



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

Van Raub Elementary
 2022/2023 PTO Board Meeting
 May 6, 2024

1) Call to Order (10:07am) (meeting adjourned 12:06)

- a) **In Attendance: Megan Kokemor, Meredith Tucker, Karen Tollman, Amanda Nicolet, Margie Saur, Brandi Wright, Katrina Doran, Christine Haines, Hannah Bowers, Hilda Garza, Erika Johnson, Alyssa Conklin, Jennifer Stone, Lindsey Williams, Laine Beatty, Magdalena Mata, Sam Cooke, Tia Flournoy, Andrea Fossas, Avery Harmon, Vivian Sigler, Keily Yemm**

2) Board positions

- a) Positions and Commitments

Board or Committee	Role	First Name	Last Name
Board	Co-President	Megan	Kokemor
Board	Co-President	Samantha	Cooke
Board	VP of Sponsorships	Katrina	Doran
Board	VP of Staff Appreciation	Erika	Johnson
Board	Treasurer	Tia	Flournoy
Board	VP of Communications	Natalie	Cruz
Board	VP of Merchandise	Laine	Beatty
Board	Secretary	Jenn	Stone
Board	VP of Volunteers	Brandi	Wright
Board	VP of Campus Improvement	Hannah	Bowers
Board	VP of Fundraising	Natalie	Samson
Board	VP of Events	Carissa	Huertz
Committee	Staff Appreciation - Committee	Hilda	Garza
Committee	Staff Appreciation - Committee	Lorraine	Wilson
Committee	Staff Appreciation - Committee	Alyssa	Conklin
Committee	Events Committee	Miranda	Ramirez
Committee	Events Committee	Andrea	Fossas
Committee	Events Committee	Vivian	Sigler
Committee	Events Committee	Leanne	De La Rosa
Committee	Fundraising Committee	Elizabeth	Duenkel





Committee	Campus Improvement Committee	Tia	Flournoy
Committee	Campus Improvement Committee	Erika	Johnson
Committee	Campus Improvement Committee	Magdalena	Mata
Committee	Merchandise Committee	Casey	Harris
Committee	Merchandise Committee	Avery	Harmon
Committee	Blessings in a Backpack	Lindsey	Williams

Added Emily Scirbe as VP of Membership during meeting – confirmed by Hannah Bowers.

- 3) Board Structure changes from previous year
 - a) Added Campus Improvement VP and Committee –
 - i) Work directly with the administration team to determine needs
 - ii) Work with vendors to determine options
 - iii) Project manage installation as necessary
 - iv) Budget tbd, but historically have used the Roadrunner Dash fundraiser funds for all Campus Improvement
 - b) Added Events VP and Committee –
 - i) Will own small events; planning, preparation and execution
 - ii) Events include – Tacos and Tears, Grandparents Day, Winter event, Treats with your Sweets. Additional ideas welcome.
 - iii) Fiesta will remain an all group project.
 - c) Added Committees – Fundraising, Merchandise
 - i) Intent is to reduce individual work load for volunteers and provide smaller opportunities for parents to get involved
 - d) Not filling Membership Committee as of now –
 - i) Used only during August/September, feel that we can manage
 - ii) Pres/Co-Pres will take the lead
 - iii) Leverage Events team to manage the onsite classroom activities for winning classes

- 4) Expectations and Transition Plans
 - a) Roles transition July 1
 - i) Will transfer email accounts slightly before this date
 - ii) Group Me to be created for all 24/25 Board/Committee members
 - iii) All VPs with committees should create for their own team’s communication
 - iv) Frost bank signing authority and debit cards – Megan to own, all signers will be required to go in and sign the new form in order to get cards
 - (1) President/Co-President (Megan/Sam)
 - (2) Events (Carissa)
 - (3) Staff Appreciation (Erika)
 - (4) Merchandise (Laine)
 - (5) Treasurer (Tia)
 - (6) Sponsorship (Katrina)



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- b) Outgoing members are responsible for documenting their role and scheduling a meeting with incoming people before June 30
 - c) Budget transition – Margie/Megan/Tia/Sam will work together to develop 2024/2025 recommended budget in August, for approval in September board meeting
 - d) Meeting expectations
 - i) Board Meeting will be recurring – will determine day of the week based on what works for majority of Board Members
 - ii) Board Members should attend all Board meetings – our Board meetings are where we make decisions, discuss all projects, give updates and get feedback
 - (1) If you are unable to make a meeting, you are responsible for reviewing meeting notes and action items and following up as needed
 - iii) Committee members will be invited but are not required to attend board meetings
 - (1) Each VP with a committee should host their own monthly or ad hoc meetings with their teams
 - e) We are all volunteers/We are a team
 - i) Take the lead on your area of responsibilities
 - ii) Ask for help if needed - If you are unable to fulfill on your task, action item or responsibility; please reach out to the entire team so we can get a plan in place, and so responsibilities don't go unfulfilled
 - iii) Don't want to operate in a silo – communicate with what is going on; board meetings; group me
- 5) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika
- a) Monthly – please make sure you are notifying team when these happen via groupme before the events so we are all on same page, and notifying the staff to gain excitement
 - i) May – Teacher Appreciation Week
 - (1) Monday – Coffee and Donuts – using Snowflake remaining \$150
 - (2) Tuesday – Admin event
 - (3) Wednesday – Coffee Truck
 - (4) Thursday – Sandwich lunch hosted by Enrich Wellness
 - (5) Friday – BBQ hosted by Blake McNalley + [Dad's on Duties](#)
 - (a) Did not use Golden Grove – Megan/Katrina working on an end of year gift for teachers
 - b) Upcoming Special Role (Choate/Pyle school POCs)
 - i) 5/8 – School Nurse (sign)
 - c) Begin thinking about back to school breakfast or lunch event for staff – this will happen before school starts – Date TBD **(Megan get with Summer to finalize)**
- 6) Financials/tax
- a) Get all final receipts to Margie in order to close out the books – Due by May 17
 - b) 2023/2024 school year close out financials **(Margie to finalize what to do with 5th grade drink booth donation)**
 - c) Meet the Teacher night was voted on as tax free in January – reminder



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- 7) Campus Improvements
 - a) Privacy screening for Pre-K playground has been ordered. Awaiting install date **(Summer here until June 13th)** - \$3k
 - b) Staff facing – Staff Lounge make-over - \$2,500 - Karen/
 - i) Purchased microwaves to replace broken
 - ii) Provided recommendation for Summer for overall make-over furniture/design – need feedback
 - (1) Targeting May 30/31 for paint/install – need additional help
 - iii) Additional request to purchase small fridge for office TBD
 - c) New Committee – start by working with Admin to determine/prioritize 24/25 needs
 - i) Some projects that have been brought up:
 - (1) Turf for courtyard corners
 - (2) Sod for field
 - (3) Sidewalk for other side of car line – Mr. J.
- 8) Fundraising – **Consider a golf tournament or other type of fundraiser for future – will save for future discussions**
 - a) Apex Roadrunner Dash
 - i) Contract is being executed based on conversations and agreement from 23/24 board – will reconsider other options in the future
 - (1) Date: Sept 30 – October 11
 - (2) Set up meeting in early September to walk through process
 - (3) Shirts – Design contest?
 - b) Spirit Nights Update – Natalie S
 - i) Past:
 - (1) March 29– Arrows – amount?
 - (2) April 18 – Freebird – amount?
 - ii) Future:
 - (1) Assess past year and target the best revenue
 - (a) Kendra Scott
 - c) Spirit Sticks & Croc Charms
 - i) Any recommendations for purchase before next year?
- 9) Volunteers
 - a) Prep for next year – Room parent reminder to teachers, and room parent meeting to set expectations – in early September
 - b) Blessings in a Backpack – Lindsey
 - i) Get calendar and SUG created in August
 - (1) Would like to see all Board/Committee members take a day just to understand the process
- 10) Merchandise – Amanda
 - a) Shirts



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- i) Organization day – May 13th
 - ii) Pre-order for Raubie shirt have been submitted – ETA? Plan?
 - iii) Additional bulk order recommended for new shirts for 2024/2025 school year?—**Need to consider new hoodie design or long sleeve shirt & possibly a membership design shirt. Megan to get with Summer regarding design for Teacher and Membership shirts for employee, Anelle to design. Amanda get final inventory number to Megan.**
 - iv) **Very old shirts can be donated to Mrs. Maloney to give out. We will keep majority of adult shirts for new hires.**
- b) School Supplies – marketing has launched
- i) Every two weeks, then weekly June 1 – Final orders due June 30
 - ii) Viola Wilson orders- these orders can be placed here and they will transfer to the new school
 - iii) Please make sure to transition these relationships to Laine and review process of delivery
(1) Amanda to review process with Laine
- c) Meet the Teacher – Plan on selling shirts for this event
- i) Have inventory updated
 - ii) Create price lists

11) Upcoming Events:

- i) Field Day – May 17th – this is run by Coach Miles but will need volunteers
- ii) August & forward
 - (1) Back to school breakfast/lunch for staff
 - (a) Date TBD – Megan to determine
 - (b) Presentation – Megan/Sam
 - (c) Food/Beverage – Megan/Sam/Katrina (is there a sponsorship we can use?)/Erika
 - (d) New hire gifts – Erika – limit to VRES merchandise
 - (2) Meet the teacher night - **Likely to be scheduled for August 8th, Sumer needs to confirm**
 - (a) Will need multiple volunteers to staff shirt sales and membership booth – Brandi to create SUG
 - (b) Will create flyers to highlight PTO sign up/membership – Megan
 - (c) Shirt sales – plan of action – Laine
 - (3) Tacos and Tears – Carissa
 - (a) Purchase breakfast tacos/juices/waters – expect ~30 ppl
 - (b) Create flyer for social media - Natalie





12) Membership Drive – **Emily Scirbe to take over Membership, Sam/Megan to assist**

- a) Determine membership levels and create flyers for Meet the teacher night and early distribution
 - i) Suggestion to add “Leave me alone” level of membership – **Rename “One and Done” – consider including Fiesta Wristbands at this level**
 - ii) Need to determine what items included in each membership level; based on inventories
 - (1) Consider a special new shirt since inventory has been reduced
 - (2) Previous years:





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<p><u>Beep Beep</u> \$25</p> <p>Family Membership</p> 	<p><u>Roadrunner</u> \$50</p> <p>Family Membership Sticker Car Decal Key Chain or Pop it</p> 
<p><u>Raubie</u> \$100</p> <p>Family Membership Sticker Car Decal Key Chain or Pop it Youth Short Sleeve Shirt</p> 	<p><u>Marathon</u> \$150</p> <p>Family Membership Sticker Car Decal Key Chain or Pop it Drawstring Bag Youth Long Sleeve Shirt or Sweatshirt</p> 

- b) Drive dates – August 5 – September 13 – make recommendations for drive prizes based on inventories- August 1 (Amanda – can you give us inventory list and recommendation before end of year?)

13) Communication Needs – Natalie Cruz

- a) Fiesta experiences – get pictures from teachers and do posts
- b) Teacher Appreciation Week - highlights
- c) 5/10 – School Nurse Day
- d) School Supplies – weekly beginning June 1
- e) Last week posts
- f) Summer and Early August
 - i) Back to school
 - (1) Meet the Teacher – come see us, include info that school supplies that were ordered will be delivered to your classroom
 - (2) Tacos and Tears – August 12
 - ii) Membership Drive – get pushed frequently before and during drive

14) Viola Wilson Elementary School

- a) Board positions at new school open; great opportunity to start new traditions and school identity
- b) Potential Donation – max \$1500 – requires voting (**current board voted and approved to do a potential donation with a MAX of \$1500 – Christine motioned for approval, Brandi Seconded, all approved**)

Additional Notes:

- Need to make sure we're publicizing what we do more
 - Grants – get a big check made to use for photo ops
 - Get a sign made to indicate "Brought to you by PTO"