



PTO Council Meeting Minutes
Wednesday, February 28, 2018 - 8:15 a.m.
Keystone School

Attendees:

Lupita Casterjon-Tijerina	Tammie Cavanaugh	Carla Katselnik	Jim Lindsey*
Cassandra Parker-Nowicki	Retta Pullmann	Tracey Smith	Hannah Travis**
Adriana Villafranca*	Eva Weber	Ron Ylagan	

*Non-Voting Council Member

**Visitor

Call to order at 8:35 a.m. A quorum was established.

1. *Welcome and Introductions:* Tammie welcomed PTO Council.
2. *Approval of Minutes:* Approval of 1/31 meeting minutes tabled until March meeting.
3. *Director of Development:* Adrianna discussed Founders' Ball Gala, including attendance and online auction successes. Also, 18 school-owned tape recorders are available for use/sale/purchase/donation.
4. *Treasurer's Report:* Current balance of \$3,741.63; all bills pd; 2-3 teacher appreciation lunches upcoming.
5. *Head of School (HOS) Report:* Billy Handmaker is unable to attend the April general PTO meeting.
6. *Communications Report:* Retta reminded council to continue to send photos/event descriptions for KS weekly newsletter and Keynotes publication, scheduled for release on or around 5/15/2018. Discussion ensued about Keynotes distribution. Retta requested photos of council for April meeting slideshow.
7. *Community Report:* Fun Day volunteers will be needed. Fun Day: April 21st; please send volunteers to Carol Covert.
8. *Marketing & Support:* No report.
9. *Student Enrichment:* No report.
10. *Little School Representative:* Ron reported on several Little School events, including a 1/31 Yearbook Scrapbooking meeting (and seeking volunteers for next meeting in April) and pony day, held on 2/8.
11. *Lower School Representative:* Carla reported on several Lower School events involving the Thin Air 1st and 2nd grade outing on 2/2, the 1st grade moms' birthday celebration on 2/9 at Paramour, and the 1st grade family dinner at the Cove on 2/1. Upcoming events include Friday, March 2nd coffee at Olmos Perk for 2nd grade parents, and a lunch at playdate on 3/16 at MoMak's for 4th grade families.
12. *Middle School Representative:* Cassandra reported on several past and upcoming events, including the MS parent turnout at the Founders' Ball, after the play gatherings, parent coffees, roller skate outing, jumpy place outing, after-the-play gathering planned for 3/2, and additional gatherings to be scheduled. Mention of discussions with Mrs. Powers concerning, among other matters, how best PTO may support the staff, faculty and students.
13. *Upper School Representative:* No report.
14. *Parliamentarian:* Eva reported that the council is continuing to put together a slate for the 2018-2019 PTO Council and that open positions include President Elect, Marketing & Support, and Communications. Treasurer position may also be open. Changes to bylaws to be circulated for review and approval by the council and the Board of Trustees, as required therein.
15. *Secretary:* Tracey reminded council to email report details to her prior to or following each meeting. Tracey also relayed several inquiries from parents about KS'/the PTO's response to and insights on school security measures/protocol in light of recent school tragedies. At Tammie's request, Jim Lindsey agreed to address this topic at the general PTO meeting in April.
16. *New Initiatives:* Discussion of a future KS happy hour. First Friday exercise program well received, but has had low turnout -- 4 attendees last week and need 8+ to maintain; yoga to be held on 3/2 at Olmos Park. Discussion ensued about different formats for the April general meeting to encourage participation and efficiency.

The meeting was adjourned at 9:30 a.m.

Next PTO Council Meeting: March 28th @ 8:15 a.m.

Respectfully submitted, /TMS/

Approved on March 28, 2018

PTO Purpose: To support Keystone School and its staff in completing the school's mission and to foster effective and open communication between the school and parents. The PTO works with the school to enhance the educational and recreational opportunities for the students, parents and the staff.