



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

Van Raub Elementary
2022/2023 PTO Board Meeting
August 18, 2022

1) Meeting call to order- 10:08am

Attendance:

Karen Tollman, Amber Harrold, Katrina Doran, Kaye Lynn Keresztury, Shara Smith, Marjorie Saur, Amanda Mefford, Amanda Nicolet, Cassie Campbell, Megan Kokemor, Cleopatra Talos, Robin Wiggins, Jacqueline C. Ramon, Mr. Joannou

2) Budget review draft 1 - Impacts

- a) Sales Tax unpaid from past– estimated \$4,919
 - i) Q2 2020
 - ii) Q3 2020
 - iii) Q4 2020
 - iv) All of 2021
 - v) Q1 2022
 - vi) Q2 2022
 - (1) The taxes owed are from merchandise and silent auction sales 2020-2021
 - (2) BISD CFOs office and CPA confirmed that the taxes need to be paid
 - (3) CPA has been hired to remediate situation; @\$125/hour
 - (4) Estimated \$6,500 for back taxes, CPA and potential penalties (this will fall into this year's budget). Current Board requesting waiver of penalties.
 - (5) We are allowed up to 2 tax free events per calendar year, must be voted on in advance
- b) \$80,000 in budget for improvement project (outdoor classroom, playground equipment)- this needs to be a priority
- c) Fall festival last year (2021) had credit (\$7000) from 2020 (COVID) so we need to account for it being more expensive this year than last year
- d) Go forward will need to itemize donations vs sales for clarity on tax requirements

3) Accounting requirements

- a) All Debit Card expenses receipts should be provided to Margie/Treasurer with known budget category
- b) ALL receipts to Margie in PTO mailbox in an envelope (name on it and what it's for)
- c) Reimbursement slips will be in the PTO mailbox as well
- d) Let Margie know if you put something in the mailbox so she knows to check the box
- e) Amazon, ETSY, etc. online can be sent to her digitally
- f) Please be specific so Margie can itemize everything correctly





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4) Campus Improvements Committee

- a) \$80K earmarked for this PRIORITY PROJECT
- b) Possible outdoor classroom (courtyard) or playground equipment was discussed in previous years, need to reassess needs of school.
- c) Committee being formed to spearhead this project.
- d) Next Steps:
 - i) Google Form to gain staff feedback on how they'd use the outdoor classroom- we need to understand what the teachers want and how they will use it.

5) Grant Process

- a) \$50 Amazon Grant – for their membership – Due September 3rd- Cost PTO around \$4,000
- b) Educational Grants – Due September 9th
 - i) Recommend increasing Budget to \$15K (up from \$10K previous year)/Net \$13,650, see ii
 - (1) Historically this has been twice a year process, reduced to 1 x
 - ii) Fulfilled on Mrs. Smith's from 2021, was never fulfilled - \$1350 impact to this year's budget
- c) Grants process will be in fall only so teachers can use the money for that year
- d) Approved for \$15k

6) Upcoming Events

- a) Grandparents Day – September 9 and 12 (split by last name). Grandparents can come in for lunch. We will have a PTO merchandise booth to sell shirts and memberships during the lunch. Discussed making a photo back drop and flowers to give grandparents.
- b) Winter Celebration- we need to think of ideas of what to do (something similar to last year? Store for kids to shop?). Last year was overwhelming with lack of volunteers. Movie night was discussed but felt it gets too chaotic with kids running around and teachers already do Polar Express.

7) Apex Fun Run – Karen

- a) Dates: Oct 17 – Oct 28, run on the 27th
- b) Shirts – Sponsorship Team provide all appropriate logos to Amanda N in order to source per grade
- c) Need to create a form to send home for sizes
- d) Karen will set up meeting in the near future

8) Volunteers – Cassie

- a) Room Parent Network, due Sept. 3
 - i) Meeting to be scheduled to provide guidance to room parents
- b) Workroom – Cassie assessing needs for workroom with grade level leads; likely will put workroom back in the hands of teachers to manage vs PTO





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- c) Can offer to provide workroom volunteer training

9) Merchandise – Amanda N

- a) School Supplies revenue –\$1,488. Expect the check end of Oct.
- b) PTO Staff Shirt- Design contest
- c) Large quantity of shirts- discussed switching to Drop Ship (order online and sent to buyer) rather than a closet in the future year
 - i) Lower quantities in youth sizes to be reviewed
- d) Will have a booth at Grandparent's Day to sell shirts
 - i) Board vote to use as 2 tax free days

10) Membership – Katie - Goal \$14,500

- a) Current (64@\$25 = \$1,600, 17@\$50 = \$850, 10@\$100 = \$1000, 20@\$150 = \$3,000) \$6,450
- b) Prize distribution plan is effectively working
- c) Communication updates- Katie will update us on Thursdays.
 - i) Teacher updates- teachers will get a list of students the week before the end of the drive
 - ii) Social Media/Principal updates weekly

11) Staff Appreciation Update – Amanda and Jaqueline

- a) There are about 85 staff members
- b) September plans- 16th is Assistant Teacher Day so that would be a good date
- c) November – Pies (Tootie Pie certificates)
- d) December – staff luncheon? Check with Summer to see if she'd like to do this year as well
- e) Possible ideas- coffee truck, BBQ, Texas Roadhouse (Dec)

12) Spirit Nights Update – Shara

- a) Raising Cane's – August 24 – Shara is working on a flyer that will be distributed electronically (FB, Newsletters, marquee, etc.)
- b) Willie's Ice House – September 21
- c) Notify Shaya for Marquee, provide flyer/info to Natalie and Megan for Staff and Social Media Communication
- d) Checks are still coming in from last year
- e) Mi Casa-TBD
- f) Kendra Scott- Oct or Nov.

13) Sponsorship Update – Katrina/Cleo

- a) \$5,500 Committed from sponsors so far
- b) Need additional trade vendors
- c) Potential updates to packages
 - i) \$1,000 level
 - ii) Differentiate size of banner vs. length of time displayed





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- d) Shaya confirmed Interstate will take chicken photos, will work with 4th Grade network to determine which Chicken Tenders (likely last years) can work with us to Chicken wrangle on day of
 - i) Need to source picture frames/plaques
 - ii) Need to determine picture package options for chickens
 - iii) Have engaged with Yearbook staff to get Chicken page in yearbook

- 14) **Bulletin Board** –
 - a) Katie will do Aug/Sept for membership update; will determine resources/help needed and let us know
 - b) We will rotate responsibility (two people every two months), FOB included

- 15) **ALL PRO DADS- Mr. Joannou**
 - a) Meetings will be 1st Friday of the month 7-8am. Mr. J asked if we could sponsor a breakfast the first meeting. All Pro Dads is \$50/year which has already been paid for this year.

- 16) **Parent Orientation Night**- August 29- K,2,4 August 30- 1,3,5

- 17) Meeting adjourned 12:20; meeting minutes compiled by Amber Harrold