



PTO Council Meeting Minutes
Thursday, September 7, 2017 – 6:00 p.m.
Keystone School Theater

The regular, General Fall meeting of the PTO was called to order on *Thursday, September 7, 2017, at 6:05 p.m.* by President, Diane Carl. There were 41 total attendees, including the PTO Council. A quorum was established.

1. *Call to Order/Welcome:* Diane welcomed attendees, guests, and PTO council members. Diane circulated copies of the meeting agenda and other handouts, and reviewed the PTO's mission/purpose. Diane provided an overview of 2017 Keystone PTO volunteer opportunities and highlighted upcoming KS calendar events (see below).
2. *Spring/Summer 2017 Activity:* Diane updated attendees on several KS events since the last general meeting held on April 19, 2017, including Fiesta Fun Day 2017, May 24th farewell dinner for Brian Yager, Back-to-School Picnic, the *Keynotes* Summer 2017 issue, and the textbook recycling project. An appeal was made for volunteers for upcoming 2017-18 school year events.
3. *Introduction of PTO Council Members and Officer Reports:* PTO council members in attendance made introductions and described their respective positions, as applicable. Diane relayed that PTO Communications representative, Retta Pullmann, was unable to attend the meeting due to hurricane Harvey relief efforts, but works with Adriana Villafranca, KS' Director of Development, and Angela Rabke on the weekly KS newsletter content. Information for the newsletter should be submitted to Retta by Friday prior to event week. The PTO webpage has been updated and is now current.
4. *Treasurer's Report:* Lupita Castrejon-Tijerina described the Treasurer position and reported that PTO does not collect dues or use box tops to generate operating funds. Current account balance was reported as \$4,822.03. Spring 2017 expenses include \$592.74 for Head of School gift, Grand Friends Day reception, teacher and staff appreciation lunches, and exam snacks for students. Discussion of certain upcoming expenses. Total budgeted expenses for 2017-2018 reported as \$5,500. Lupita explained that PTO budget deficits are covered by KS. 2017-2018 budget amount of \$5,500 was approved.
5. *Community Report:* Carol Covert explained the scope of her position, and reported that volunteers are being identified for various upcoming events, including Grand Friends Day, Fiesta Fun Day, and the teacher/staff appreciation lunches during the school year. Neeta Bhanot will be coordinating the 5 planned teacher/staff appreciation lunches again this year, and will be circulating parent volunteer requests--by grade--in the coming months. Parents interested in volunteering in specific events during the year are asked to contact Carol.
6. *Marketing & Support:* Jane Delmer and Hannah Travis, KS' new Alumni Coordinator, provided an update on KS merchandise, which will be available for order/pre-order via the KS website on or around September 18th.
7. *Student Enrichment:* Kathy Pavlovsky reported that dates for MS/US exam snack events will be forthcoming from Bill Spedding and that volunteers for such events will be requested soon.
8. *Division Reps./Grade Level Reps.:*
 - *Little School Representative:* Ron Ylagan described his role and reported on various Little School events, including teacher appreciation events, teacher birthday gifts, first day of school plants. Volunteer forms for various projects have been distributed to parents, and enthusiastic participation is anticipated.

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- *Lower School Representative:* Carla Katselnik reported that the 2017-18 grade level representatives are: Kinder–Christina Vu; 1st–Meghan Thompson; 2nd–Rebecca Husain; 3rd–Pricilla Rodriguez; and 4th–Sonia Poyo. Thanks to all for serving. Joint family social events are being planned across all LS grades. Family dinner event at The Cove will be held on Friday, September 15th.
 - *Middle School Representative:* Cassandra Parker-Nowicki reported that the 2017-18 grade level representatives are: 5th–Margaret Hernandez; 6th–Karen Engates; 7th–Mike & Julianne Flynn; and 8th –Angela Garcia. Thanks to all for serving. Cassandra reviewed certain upcoming MS social events, including the MS dance.
 - *Upper School Representative:* Yvette Villalobos reported that the US Grade level representatives will try a multitiered approach with Mr. Spedding this year to promote participation across all US grade levels. A yoga series for parents as well as parent gatherings are being planned.
9. *New Initiatives:* Tammie Cavanaugh relayed general information about prospective 2017-2018 KS events, including KS Cobra Runs, Pub Club, and Light the Night Run. Diane described the *Keystone Cares* program, developed by Barb Bikoff, to supplement gaps in KS community needs. Forms and protocols are currently in use. Hannah reported that information cards about KS’ new alumni database and platform, Almadase, had been mailed to parents/alumni and encouraged parents to create profiles on the database to receive event notices and facilitate participation in mentoring and networking opportunities with alumni. Adriana and Hannah relayed that the KS Founders’ Ball will be held on Saturday, February 24, 2018, at Hyatt Regency Riverwalk. Family hotel rates will be available, and the silent auction will be held using mobile bidding to increase participation options.
 10. *Head of School (HOS) Search Report:* Guest Darryl Byrd, Chair of the KS 2017-2018 Board of Trustees, provided an update on the HOS search, articulating the Board’s belief that although KS has big shoes to fill in Brian Yager’s departure, it has a larger mission to fill in ensuring that KS’ next HOS is focused on advancing KS’ goals and purposes at every level. Darryl reported that Wickenden Associates, the consulting firm that assisted KS in locating/hiring Brian Yager, was selected by the Board *via* a competitive bidding process. Darryl summarized the status of the HOS selection process. HOS applications will be closed on September 20, 2017, followed by an early October review and narrowing of candidate prospects by the Board/Wickenden. Campus visits and interviews will be held for certain candidates, followed by a determination of finalists in October. The selection of a final candidate is anticipated by December 4th. Wickenden reports good prospects to date. Wickenden/Board are on schedule for announcing a new HOS by early January, 2018. Darryl introduced Interim HOS, Jim Lindsey, and thanked him for his commitment and service to KS over the years and as Interim HOS this year. Darryl also thanked Lupita, a HOS search committee member, as well as new Board members in attendance, Diane Carl, Carla Katselnik and Tim Vu. Darryl expressed appreciation to KS parents and shared his continued pride in partnership with the PTO.
 11. *HOS Report:* Jim thanked parents for sharing their children with KS and expressed his joy in spending time with them—particularly during morning care. Jim thanked parents for their continued dedicated involvement with and support of KS. Jim advised about upcoming progress reports and reminded parents that his office is always open.
 12. *Closing:* Diane closed by thanking attendees, Board members, Council members, teachers, and staff for supporting the PTO and encouraged us to share KS’ “good vibe” with those in our various circles/communities.

2017 PTO Calendar (to date):

Sept. 7, Thursday @ 5:30 p.m., PTO General Fall Meeting
 Oct. 13, Friday – time, TBA – 7th/8th Grade – Before the Play Parent Gathering
 Nov. 3, Friday – time, TBA – US – Before the Play Parent Gathering
 Nov. 29, Wednesday @ 12:30 p.m. PTO Council Meeting
 Dec. 8, Friday – time, TBA – MS Parent Gathering During School Dance
 Dec. 21, Thursday 10 a.m. – 11:30 a.m.– MS/US Exam Snack Break

Sept. 27, Wednesday @ 12:30 PTO Council Meeting
 Oct. 25, Wednesday @ 12:30 p.m., PTO Council Mtg
 Nov 17, Friday Grand Friends Day
 Dec. 7, Thursday - time, TBA – 4th Gr -B4 Play event
 Dec. 14, Thursday – time, TBA – 3rd Gr – B4 Play event

The meeting was adjourned at 6:55p.m.

Next PTO Council Mtg: Wed, Sept. 27, 2017-12:30p.m., *Parlor*

Respectfully submitted by Tracey M. Smith

Approved on September 27, 2017 /tms/

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