



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

Van Raub Elementary
2022/2023 PTO Board Meeting
April 6, 2023

Attendees: Megan Kokemor, Karen Tollman, Margie Saur, Katrina Doran, Katie McLeary, Shara Smith, Amanda Mefford

Meeting commencement: 10:09 a.m.

1) Fiesta Post Mortem

a) Review

i) Vendors - Will not use Amanzi again, customer service poor, rental failure – 2nd event issue with them

ii) Tickets vs Wristbands

(1) Most booths were not taking tickets – so people may determine that they don't even need to buy tickets

(2) Need to consider switching to just wristbands in the future, tickets or cash for food/drinks only

(a) Potential of gifting X amount of wristbands for counselor to distribute to at need families

(b) 2 & Under free

(c) Would need to consider price point that is attainable - ACTION ITEM: Megan to do ticket/wristband breakdown for assessment

iii) Food Trucks

(1) Per sweet E's – we don't ask for enough back – we should do more than 10%, could do up to 20%

(2) People were buying drinks at the BBQ due to their built in ordering technology – need to determine how to eliminate this potential

(3) Sushi was really good

(4) Different requirements for vendors to get payouts; Sweet E's had to get night of and struggled with this

(a) We have not gotten all of the checks – need to put a timeline on when we get checks. ACTION ITEM: Amber to follow on checks

iv) Signage/busses – we might need to figure out a better option to show signage in bus loop – perhaps to “Bus Traffic Only” to stop people for parking in the bus loop

(1) Need officer in front of the school to tell people not to park in the parking loop

(2) Bus wait was 30 – 40 minute wait in some cases; we were aware that at the start drivers were finishing their own routes, and returned to bus barn to get AC bus. Need to determine if there is anything else that could be modified to eliminate wait times.

(a) ACTION ITEM – Amanda – Assess and document all current sign inventory and make recommendations for next year





- v) Drink booth
 - (1) Parents didn't fulfill on their sign ups – no one brought ice, Shara did most of the work
 - (2) Cafeteria/Kendra helped provide some ice, may consider leveraging from the start
 - (3) Recommend 2 tents side by side – so one large drink booth so that we eliminate running out at given booth
 - (a) 6 – 8 volunteers
 - (b) ACTION ITEM: Shara to estimate how many drinks of each they had so we can tell the next grade
- vi) Food sales –
 - (1) Tacos – sold out but people were just buying large quantities at the end to get rid of their tickets at end of the night
 - (2) Suggestion to move up with food, but could make the food trucks upset
 - (3) Used cafeteria warming drawers – Kendra helped putting salsa in little containers
 - (4) Right number of volunteers
 - (5) Put the sticker on after when they ordered – it was easier to put them on after they ordered in order to keep them warm.
 - (6) Will assess if we want to do this again next year, no clear data on if this added incremental proceeds given they were buying tickets anyway
- vii) Sponsors/Businesses –
 - (1) Need to ensure that our sponsors have a consistent, positive experience; communicating expectations up front (Ford was unaware they were assigned a game), greeting sponsors and facilitating
 - (2) Need to reevaluate ticket allocation in sponsor packages; sponsors do not need \$100 worth of tickets, not much to use them on
- viii) General
 - (1) We should provide drinks for officers, key volunteers. Have a cooler designated for them
 - (2) We should plan for tents up front; helps delineate space, looks like true booths, shade – Does BISD have tents that we can use?
- ix) Auction
 - (1) ACTION ITEM: Karen to update all Auction related feedback due to time.
- b) Financial
 - i) Ticket Sales - ~\$21K
 - (1) Need more cash up front
 - (2) Need to have cash transactions in \$5 increments because we run out cash – may need to adjust number of tickets
 - (3) Night of do we just do a dollar a tickets
 - ii) Auction - ~\$34K
 - iii) Expenses – currently estimated at \$22,969, awaiting final receipts and 5th grade payout
- c) Auction Experiences – help needed
 - i) Amber – Parking Signs – ACTION ITEM



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- ii) Karen to get full list and assign out where we need people to assist with; needs to provide time for each ACTION ITEM – get the list to the GroupMe, all board members need to select one day to help with
- 2) Volunteer Appreciation – April 20, 9:30 – 10:30 a.m.
- a) Breakfast meeting
 - i) Food –
 - (1) Breakfast – Megan/Karen
 - (2) Coffee – donations? – Katrina
 - (a) We will need help from the rest of you to help pick up, set up, etc.
 - ii) Décor – Summer will have students make thank you note centerpieces
 - iii) Invitation – Natalie to create
 - (1) Guest list –
 - (a) Board Members
 - (b) Room Parents – Cassie to help provide
 - (c) Volunteer List, based on SUG – Cassie to help provide
 - (d) Key Volunteers, to be provided by Summer
 - b) Agenda
 - i) Summer working on options for student involvement (songs, etc)
 - ii) Words from Summer
 - iii) Megan – General Meeting updates and Board roles
- 3) Staff Appreciation Update – Amanda and Jaqueline
- a) Upcoming special days – find out what internal team is doing and coordinate
 - i) April 3 – 7, Assistant Principal Week
 - ii) April 4 – School Librarian Day
 - iii) April 5 – Paraprofessional Day (this includes coaches, specials teachers)
 - iv) April 26 – Administrative Professional Day – lunches for them
 - v) May 1 – Principal Appreciation Day
 - vi) May 5 – School Lunch Hero – gift bag/shirt
 - vii) May 10 – School Nurse Day - lunch
 - (1) Let us know what help is needed
- 4) Teacher Appreciation Week – May 8-12
- a) Communicate plans to staff so they know what to expect
 - b) Let us know what help is needed
- 5) Merchandise – Amanda
- a) Drop Ship item status; Sales, prices, promotion; will market these along with sale; work with Natalie to develop any marketing needed
 - b) Current supply sales – May 8 - 12 – Will use coupon code to drop price \$5. Amanda to determine if all/some items; work with Natalie to develop marketing needs



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- c) New design for 2023 – 1 – 2
 - i) Use vendor to polish ideas – would like to see some options in front of this group for decisions
- d) School Supply kits –
 - i) Marketing launch in May – work with Natalie

- 6) Spirit Nights Update – Shara
 - a) March 9 –Parry’s Pizza – Determine revenue and follow for check
 - b) April 20- Willie’s
 - c) Document all Spirit Nights and revenue from 22/23 year for lessons learned
 - d) Confirm all checks received from this year

- 7) Apex Roadrunner Dash 2023 – Proposed dates October 16 – 27
 - a) Voting Required – 7 votes for booking Apex Roadrunner for 23/24 school year

- 8) Board positions for 2023/2024/Bylaw amendments
 - a) Bylaws haven’t been adhered to in the past, so we either need to amend the bylaws, or adhere to them
 - i) Bylaws state that we must have a nominating committee for new executive positions
 - ii) Nominating committee must be made up of 5 members, cannot include President. Can include Principal or staff members, or general PTO members
 - iii) Voting required by general PTO, must have quorum, must be out of 2 weeks
 - (1) Vote Required: Quorum PTO Executive board votes for adhering to Bylaws; we will use a nominating committee
 - (a) Process:
 - (i) Communication to go out 4/6 via FB and Summer newsletter with open board positions
 - (ii) Anyone interested emails Secretary
 - (iii) Secretary consolidates interest
 - (iv) By 4/24; nominating committee meets to slot interested individuals. If interviews required, I'd recommend that 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.
 - 1. Nominating Committee: Amber, Katrina, Cassie, Margie, Mr. J.
 - (v) Nominating Committee presents recommendations; submits to voting by general PTO
 - (vi) New Nominees invited to May meeting, will hold June after hours meeting to thank outgoing/welcome incoming
 - b) Open Positions/Current interest

Co-VP of Sponsorship	
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Secretary	
VP of Volunteers	
VP of Membership	
VP of Staff Appreciation	
VP of Fundraising	

(1) The individuals that have expressed interest are not guaranteed positions. If additional people are interested, they should be encouraged to look at other open positions. If all positions are filled, original interested parties should be given priority consideration. Nominating committee can/should meet with interested parties to discuss role and determine their nominations.

c) FOB

- i) Modifications needed; had several FOB who said they were interested that did not volunteer at all, or silenced notifications; which eliminated the intent
 - (1) Will remove FOB from GroupMe comm for remainder of the year as we vote for Board as necessary, and additional voting
 - (2) Recommendation that we decrease number of FOB, do not include them in general GroupMe communication and do not broadly advertise for this. Will keep to key, dedicated volunteers.

d) Outgoing Board Members

- i) Create documentation for role
- ii) Should include historical documentation used, calendar of activities, best practices, instructional information or “how to”; as applicable
- iii) Share all documents on google drive to this group, and so that your successor has all documentation

9) Donuts with Grownups –

- a) Opting to not do this year – ACTION: Megan to follow up Summer and let her know we are out.

Adjournment: 12:00 p.m.