



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

Van Raub Elementary School
2024/2025 PTO Board Meeting
September 4, 2025

1. Call to Order : 10:05
Attendees: Hannah Bowers, Nicole Amadee, Carissa Huertz, Sam Cooke, Megan Kokemor, Jenn Stone, Laine Beatty, Erika Johnson, Summer Gault, Krista Kimball, Emily Scribe, Katrina Doran, Tia Flournoy
2. Budget Overview/Financials
 - a. 2024/2025 Planning
 - i. \$14,700 in Sponsorships bumped up enough that feel that we can commit \$15k to the Educational grants
 - Budget changes since last meeting: maintaining \$15,000 for Edu grants due to increase in sponsorship funds
 - Increase to Staff Campus Support and expanding use of this category. Funds are also being used for “Brag Tags”
 - Assembly expenses - have not provided anything last couple of years. Bringing in music/drum program for whole school
 - b. Voting required to adopt 24/25 Budget
 - i. Hannah motioned, all in agreement to approve new budget
 - c. Receipts
 - d. Bank reconciliation – monthly
3. Membership – Emily Scribe
 - a. Total – \$14270 collected as of today. 4 classes are at 100%
 - i. Membership drive ends 9/6 – can extend to 9/9 for Grandparents day
 - ii. It is a requirement of our Bylaws that all Executive Board Members are PTO members, we have some outstanding. Please enroll in your membership if you haven’t.
 - b. Communication bump – reels
 - i. Sam sending graphic for Summer to send today to highlight remaining time
 - c. Fulfillment of all items and email regarding shirts? Items fulfilled weekly, communication to shirt levels has gone out
 - d. 100% parties/Wishlists – Emily has emailed all, pending reseponses

- e. Lessons learned: Planning for next year's drive to take place throughout this school year to more efficiently get information out to families. Have communication ready to go prior to the start of the drive.

4. Events – Carissa Huertz

- a. Kinder Playdate – feedback. Turnout was double the registered amount. Contact information was not collected for those who did not register. Will only share contact info with those that registered.
 - i. Interest in setting up playdates for older grades in the future, Carissa and team to assess
- b. Grandparents Days – September 6th & 9th
 - i. Flower donation from Blume Haus, they will drop these off on morning of the event – 100/day
 - ii. Shirt Sales – Laine and team are in charge of merch sales wix readers
 - iii. Carissa and team in charge of pictures/check in
 - iv. Volunteers – outstanding spots
 - 1. Put signage out for membership drive – one in front drive, one in courtyard. Sam to add some laminated signs for Grandparents
- c. Future Events to start planning for
 - i. Winter Event – December 6th PTO giveback event – Carissa and team to assess options
 - Dance got a lot of good feedback last year, Also open to explore different options
 - a. DJ was great, will pass on contact
 - b. Craft not necessary, but may want to consider other activity options
 - c. Need to increase pizza order
 - d. Food trucks were good
 - e. Megan provided recommendation for Student council involvement; could run the hot chocolate booth as fundraiser
 - i. PTO would support with seed money but student council would receive the proceeds
 - f. 360 camera was a big hit last year -rebook?
 - g. Will need to book security officer
 - a. Natalie Samson booking Santa Claus but has not booked yet
 - 2. Come to October meeting with recommendations in order to get group feedback and assign out as needed
 - ii. Spring Family breakfast event – last year we did on Valentine's Day Just begin thinking about this, can do multiple if we have the staff to support it
 - iii. Possibility of family Movie night as replacement for winter event – requires movie license

5. Fundraising – Natalie Samson

- a. Spirit Night
 - i. August 27th – Texas Roadhouse – \$150
 - ii. September 17 – Chick Fil-A - [Natalie to provide flyer asap](#)
 - iii. October 11th – Bulverde Pumpkin Patch
 - 1. [Families buy pass but can be used any day the rest of the month](#)
 - 2. [Natalie to work with Natalie Cruz to get flyer asap](#)
 - iv. October 24th – Willie’s
 - v. November 23rd – Kendra Scott
 - 1. November – TX Roadhouse Rolls sale – need to make sure that this is marketed as a service vs fundraiser
 - vi. Top Golf option updates?
- b. Communication Plan
 - i. Purchased sign for car line – Natalie will use for day of event
 - ii. FB marketing – need to do a post every other day leading up to event, tag school
 - iii. School communication – need to make sure KVRN gets accurate information – who is the new contact point?
 - iv. Handout options for students to take home
 - 1. ¼ page print outs – minimal costs (188 copies each month) - ~\$6/month if we buy paper
 - 2. Sticker machine - \$34.99 + rolls @\$4.99/150 – Monthly printing would cost \$25, quality seems low
 - 3. Avery labels/stickers - \$13.76/400 – Monthly printing would cost \$28
 - 4. Notes/Next Steps:
 - a. [Hannah has a thermal printer that we can use to try out this option, would just need to purchase the roll of stickers. Natalie to assess this option and if it makes sense go forward – what media is required to load, long term costs, etc. Most cost effective is likely doing the ¼ page hand out 1 week before the event date so that students get it sent home.](#)
- c. Spirit Sticks- Last Friday of the month - [VRES PTO: Spirit Stick Sales 2024-2025 \(signupgenius.com\)](#)
 - i. Order new spirit sticks, put out a couple new ones each month
 - ii. August - \$163.05 profit
 - iii. September – Natalie/Elizabeth [looking for new designs](#)
- d. Apex Roadrunner Dash
 - i. 2023 Results – \$58,975 net, \$96,255 gross. ([10% of gross income goes back to classrooms](#))
 - ii. Schedule:
 - 1. September 24th – Teacher Huddle
 - 2. Assembly TBD – Summer to determine by next week
 - 3. September 30 – October 11th fundraising
 - 4. October 10th race day
 - iii. Volunteers – Brandi to create SUG – 18 volunteers per slot
 - iv. Shirts

1. Apex Option – get credit to use towards our own shirts
 2. PTO purchased option - review (Laine)
 - a. PTO approved purchase of cotton Be the One shirts to be gifted to students. Laine to provide a couple options of color via email so team can vote. Laine to work with classroom teachers to collect sizes. Megan created a cognito form to collect, but can use historical process if that's easier. Megan to send link for Laine to decide.
 - v. Communication – Natalie Cruz
6. Volunteers – Brandi Wright
- a. Room Parents – get room parent meeting scheduled by 1st week of September
 - i. Room Parent Meeting 9/13, combined with General Meeting – 9:45 a.m.
 1. Missing room parents – We sent a note to teachers with missing room parents last week and have had several respond/submit. Are there any missing room parents now? Get list to Megan/Natalie C so we can post on facebook asap if so.
 2. Send Megan info from last year to incorporate into deck
 3. Specials Teachers – Need to determine if we are going to deal these out to be managed by room parents
 4. Send invite to room parents TODAY for 9/13 meeting
 - ii. Workroom training – is this scheduled for the same day?
 - b. Picture Day –scheduled for September 10th [VRES PTO: Picture Day Volunteers Fall 2024 \(signupgenius.com\)](#)
 - i. Send out via FB ASAP – Megan to send to Natalie
 - c. Book Fair - [VRES PTO: Book Fair - Fall 2024 \(signupgenius.com\)](#)
 - i. Pending finalization from Brandi, need to post to Board and FOB first, then will have Natalie post on FB
 - d. Blessings in a Backpack Chair – Nicole Amadee - [VRES PTO: 24-25 Blessings \(signupgenius.com\)](#)
 - i. Review SUG and reach out to the volunteer weekly to confirm and make sure they have info needed to complete
 - ii. If SUG openings, work with Natalie Cruz to push communication
 - iii. Additional volunteer opportunities to help with Blessings beyond backpacks, people can just show up. Nicole to review current flyer on FB and see if anything needs to be added.
7. Merchandise – Laine Beatty
- a. Shirts
 - i. Dads on Duty Shirts/Chicken Tender – order places
 - ii. New Design – status? Need to get ordered asap
 1. Design options are being finalized. Wrong roadrunner, need to go back to vendor and get corrected asap.

- b. Wix Card readers – the merch team needs to fill merchandise roles and be knowledgeable on how to use these, and have loaded and ready to go for all onsite sales. If unable to fulfill, need to identify replacement before any onsite needs.

- 8. Sponsorships Update – Katrina Doran
 - a. \$14,700 in committed sponsors (additional \$500 came in from Dominion Pediatric Dentist)
 - b. \$5k in Trade
 - i. Summer Moon
 - ii. Texas Roadhouse

- 9. Staff Appreciation – Erika Johnson
 - a. Review overall plans with team
 - i. Fresh ideas
 - ii. Communication
 - b. Upcoming months
 - i. September 18th – Breakfast – Sponsored by Fair Oaks Emergency Room
 - 1. Will the sponsor be onsite? Yes they will be onsite – they are buying breakfast for teachers
 - ii. October 23rd – Candy Apple Bar – to be confirmed
 - 1. Follow up with Karen Tollman, she is wanting to host a root beer float event (make sure to include more than just root beer).
 - iii. November – Pies
 - 1. BISD tradition to give pies/certificates
 - 2. Donation to BISD Central Office pies – can be budgeted towards BISD Donation
 - 3. We can request donations for this, have done so in the past – to be discussed
 - 4. Pie Try day – do we want to combine with the staff potluck?
 - a. Okay to consider other options other than pie, such as a HEB gift card for staff rather. Would still do a pie event for teachers to have a slice to maintain BISD tradition
 - b. May have an event sponsor for this.
 - c. BISD donation will come out of Account 5840, should not impact Staff Appreciation budget

- 10. Campus Improvement – Hannah Bowers
 - a. Work with Summer to determine goal for this year

- 11. Grant Fulfillment
 - a. Amazon Grants – due August 30th
 - i. Megan and Sam to order
 - ii. Orders are actively being fulfilled
 - b. Educational Grants – Due September 13

12. Communication – Natalie Cruz

- Committees need to be responsible to get their information to Natalie to be distributed
- a. Grandparents Day
 - i. Pictures from event
- b. Spirit Sticks – post every other day week before the event, tag school
- c. Spirit Nights – this needs to be posted every other day leading up to the event, starting the week before. Tag the school
- d. Membership
 - i. Final results
 - ii. Pictures from parties
- e. Dads on Duty – see last month’s meeting notes
- f. General Meeting/Room Parent Meeting - post a couple times next week for awareness
- g. Roadrunner Dash – see above notes, get on calendar and start developing content

Action Items:

Action	Owner	Due Date	Status
Send graphic to Summer for PTO membership drive.	Sam – updated graphic Summer - email	ASAP	
PTO board members required to enroll in PTO membership, committee members preferred	All		
Open drop box – membership \$\$ inside	Megan	09/09	
PTO sign up signs for Grandparents Day	Sam	09/06	
Winter Event – start assessing ideas/recommendations	Carissa and team	10/02	
Communication for September Spirit night. – Chick Fil-A	Natalie S/Natalie C	09/6	
Pumpkin patch flyer/Communication	Natalie S/Natalie C	9/6	
Top Golf event – assess options	Natalie	10/02	
Assess process for Rollo stickers/machine vs using ¼ sheet print outs to send home information for Spirit Nights	Natalie	09/20	
Create SUG for Apex volunteers	Brandi	9/13	
Send out email with options for shirts to assess color	Laine	9/5	

Get all PTO board shirt sizes to get shirts from Apex	Natalie S	9/9	
Send shirt size request form to classroom teachers to collect student shirt sizes	Laine	9/9	
Determine if Apex will give credit for teacher shirts	Megan	9/4	Complete – they do not, it’s built into the costs
Send Room parent meeting details to all room parents ASAP	Brandi	9/4	
Get Picture Day SUG on FB asap	Megan/Natalie C	9/4	complete
Push back design of new shirt to EPI – still incorrect	Laine	9/4	
Meet with Summer to discuss campus improvement goals for this year	Hannah	10/2	
Order new spirit sticks	Natalie S	09/11	
Follow up on an remaining missing room parents, create FB if necessary to recruit (depends on number)	Brandi/Natalie C	9/4	
Ensure work room training is planned	Brandi	9/4	
Send content for Room Parents to Megan to be incorporated into deck for General Meeting/Room Parent Meeting	Brandi	9/4	
Follow up with Karen Tollman for sponsored staff appreciation	Erika	9/13	
Communication – review notes above	Natalie C	9/6	

Meeting adjourned: 12:05