



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

Van Raub Elementary School
2024/2025 PTO Board Meeting
March 5, 2025

1. Call to Order 10:09
2. 2025 – 2026 Board Recruiting
 - a. Board Structure
 - i. Discuss addition of a Chair/co-Chair to project manage Fiesta Friday. Would require vote. Tia motioned to add the positions, Laine seconded the motion. Motion passed with the caveat that the persons in these positions must have served on the board for at least one year previously. If not on the board previously, they would not have working knowledge of the Fiesta Friday event and would not be able to be successful in these roles.
 - i. Stair-step rolls to maintain a working knowledge of the event and planning process? Yes, to set these roles up for success, the board agreed these two positions should be stair-stepped.
 - b. Nominating committee required by Bylaws
 - i. Nominating committee must be made up of 5 members, cannot include President. Can include Principal or staff members, or general PTO members
 - i. Nominating Committee:
 - ii. Voting required by general PTO, must have quorum, must be out for 2 weeks
 - i. Vote Required: Quorum PTO Executive board votes for adhering to Bylaws; we will use a nominating committee (Laine, Katrina, Tia, Natalie S., Erika)
 - a. Process:
 - i. Communication to go out 3/21 via FB and Summer newsletter with open board positions
 - ii. Anyone interested emails Secretary (Jenn)
 - iii. Secretary consolidates interest
 - iv. Before 4/14 - Nominating committee meets to slot interested individuals. If interviews required, recommend 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.

- v. By 4/16 - Nominating Committee presents recommendations to Executive Board
- vi. By 4/18 – Voting open to General PTO, must be open for 2 weeks, will be final by 5/2
- vii. 5/7 - New Nominees invited to May meeting, will hold June after hours meeting to thank outgoing/welcome incoming.

c. Open Positions/Current interest

Co-President	
Secretary	
VP Membership	
VP Communications	Elizabeth Duenckel
Staff Appreciation – committee member	
Campus Improvements – committee member	
Merchandise – committee member	

- d. Still working to confirm existing committee member commitment for next year for the Merchandise committee and Blessings in a Backpack.
- e. For next year – Adding a Chair and Co-Chair for Fiesta. All of Board will still be involved and have individual tasks to complete. These people will help to take full planning/project management responsibilities off of the presidents, but presidents will still have heavy involvement. Needs to be individuals who have had Fiesta experience.

3. Financials

- a. Outstanding receipts
- b. Upcoming Expenses:
 - i. Principals Budget – \$750 remaining to be used by end of year.
 - i. Meet with Summer to make plans for use of her funds.
 - ii. AP Budget – \$600 remaining to be used by end of year.
 - iii. After School Club – \$255 remaining to be used by end of year.
 - iv. Fiesta Friday!
 - v. Campus Improvements

4. PTO Sponsored Events

- a. Author Visit – February 20th – Kevin O’Malley – positive feedback received from Mrs. Polk, students and parents (from students).
- b. My Heart Glows Dance – February 7th (discuss under events)
- c. Scholastic Book Fair – assist with volunteers (set up 3/21, book fair 3/24 – 2/38). Brandi created SUG.
- d. Kinder Round Up Thursday, March 27th 4pm – 6pm – merchandise sales & provide info about PTO
 - i. Volunteers needed – Brandi to create SUG and send to FOB
 - ii. Merchandise sales - Laine

- iii. PTO introduction – handout – who we are, what we do, how to volunteer – [Sam to confirm we have a general PTO sign we can use and to create a PTO handout.](#)
 - iv. Open Board & Committee Positions – handout - [Sam](#)
 - v. Information for ordering school supplies from First Day - [Laine](#)
 - e. Fiesta Friday – April 4th (Separate Agenda/Project Plan)
- 5. Campus Improvement – Hannah Bowers
 - a. Budget increased to \$40k (approved in November meeting)
 - b. General Note on All Current/Future Campus Improvement Projects: BISD has asked for further involvement with regards to all campus improvements. This may delay projects scheduled for this year.
 - c. Project(s) in Process:
 - i. Window coverings for doors - \$8,035 – Summer received updated renderings and sent to BISD for approval. [BISD approved.](#)
 - d. Assessing Additional Requests: Money should be spent this school year or have a solid plan in place to be used for a specific purpose (next school year).
 - e. Board Members (Hannah, Tia, Megan, Sam) met with Summer on February 28th to review/discuss bids received for below items. The possibility of completing projects above the current year budget of \$40k for this year was also discussed. This would be done in anticipation of funds raised early in the next school year/to be off-set against a portion of the 25-26 campus improvements budget.
 - i. Shade covering for Playground
 - ii. Walkway (instead of pavers) for grass area of external car loop
 - a. [Waiting to hear back from BISD to continue, vendors have been reviewed, we are waiting for final approval](#)
 - iii. Concrete deterrents/Safety Blockades in front of PK playground
 - iv. Turf in Courtyard corners
 - v. [Window coverings have been approved.](#)
 - f. Next Steps for possible projects noted above?
 - g. Remaining list for future consideration:
 - i. Extra benches for playground
 - ii. Landscaping for front of school – Katrina to assess donation opportunity
- 6. Events – Carissa Huertz & Committee
 - a. February Event
 - i. My Heart Glows – Family Dance – February 7th
 - i. Feedback?
 - a. [Big turn out, families stayed through the evening.](#)
 - b. [Committee members need to take full ownership throughout event evening , expectation to be there from start to finish](#)
 - c. [If offering pizza - rethink having a food truck. Instead of one food truck and one dessert truck maybe offer 2 dessert trucks?](#)

ii. Lessons Learned

- a. Decorations/Set Up – [be aware of emergency lights with regards to set up.](#)
- b. DJ/Photo Booth
- c. 360 Photo Booth
- d. Goodie Bags
- e. Food & Beverage
- f. Food Trucks – [consider only having dessert trucks](#)
- g. Keeping students off of the playground, students in the courtyard
- h. Security
- i. Volunteers
- j. Communication
- k. Clean Up

iii. Food Truck Proceeds – not yet received. Carissa reached out to vendors this week. Chloe Bells confirmed check was sent last week. Waiting to hear back from Curbside Eats.

- a. [Curbside responded today – the check is coming](#)

7. Fundraising – Natalie Samson

a. Spirit Night

- i. August – Tx Roadhouse - \$150 –
- ii. September 17 – Chick Fil-A - \$419.48 –
- iii. October 11th – Bulverde Pumpkin Patch - \$240
- iv. October 24th – Willie's - \$280
 - i. They provided 6 \$25 gift cards to acknowledge issues on day of. Three gift cards were given away as prizes at teacher lunch in January, three remaining.
- v. November 23rd – Kendra Scott – \$1,099
- vi. January 9th – Cooper's Kingdom – \$10 (Will re-visit this as an opportunity for next school year)
- vii. February 13th – Fralo's - \$162
- viii. March 27th – Raising Canes March 27th – 5pm – 9pm- [Same day as kinder round up \(4pm – 6pm\). Advertise event at kinder round up \(Natalie S.\)](#)
- ix. April 18th (Good Friday) – Arrows 4-6pm

b. Apex 2025 – 2026 Fundraising Event – suggested dates 11/10 – 11/21.

- i. Dates were approved by Summer and locked in by Apex, need to sign contract still. [Natalie S. will reach out to Apex for the contract.](#)

c. Spirit Sticks- Last Friday of the month –

- i. Volunteers needed: All board members need to complete at least one volunteer day throughout the year: [VRES PTO: Spirit Stick Sales 2024-2025 \(signupgenius.com\)](#)

- i. February – Tia/Lauren Tijerina/Brandi/Jenn Stone
 - ii. March – Natalie/Avery
 - iii. April – Tia/Sam
 - ii. Profit:
 - i. August - \$163.05 profit
 - ii. September – \$490 profit! Great marketing ahead of time!
 - iii. October – \$332 profit (\$250 cash, \$50 online pre-sales)
 - iv. November – \$279 profit (\$194 cash, \$85 online pre-sales)
 - v. January - \$257 profit (\$217 cash, \$40 online pre-sales, plus \$7 croc charms)
 - vi. February - \$182 profit (\$131 cash, \$40 online pre-sales, plus \$6 croc charms)
 - iii. Pre-Sale Function
 - i. Update feature by March 21st – Laine
 - ii. Communicate feature – March 21st – Natalie C
- d. Sticker Printer
 - i. Best practices Reminder – Deliver stickers directly to the teachers rather than leaving them in mailboxes.
 - i. Any additional feedback on this process after Fralo’s spirit night? May be difficult to assess given the cold weather.

8. Volunteers – Brandi Wright

- a. Blessings in a Backpack Chair – Nicole Amadee - [VRES PTO: 24-25 Blessings \(signupgenius.com\)](#) (All volunteer slots for the remainder of the year have been taken.)
 - i. Any further/new issues, or is everything continuing to run smooth?
- b. Scholastic Book Fair – set up March 21st, book fair March 24th – March 28th.
- c. National Volunteer Recognition April 20th – 25th
 - i. Sending hand written thank you notes to our volunteers, but not gift cards.
 - ii. Laine ordered thank you notes this past week. We can distribute at the next board meeting and discuss verbiage and timeline for distribution. [Brandi will create a list of PTO volunteers.](#)

9. Merchandise – Laine Beatty

- a. Any other sales planned for the rest of the year?
 - i. Fiesta Friday Sales (review with Fiesta Friday project plan)
 - ii. Kinder Round Up Sales – Thursday, March 27th 4pm – 6pm
 - i. Need merchandise plan and volunteers.
 - ii. Information to distribute for First Day School Supplies.
- b. School Supplies Agreement for 2024 – 2025 School Year – Continue using First Day School Supplies
 - i. Have we received the supplies lists from BISD?
 - i. [Melanie is reaching out to BISD on time line for releasing lists.](#)

- ii. Laine received links from First Day to review/approve the school supplies lists.
 - iii. Need to think through the best way to communicate school supply to kinder parents, especially. Provide info at Kinder Round Up. Anything else?
 - iv. Do we want to consider marketing this earlier than we did last year?
- c. Possible new shirt designs for next year (to be ready for Meet the Teacher sales in early August).
 - i. Do we want to move forward with this idea? If so, we need to start looking at new design options before end of year.
 - ii. [Waiting to see final inventory after Fiesta prior to ordering new merchandise](#)
 - iii. [For future orders: smaller quantities of more designs](#)

10. Sponsorships Update – Katrina Doran

- a. \$14,700 in committed sponsors
- b. \$5k in Trade
 - i. Summer Moon
 - ii. We have \$500 remaining to use this school year. We could, possibly, use for teacher appreciation week. [Erika to use for a teacher appreciation event.](#)
 - iii. Texas Roadhouse
 - iv. Snowflake – used portion for All Pro Dads.
 - v. Balloon Frills
 - vi. Card My Yard Boerne – Upcoming dates?

11. Staff Appreciation – Erika Johnson

- a. Upcoming months
 - i. February 28th – Tom's Coffee Truck – feedback? [Positive Feed Back](#)
 - ii. March 19th – 10am – 1pm – Soda Float Bar – Karen Tollman
- b. Dad's on Duty – Recess Coverage – April Date TBD
- c. Upcoming Individual Staff Days
 - i. Librarian Day – April 4th (Lorraine)
 - ii. Assistant Principal Week – April 7th – 11th (Alyssa)
 - iii. Scholl Bus Driver Day – April 22nd (Hilda)
 - iv. Administrative Professional's Day – April 23rd (Erika)
 - v. Teacher Appreciation Week May 5th – 9
 - i. Is there a theme for this year? [No theme](#)
 - ii. What special days do we have planned? – [plan is still being finalized and will be communicated in April meeting.](#)

12. Communication – Natalie Cruz

- a. Spirit Sticks – post every other day week before the event, tag school
 - i. Pre-sale function – communicate on Friday before
- b. Spirit Nights – this needs to be posted every other day leading up to the event, starting the week before. Tag the school.
 - i. Raising Canes – March 27th
 - ii. [Also advertise at Kinder Round Up \(same night\)](#)

- c. Dads on Duty
- d. Fiesta Friday – discuss with Fiesta Friday project plan.
- e. Scholastic Book Fair (volunteers) – set up March 21st, book fair begins March 24th.
- f. National Volunteer Appreciation – April 20th – 25th.
- g. Grade level Field Trips
 - i. Kindergarten – Zoo – March 24th.
 - ii. Second Grade – [Do-seum - April 14th](#)
 - iii. Third Grade – LEGOLand – May 9th
 - iv. Fourth Grade – The Alamo – May 12th and 13th
- h. Board Recruiting Process – SOON!
- i. Librarian Day – April 4th
- j. Assistant Principal Week – April 7th – 11th
- k. Scholl Bus Driver Day – April 22nd
- l. Administrative Professional's Day – April 23rd

13. Other Business

- a. April Board Meeting - move to Wednesday, April 9th [Will include a post mortem of Fiest Friday event.](#)
- b. 5th Grade Signs [\(Megan will own this process and cc:Sam so that she's aware of process for future.\)](#)

Action Items: Please ensure completion or conversation by due date. Secretary will follow up weekly.

Action	Owner	Due Date	Status

Attendance:

Jenn
 Megan
 Sam
 Erika
 Elizabeth
 Laine

Natalie S.

Tia

Brandi

Katrina

Meeting Adjourned: 12:15