

PTO Special Meeting

October 30, 2008, 5:30PM; October 31, 2008, 8:30AM and 1:30PM

MINUTES

I. Welcome

Thursday Evening Meeting Call to Order: 5:35PM

Friday Morning Meeting Call to Order: 8:40AM

Friday Meeting with Teachers Announcement Time: 1:35PM

II. Newly adopted Roadrunner Mascot, whose name is BBeep

A. Donated to the PTO/Stevenson

B. Only & 1st HISD Elementary School to have a live, interactive mascot

C. Appearances

1. BBeep will be visiting the school and interacting on Fridays during lunch hours

2. BBeep will be present for Special School Events

D. As a Fundraiser -- BBeep will also be available to parents/teachers/public for parties/special events reservations at a fee (proceeds on BBeep reservations will go to PTO)

E. BBeep would like to promote things like friendship, sportsmanship, ecology, recycling, saying "NO" to drugs & alcohol, encourage outdoor fun, sportsmanship, ethics, and more

III. PTO Newsletter and Website

A. Stevenson Roadrunner – 1st issue will be going out 1st week of November

1. with the students to their parents,

2. to teachers' mailboxes, and

3. mailed out accompanied by letter from the PTO president to Elementary students/parents who have left Stevenson for this year's semester

4. Ms. Perez-Gwynn suggested newsletters go out to the HISD Superintendent & Board Members and Central Region Office

B. Website –

1. www.BBeep.org under construction with hopes to be available by mid-November & linked to school's website

2. Sharon Diaz (website coordinator) added that she would like to place some pictures from Beautification Day in the website. Mr. Coker & Ms. Perez-Gwynn stated to make sure that all children in any of the photos have a Media Release Form. (check with school office)

IV. Nutcracker Market

A. Brief description & schedule of event

1. PTO & Marketing Committee are working together to organizing Stevenson's 1st Nutcracker Market. It will be followed by our students' theatrical/musical rendition of the Nutcracker. Ms. Perez-Gwynn describes it as an event where one can go shopping for the holidays followed by theater entertainment.

a. Who is the Marketing Committee?

i. New committee created for Stevenson to help promote the school to families living outside of HISD/district. There is no tuition fee for those elementary children that live outside our school zone. Those parents who work in downtown or other nearby business that have elementary age children and live outside of our school zone can enroll their children into Stevenson without a tuition fee. Our location helps (just off of I10 & near downtown) and so do our school programs.

ii. Ms. Perez-Gwynn adds The Marketing Committee is trying to raise funds for new school brochures, promotional items, postage, etc...marketing materials for Stevenson Elementary

(a) It would be great if the PTO and the Marketing Committee work together (this would set a new trend in HISD) and raise the funds/get more money because there are 2 things the school really needs: (1) brochures & (2) a school digital marquee facing TC Jester.

2. Schedule

a. December 12, 2008, Friday

b. 5:00 – 6:30 PM Nutcracker Market

c. 6:30 – 7:30 PM Nutcracker Performance

B. Booths

1. \$25 Booth rental available and individual/business may keep the profits made from whatever is marketed or sold at the rented booth

2. Free Booths are also available but all proceeds from free booths will go to Stevenson's Marketing Committee

3. Each booth is asked to have a door prize to be raffled and the winner of door prizes must be present upon announcing or another name will be drawn

4. Those interested in booth reservations are to contact Mr. Coker by November 18.

Ms. Linda Mercer (friend of Stevenson, advocate, and rep for Cottage Grove Civic Club) stated that the Civic Club wants to support the school's activities as much as possible because "The school is important for a continuity of the neighborhood". She adds that they would like to have a booth.

5. Ms. Perez-Gwynn adds and suggests that any of our teachers who are looking to having a booth should show their support and consider donating their booth proceeds to the school

C. PTO Participation

1. Food & Beverage Sales (pizza, tamales, soda, water, hot coco, & popcorn in Spirit Megaphone)

2. Rent a Booth to sell Spirit Shirts and knick-knacks
3. Invitation of Surprise Guest to be announced
 - a. Efforts are being made to reserve Diesel, mascot for Houston's Dynamo '07-'08 Champion Soccer Team
 - (1) Cost of \$100 to reserve Diesel. Ms. Diana Mijares adds that it is an extra \$25 to have the promotional van parked visibly at the school and for give-aways.
 - (2) Process of getting more information (awaiting call-back). Ms. Diana Mijares volunteered to find out more regarding Diesel's visit and offerings as the company she works for does many promotions/sponsorship for Dynamo.
 - b. Back-up plan/guest – Stevenson's Roadrunner mascot, BBeep
- D. Volunteer Request for at least 9 parents/guardians/teachers to help in the kitchen (pizza & tamales), at the beverage and popcorn counters, and at our booth
 1. Volunteer Sign-up passed around to the parents/guardians present in the meeting.
 2. Ms. Perez-Gwynn had the Volunteer Form also passed around to the teachers and asked if they can offer names of parents/guardians that are willing to volunteer followed by the referring teacher's name.
 3. Ms. Perez-Gwynn requested to have some teachers please help Mr. Guerrero with crowd/children for preparation and during performance time. She requests further, to try and get teacher and parent volunteers to help with crowd/children during Nutcracker Market in area where Diesel will be present as some parents may leave their children to enjoy this guest as they shop through the market.
- V. Other Fundraisers not discussed in our 1st regular meeting
 - A. BBeep's Store (Stevenson Store)
 1. We are trying to come up with more on-going fundraisers. Not just raising money on an occasional basis but on a regular basis.
 2. Plan to have items available on website for on-line sales.
 3. To sell Mon and/or Fri during lunch times
 - a. Volunteer Sign-up Passed around
 4. Get with Mr. Coker on knick-knack store items as to not interfere with the knick-knack Book Fair or AR Prize items.
 5. Offering of ideas for to be popular sale items –
 - a. Teachers requested selling school supplies like crayons, glue sticks, big pink erasers, white smudge-proof erasers...etc. (possible good idea to have our mascot or Stevenson Elementary printed on these items or labels)
 - B. Snow-cone Sale
 1. Ms. Perez-Gwynn stated that no food/beverage/snacks/etc. may be sold in the cafeteria during school lunch hours
 2. Coordinate to schedule when to sell in Springtime during After-School Program
 - C. Party/Event Reservation of Mascot and Rental of PTO Snow-cone &/or Popcorn Machine
 1. Ms. Perez-Gwynn expressed concerns for renting snow-cone and popcorn machines. She suggests to contact the Harris County Food Dept. regarding this idea.
 - D. 5th Grade Fundraiser Snack Sale to begin Nov. 7 after school. This event is to fundraise towards the 5th grade Austin/UT trip in May.
 - E. Brainstorming Ideas brought up by parents as potential fundraising events
 1. pancake breakfast – Ms. Perez Gwynn states that 1 cafeteria worker (which the school pays) is needed with events such as this.
 2. Cooking teams
 3. Spaghetti dinner
 4. BBQ Sale (like last year, raised much funds)
 5. Car Wash (possibly combine with a BBQ Cooking Team / Cook off) during Springtime)
- VI. Other Business/Announcements

Ms. Perez Gwynn asks the PTO if they can pay for 2 buses per grade level for field trips. PTO accepted.
- VII. Closing

Thursday Evening Meeting Adjourn Time: 6:35PM
 Friday Morning Meeting Adjourn Time: 9:30AM
 Friday Meeting with Teachers Announcement Completion Time: 2:15PM