

November PTO Meeting

November 13, 5:30PM; November 14, 8:30AM and 1:30PM

MINUTES

I. Welcome

November 13, 5:30PM Meeting NO Call to Order due to NO attendees aside from the President, Principal and Secretary
November 14, 8:30AM Meeting Call to Order at 9:00AM after Continental Breakfast Served (President presiding in Spanish as Vice-President translating in English)

Meeting with Teachers Announcement Time at 2:00PM

II. Old Business

- A. Teacher Appreciation Luncheon (11/13/08 from 10AM -1PM; catered by Papa's BBQ) – Great turn out and voiced appreciation from many of the teachers.
- B. 5th Grade Snack Sale and Field Trip (need more volunteers)
 1. Every Friday after school with a successful average profit of \$50
 2. Ana (5th grade mom & VP) stated desires to start a trial period of selling on Mondays after school to see turn-out. With Snack Sales on Mondays and Fridays, good chance of reaching projected goal for Austin/UT Field Trip budget. She added there are other fundraisers towards field trip planned.
- C. Stevenson Spirit Shirts Sale & Deadline (another order form will be sent out on 11/14/08 with extended deadline on 11/24/08)
- D. Bbeep
 1. "Quarantined in Customs"
 2. Introduction and Appearance during Thanksgiving Lunch
 3. PTO would like to present Spirit Shirt to BBeep the day of his intro
- E. Roadrunner (newsletter)
 1. Need to increase awareness of its distribution as many parents stated having not received and having no knowledge of the newsletter (maybe put up 2-4 poster board signs where parents pick up their children on distribution day – "Roadrunner Newsletter: Read Your Issue Today" in English & Spanish or passing out newsletters as parents pick up their children).
***It was decided to have Roadrunner Distribution Volunteers at the 3 pick-up points where parents pick up their children after school and ask Mr. Wilkerson or Mr. Coker to distribute during pick-up to parents of those in the After-School Program.
 2. Volunteer opportunity (sign-up sheet pass around & sign-in online available)
 3. New additions to the newsletter/website
 - a. B-Kids Star Students – teachers will be asked to select a student to represent their class in a "draw pile". 2 students will be drawn from the pile and recognized/featured as the Star Students on our newsletter and website. There will be no repeat Star Students so other students in the school have a chance.
 - b. Shout Out Section -- \$.50 for maximum of 50 letters/numbers/spaces for Birthday, Congratulations, Get-Well, and Other Personal Greetings
- F. BBeep.org (website)
 1. We need everyone's input, feedback, ideas, etc. (utilize our Contact Page & let us know)
 2. Pages and Forms
 - a. Pages up -- Volunteer, Meetings, Calendar, Contact Us, Newsletter, Galleries
 - b. Coming very soon – About (need pictures & bio info/edits) & B-Kids
 - c. All forms (BBeep eNews subscription, Contact, Volunteer Sign-up) working except for Search (awaiting set-up with Google & creation of Site Map)
 - d. Spanish version awaiting construction after "bones"/main structure of website is completed

***Ms. Cruz (Kindergarten Bilingual Teacher) asked if student's artwork can be featured on the website. Sharon Pascual-Diaz, website coordinator, responded student artwork would be a great addition to the B-Kids page...in addition to the games, cartoons, color pages, shout-outs, etc.

3. Powerful Marketing & Communication tool for Stevenson
 - a. Know It (beneficial as a source of real time info) & Promote It (spread by word of mouth)
 - b. Plan on making signs (posted inside & outside school) & banner (TC Jester side)

G. Nutcracker Market

1. Booths & Booth Reservation Deadline on November 18. Contact Mr. Coker.
2. Volunteers (pass around sign-up sheet, also sign-up available on-line)
 - a. Kitchen & Cafeteria
 - b. Booth
 - c. Around the Market

***VP Ana given Volunteer List and will gather/coordinate volunteers for Nutcracker Market

3. PTO's Participation
 - a. Food & Beverages
 - b. Booth
 - (1) Spirit Shirts Sale
 - (2) Introduction of our very own Roadrunner Beverage Line (root beer, cream soda, strawberry soda, lemonade, and water)
 - (3) Accepting Donations & Giving Thank You Gift (will also be listed on website donor page);
***for every \$10, the PTO will give our Souvenir Stevenson Megaphones served with pop-corn and choice of 1 bottle from our Roadrunner Beverage Line
 - (4) Promoting Sponsorship for website Sponsor Ad Page (\$25 Bronze, \$50 Silver, \$75 Gold & \$100 Platinum)
 - c. Diesel (Houston Dynamo Soccer Team Mascot) invited for 1 hour by PTO (\$100 appearance/reservation fee + \$25 charity donation) with interactive inflatables and prizes for children. Need to provide room for parking Dynamo Truck at corner of Cornish & TCJester to advertise appearance during event on day of Nutcracker Market.
 - d. BBeep will be present on school grounds as well during the Nutcracker Market.
4. Spread the word (to students, other parents/guardians, friends, neighbors, fellow teachers....etc.)
We need to let others know about the Nutcracker Market.

III. New Business/Announcements

- A. Need Volunteers for putting together the Secret Santa Gifts and Preparing the "Wearables" for the School Uniform Gift Away (Treasurer Miranda will collect clothing in tubs for washing)
- B. Need to Gather Bio Information and Pictures from PTO Representatives for www.BBeep.org Leadership Team Page
- C. Meeting ran smoothly for 1 hour. Decision was made to plan every General Meeting following as presided today with President in Spanish and Vice President translating in English.
- D. Decision was also made to cancel Thursday Evening Scheduled General Meetings as they have proven to be not feasible as far as digressing from minimal to no attendee turn-out. Officers will work on calling/talking with a core group of regularly attending/active parents/guardians and "Recruit"/Reach-Out to more parents during school functions/special events.

IV. Closing

Friday Morning Adjournment – 10:10AM