchandise sales, distributed PTO info and First Day school supply info.
 - c. Student Engagement:
 - i. Do we want to provide snacks to 3rd – 5th grade students during STARR testing as a fun extra this year?
 - i. April 15th – STAAR Reading for 3rd, 4th, 5th grades
 - ii. April 22nd – STAAR Science for 5th grade
 - iii. April 29th – STAAR Math for 3rd, 4th, 5th grades
 - ii. We could also provide popsicles during recess for the younger grades or for all grades.
 - iii. Other Ideas?
 - d. ARTome Art Show – April 24th – Are we decorating or providing a photo backdrop?
 - i. [Yes - Garden Themed](#)
5. **Campus Improvement** – Hannah Bowers
- a. Budget increased to \$40k (approved in November meeting)
 - b. General Notes:
 - i. Assessing Additional Requests: Money should be spent in the current school year or have a solid plan in place to be used for a specific purpose (next school year).
 - ii. All Current/Future Campus Improvement Projects: BISD has asked for further involvement with regards to all campus improvements. This may delay projects reviewed/scheduled for this school year.
 - c. Project(s) in Process:
 - i. Window coverings for doors - \$8,035 – 3/25 Summer sent approval to Waterboy Graphics and the coverings should now be in production. Installation date TBD.
 - d. Additional projects and estimates reviewed with Summer, but currently in a holding pattern pending BISD review/approval:
 - i. Shade covering for Playground
 - ii. Walkway (instead of pavers) for grass area of external car loop
 - iii. Concrete deterrents/Safety Blockades in front of PK playground
 - iv. Turf in Courtyard corners
 - e. Remaining list for future consideration:
 - i. Extra benches for playground
 - ii. Landscaping for front of school – Katrina to assess donation opportunity
 - iii. [Re-key glass display in hallway to cafeteria](#)
6. **Events** – Carissa Huertz & Committee
- a. Nothing to report at this time.
 - b. [Need to consider activity for the kinder students/families for early next year.](#)
7. **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
 - i. They provided 6 \$25 gift cards to acknowledge issues on day of. Three gift cards were given away as prizes at teacher lunch in January, three remaining.
 - v. November 23rd – Kendra Scott – \$1,099
 - vi. January 9th – Cooper’s Kingdom – \$10 (Will re-visit this as an opportunity for next school year)
 - vii. February 13th – Fralo’s - \$162
 - viii. March 27th – Raising Canes March - \$250
 - ix. April 18th (Good Friday) – Arrows 4-6pm

- b. Apex 2025 – 2026 Fundraising Event – [Confirmed dates 11/10 – 11/21](#).
 - i. Dates were approved by Summer and locked in by Apex, contract received by Natalie.

- c. 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 \(signupgenius.com\)](#)
 - i. February – Tia/Lauren Tijerina/Brandi/Jenn Stone
 - ii. March – Natalie/Avery
 - iii. April – Tia/Sam
 - ii. Profit:
 - i. August - \$163.05 profit
 - ii. September – \$490 profit! Great marketing ahead of time!
 - iii. October – \$332 profit (\$250 cash, \$50 online pre-sales)
 - iv. November – \$279 profit (\$194 cash, \$85 online pre-sales)
 - v. January - \$257 profit (\$217 cash, \$40 online pre-sales, plus \$7 croc charms)
 - vi. February - \$182 profit (\$131 cash, \$40 online pre-sales, plus \$6 croc charms)
 - vii. March - \$135 cash
 - iii. Pre-Sale Function
 - i. Update feature by April 17th (because the 18th is a school holiday) – Laine
 - ii. Communicate feature – April 17th – Natalie C

8. Volunteers – Brandi Wright

- a. Blessings in a Backpack Chair – Nicole Amadee - [VRES PTO: 24-25 Blessings \(signupgenius.com\)](#) (All volunteer slots for the remainder of the year have been taken.)

- i. Any further/new issues, or is everything continuing to run smooth?
- b. National Volunteer Recognition April 20th – 25th
 - i. Sending handwritten thank you notes to our volunteers, but not gift cards.
 - ii. PTO thank you notes received. Distribute to board members, discuss verbiage and timeline for completion & distribution.
 - iii. Board members to have notes written and back to school on the 17th.

9. **Merchandise** – Laine Beatty

- a. Recent Sales:
 - i. Fiesta Friday Sales - \$310 in sales
 - ii. Kinder Round Up Sales – \$614 in sales (Rain seemed to have impacted attendance.)
 - iii. Donate a few shirts to each kid enrolled in Blessings in a Backpack
 - iv. Ask Nurse Penny if she would like some shirts
- b. School Supplies Agreement for 2025 – 2026 School Year –First Day School Supplies
 - i. Supply list received from BISD.
 - ii. Links received from First Day and Laine reviewed/approved the school supplies lists. Initial First Day e-mails have started going out.
 - iii. Marketing Campaign
 - i. Last year we launched 4/15, posted every two weeks through the end of May and then every week beginning in June. Final orders were due July 1st. Do we want to follow a similar process this year?
 - a. We’ve sold 36 kits so far.
 - iv. Laine is working with First Day to have the kit delivery date moved to earlier in August so that it’s not such a rush to get the kits sorted and delivered to the pods.
- c. Possible new shirt designs for next year (to be ready for Meet the Teacher sales in early August).
 - i. Do we want to move forward with this idea? If so, we need to start looking at new design options before end of year. Yes, want to consider new shirt, but don’t have much space for new inventory. Could do a pre-order sale, but feel in-person sales do better with having the shirt on-hand. Also, a pre-order at the beginning of the year would have production delays because that’s the busiest time for our supplier. Current inventory is stale, so likely won’t have many sales if we don’t provide a new option.
- d. 5th Grade Signs – orders are coming in, but we need to push through social media.

10. **Sponsorships Update** – Katrina Doran

- a. \$14,700 in committed sponsors
- b. \$5k in Trade
 - i. Summer Moon- We have \$500 remaining to use this school year. We could, possibly, use for teacher appreciation week.
 - ii. Texas Roadhouse
 - iii. Snowflake – used for All Pro Dads.

- iv. Balloon Frills
 - i. Have several donated balloon set ups left, can we use them for Teacher Appreciation, STAAR testing dates.
- v. Card My Yard Boerne – Upcoming dates? Katrina to schedule:
 - i. Bus drivers
 - ii. Teacher appreciation
 - iii. Principal's day
 - iv. Last day of school / 5th grade graduation
 - v. Admin appreciation
 - vi. Lunch Hero's
 - vii. Nurse Day

11. Staff Appreciation – Erika Johnson

- a. Upcoming months
 - i. March 19th – 10am – 1pm – Soda Float Bar – Feedback?
- b. Dad's on Duty – Recess Coverage – April 10th and 11th
- c. Upcoming Individual Staff Days
 - i. Librarian Day – April 4th (Lorraine)
 - ii. Assistant Principal Week – April 7th – 11th (Alyssa)
 - iii. School Bus Driver Day – April 22nd (Hilda)
 - iv. Administrative Professional's Day – April 23rd (Erika)
 - v. Principal's Day – May 1st
 - vi. Lunch Hero Day – May 2nd
 - vii. School Nurse Day – May 7th
 - viii. Teacher Appreciation Week May 5th – 9th (possibly increase budget due to excess funds)
 - i. Days Planned:
 - a. Monday – Breakfast Tacos, OJ (Fiesta Theme) 7am – 9am
 - b. Tuesday – Summer?
 - c. Wednesday – Chair Massages in the Old School House
 - i. Sign up Genius, cross coverage for teachers, buddy classes?
 - d. Thursday – Summer Moon Coffee & Breakfast Treats 8am – should include a beverage other than coffee, maybe the refresher they sampled at Fiesta Friday.
 - e. Friday – Charcuterie lunch for everyone
 - ii. Other possible ideas - HEB gift cards, break room restock including supplies for the coffee bar.

12. 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. Raising Canes – March 27th
- c. Dads on Duty
- d. National Volunteer Appreciation – April 20th – 25th.
 - i. Grade level Field Trips - [Get pictures to post on Socials](#)
 - ii. Kindergarten – Zoo – March 24th
 - iii. Second Grade – DOSEUM – April 14th (Brandi to provide pictures)
 - iv. Third Grade – LEGOLand – May 9th (Laine to provide pictures)
 - v. Fourth Grade – The Alamo – May 12th and 13th (Katrina to provide pictures)
- e. Board Recruiting Process
 - i. [Increase number of people on merchandise committee \(possibly 2 more\), no need to fill the one vacant committee position on campus improvements.](#)
- f. Assistant Principal Week – April 7th – 11th
- g. School Bus Driver Day – April 22nd
- h. Administrative Professional’s Day – April 23rd
- i. Principal’s Day – May 1st
- j. Lunch Hero Day – May 2nd
- k. School Nurse Day – May 7th
- l. Teacher Appreciation Week May 5th – 9th

13. 2025 – 2026 Board Recruiting

- a. Nominating committee required by Bylaws
 - i. Nominating Committee: Laine, Katrina, Tia, Natalie S., Erika.
- b. Vote Required: Voting required by General PTO, must have quorum, must be out for 2 weeks.
 - i. Process:
 - i. Communication to go out 3/21 via FB and Summer newsletter with open board positions – complete.
 - ii. Anyone interested emails Secretary (Jenn)
 - iii. Secretary consolidates interest – Jenn consolidated the list and sent to nominating committee 4/3. No new inquires have been received since.
 - iv. Before 4/14 - Nominating committee meets to slot interested individuals. If interviews required, 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.
 - v. By 4/16 - Nominating Committee presents recommendations to Executive Board
 - vi. By 4/18 – Voting open to General PTO, must be open for 2 weeks, will be final by 5/2.
 - vii. 5/7 - New Nominees invited to May meeting.
- c. Open Positions/Current interest:

| Board or Committee | Open Position | Current Interest |
|--------------------|---------------|------------------|
|--------------------|---------------|------------------|

