



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

Van Raub Elementary
2022/2023 PTO Board Meeting
November 2, 2023
BLUE = Notes
RED = action items

- 1) Call to Order **10:06am (Meeting Adjourned at 12:05)**
- 2) Apex Roadrunner Dash
 - a) Results
 - i) \$58,278 Van Raub Portion
 - ii) \$9,632.75 – 10% back to classrooms
 - b) Postmortem review
 - i) What went well:
 - (1) Well packaged, limited work for our team, very professional
 - ii) Opportunities:
 - (1) Quality of prizes, redundancy in the event – this is the 3rd year we’ve done it, Look for potential change (glow run, etc), older kids not as engaged - better pep rally, more condensed info sent out daily to parents, classroom incentive prizes engaged for older grades vs younger ones, APEX staff onsite for classroom incentive (felt like a let down to just drop off food)
 - (2) **Action Item: put together survey for teachers and staff about Apex (Katrina & Karen)**
- 3) Campus Improvements: Outdoor Classroom updates
 - a) Ribbon Cutting scheduled for November 3rd – Katrina picking up coffee, Megan picking up tacos, expect about 12 adults on site
 - b) Moved a couple items from Educational grants to Outdoor classroom budget since we had space
 - c) Additional Furniture – Vote required for additional expense
 - i) Approved \$130K, at \$128.7k. Additional furniture (2 tables, 1 side table, 2 benches, 1 storage trunk) @\$3600 – will put us at \$132.3k -- Voted to **PASS** the motion and approve additional furniture purchase.
 - ii) Plaque - \$500+ -- possibly do aluminum? Around \$360 with 4-5 week turnaround, Amanda to pass along quote
 - d) Future Enhancements or other potential Campus Improvement projects in near term or long term – for discussion only
 - i) Front Hall Painting
 - ii) Teacher lounge
 - iii) Playground options – Benches and Fence sign
 - iv) Book Vending -- librarian already has free books outside of library
 - v) LT – Turf? -- **get information and quotes on turfing the field – Hannah**





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

- (1) Next Steps: Hannah to engage with Turf company for some initial discussions – potentially have them come out and give a quote for the field and the spaces in the courtyard

- 4) Upcoming Parent Events:
 - a) November 3rd – Ribbon Cutting – 8:00 a.m.
 - b) November 10th – Veterans Day event – 8:30 a.m.
 - i) Need someone to pick up coffee and pastries for this event --- **how many people attending and order coffee MEGAN** --- **Meredith to pick it up, Megan to determine pastries**
 - c) February 14th – Treats with your Sweets breakfast opportunity for students/parents
 - i) Need someone (two people) to take the lead on planning for this (**what's the budget?**) -- **Meredith to Brandi to help plan!**

- 5) Snow Ball – December 8th - \$5k budget
 - a) Event Details
 - i) DJ – Megan - Booked SRO Gomez - \$400 – complete – **Megan to follow to determine lighting he provides**
 - ii) Photo Booth – Megan (booked) – no cost due to grandparent donation, but would like to do some form of thank you - complete
 - iii) Pizza - Meredith (**RSVP link to know how many peeps**) -- **FOOD TRUCKS maybe 2? -- Meredith (rock on wheels emailed already)**
 - iv) Hot Chocolate - Karen
 - v) Supplies: waters, sodas, plates, napkins, cups (check out current supply of cups) - Brandi
 - vi) Santa – Natalie – **has been secured, no chair**
 - vii) Décor – Katrina and Hannah
 - (1) Ballon Arch
 - (2) Other Decor
 - viii) Volunteers – Brandi
 - (1) We need to assess how many volunteers asap
 - ix) Security – **Margie – reach out to Officer Pina to determine options**
 - x) Communications- Natalie C (create event, FB post asap)
 - xi) Raffle prizes? Shirts, sponsor gift cards, something more valuable? Could be just for those that RSVP
 - xii) Give-aways? – Snowflake Ornament – **Amanda ordering based on group approval, will need volunteers to help put string on**
 - xiii) RSVP site – Megan - complete --- **MEGAN to create event space layout AND Blessing in a Backpack**

- 6) Educational Grants
 - a) All items have been purchased and/or notified and awaiting response from staff member (Polk)

- 7) Volunteers – Brandi
 - a) Holiday Event – get this out by mid November





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

- b) Holiday Decorating – Friends of Board – Date? (November 17 -- Champion HS Seniors to help!)
- 8) Staff Appreciation Update – Jacqueline/Hilda/Lorraine/Erika
- a) Monthly Appreciation
 - i) Expectations
 - (1) Plan 1 month in advance, at minimum
 - (2) Proactively provide updates
 - (3) Communicate directly with Summer, Board, and additional volunteers to ensure plans meet needs
 - (4) Consider look and feel of experience
 - (5) Send pictures and communication to Natalie after so we can highlight on social media
 - b) Assignments
 - i) November – Pies – **Jacqueline**– Need additional 20 mini pies from Tootie Pies for main office – to be delivered 11/16, need to determine date and plans for on campus pie day asap
 - (1) Natalie – let’s get a post out about “this year we are not asking for donations, PTO will be funding all of these as a thank you for the donations so far this year”
 - ii) December 7th – **Hilda** – **Breakfast Charcuterie, date?**
 - iii) January - “Welcome Back Lunch” - – **January 5th Texas Roadhouse (take staff orders in December) -- Megan to update order form**
 - c) Sunshine Committee – POCs are Falon Choate and Lauren Pyle (updated) – reach out to them for staff specific appreciation days
- 9) Spirit Nights Update – Natalie S
- a) Willie’s Grill & Ice House – September 28th – \$447.72
 - b) Smoky Mo’s – \$79
 - c) Upcoming:
 - i) **Texas Roadhouse** – November 7th - 10% back of total food sales - they provide marketing
 - ii) **Kendra Scott** - November 11th – **Natalie to confirm dates of online sale, in the past this used to be a week, not just one day.**
 - iii) **Mikey's Chicken and Tavern** – date – **No need for a December event since we have two in November**
- 10) Spirit Sticks & Croc Charms – Natalie
- a) Last Thursday of the month – Great results for inaugural sales!
 - i) September - **\$491 in profit**
 - ii) October - **\$419 profit**
- 11) Merchandise
- a) Flash Sale – Dash Day and Flash Sale results
 - i) Dash Day - \$1,716
 - ii) Online – \$701.57
 - b) Inventory updates



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

- c) Drop Ship Items – Likely need to remove once we get new shirts in
- d) New items:
 - i) Key Chains – 400 for \$383.35
 - e) Amanda – work with vendors for 3 – 4 new shirt designs, be thoughtful in ordering sizes. Limited adults, and Y XL and L.

12) Communication Needs – Natalie Cruz

- a) Monthly
 - i) Spirit Stick sales – change up flyer, include new or examples of the new spirit stick (consider a stick of the month)
 - ii) Blessings in a Backpack – once a month reminder
- b) TX Roadhouse Spirit Nights – make sure this gets posted on timeline leading up to it
- c) Kendra Scott – make sure this gets posted on timeline leading up to it
- d) Sponsor Shoutouts
- e) Snow Ball – get on the calendar and FB communication, consider making an additional flyer to add some excitement
- f) Treats with your Sweets – February 14th - lets get this on the calendar and get a flyer made
- g) Fiesta – get on calendar
- h) Pie update – It’s a BISD tradition to give pies to all of the BISD staff. This year, we are not asking for donation and PTO will fund all of the campus and district portion of the pies. If you want to do something special for your own teacher, we encourage you do so. Staff will be treated to a pie try on November 16th, and will receive a gift certificate for a pie from Tootie Pie’s that they can redeem when they choose.

13) Fiesta – April 5, 2024

- a) Initial planning stages have kicked off
 - i) Rentals – Vendor is providing recommendation – Megan
 - ii) Business Sponsor requests - Karen is updating letter. Karen and Katrina will take the lead on identifying the business contacts to reach out to
 - iii) We will kick off project plan and assign roles in the December meeting

14) Financial Update:

- a) All taxes (Form 990) have been filed, sales tax paid for fiscal year 22/23!

Action Items:

