



PTO Council Meeting Minutes
Wednesday, September 27, 2017 – 12:30 p.m.
Keystone School

Attendees:

Lupita Castrejon-Tijerina	Tammie Cavanaugh	Carol Covert	Jane Delmer
John Hughes**	Carla Katselnik	Cassandra Parker-Nowicki	Theresa Powers*
Tracey Smith	Jay Srikanth**	Yvette Villalobos	Adriana Villafranca*
Eva Weber	Ron Ylagan		

*Non-Voting Council Member **Guest at meeting

Call to order at 12:40 p.m. A quorum was established.

1. *Welcome and Introductions:* In Diane Carl's absence, Tammie welcomed everyone and commenced the meeting. Introductions by attendees.
2. *Approval of Minutes:* The minutes of the PTO Council Meeting held on August 30, 2017, and the minutes of the General Fall PTO Meeting held on September 7, 2017, were unanimously approved in the forms presented.
3. *(Founders' Ball) Silent Auction Update:* Adriana reported that Hannah Travis will circulate emails to the PTO and the Board on or around October 10 that will include a Google Doc list of certain silent auction items KS is interested in acquiring for the Founders' Ball. Those having special connections or relationships with any donors are asked to so indicate. Hannah will assign a few items to each member for contacting/securing donations. An email will be circulated today with a link to KS' online store. Items will be available for purchase for two weeks, ending on the evening of October 8th. The store may reopen again in the Spring, dependent upon sales.
4. *Director of Development Report:* Adriana requested that PTO representatives spread the word to grade level captains about attending a Founders' Ball meeting on Tuesday, Nov. 28th at 8:30 am in the Parlor to encourage families to participate in this year's event. The Founders' Ball will be held on Saturday, February 24, 2018, at Hyatt Regency Riverwalk. Annual Fund planning is currently underway, this year's campaign will be chaired by Dan & Carla Katselnik.
5. *Head of School (HOS) Search Report:* Guest Jay Srikanth, Vice Chair of the KS 2017-2018 Board of Trustees, provided an update on the HOS search, articulating the Board's commitment to furthering the KS' mission and ensuring that KS' next HOS is focused on such goal. Jay reported that Wickenden Associates, the consulting firm that assisted KS in locating/hiring Brian Yager and his predecessor, was selected by the Board *via* a competitive bidding process. Jay summarized the status of the HOS selection process, including the upcoming applications submission deadline of September 20, 2017. Jay relayed that in early October, the Board and Wickenden will review and narrow the HOS candidate prospects to 8 candidates. Campus visits and interviews will then be held for such candidates, followed by a determination of 4 finalists on or around October 15th. Thereafter, it is anticipated the KS community will be able to participate in the review and vetting process. The selection of a final HOS candidate by the Board is anticipated by December 4th, and Wickenden/Board are currently on schedule for announcing a new HOS by early January, 2018. Jay mentioned that the Board is currently working on an employment agreement, which will provide for a 3 year, renewable term.
6. *Treasurer's Report:* Current PTO account balance reported as \$4,561.15, which reflects a \$339.12 deposit from textbook sales and a \$600 expense for six Teacher Appreciation Lunches.

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7. *Communications Report:* In Retta's absence, Tammie reported that Retta appreciates the continued forwarding of items for the weekly newsletters.
8. *Community Report:* Carol provided Community activities report and relayed that volunteers for various community events are being gathered and assigned.
9. *Marketing & Support/Funds Report:* Update on KS merchandise provided. Orders may now be processed online. Discussion of KS student yard banners/signs for sale.
10. *Student Enrichment:* No update provided.
11. *Little School Representative:* Ron reported on several events scheduled/held, including class coffee, playdate. Teacher survival kits provided for teacher conferences. Teacher birthdays will also be recognized. Plans for a Halloween party are underway.
12. *Lower School Representative:* Carla reported on several events have been scheduled/held, including a LS dinner at The Cove in September, a Kinder class coffee on October 6th, a Lower School event at The Rollercade on October 9, 1-3pm, and a 2nd Grade event on October 20th.
13. *Middle School Representative:* Cassandra reported on several past/upcoming events, including a MS Parents gathering on 9/8 at Torchy's Tacos and Sushi Zushi during the MS Dance @ St. Luke's, 10/6- 8th "Scary Moms" are coordinating a trip to the 13th Floor Haunted House for students, and 10/13 - 7/8th Grade Before the Play Parent Gathering at Tribeca.
14. *Upper School Representative:* Yvette reported on the Hurricane Irma/Maria relief efforts and expressed appreciation for all of the outreach and support for the victims—particularly in Puerto Rico. Yvette also reported that a coffee for new US parents would be held on 9/29 and that all are welcome. Parent gathering being planned for before the US play in November.
15. *Parliamentarian:* Eva reported that she has now received the PTO's books, and will be reviewing and updating the Bylaws to reflect past updates and revisions.
16. *Secretary:* Tracey advised about the general minute review process and that copies of recent, approved PTO minutes will be available for review on the PTO page of the KS website.
17. *New Initiatives:* General discussion of 2017-2018 events ensued, including KS Cobra Runs, Pub Club, Rock 'N Roll Marathon, and the upcoming Light the Night Run on October 14th. Carla reported on the status of the Gingerbread workshop, relaying that the representative who hosted the event last year is unavailable due to supply issues, and that the event may be reformatted as a cookie decorating event. Details to follow.

The meeting was adjourned at 1:30 p.m.

2017 PTO Calendar (to date):

Oct. 13, Friday – time, TBA – 7th/8th Grade – B4 the Play Parent Gathering **Dec. 8,** Fri– time, TBA – MS Parent Gathering During School Dance

Next PTO Council Meeting: Wed., October 25, 2017 - 12:30 p.m., Parlor

Nov. 3, Friday – time, TBA – US – B4 the Play Parent Gathering

Nov 17, Friday Grand Friends Day

Nov. 29, Wednesday @ 12:30 p.m. PTO Council Meeting

Dec. 7, Thurs- time, TBA – 4th Gr. –B4 the Play Parent Gathering

Dec. 14, Thurs– time, TBA – 3rd Gr – B4 the Play Parent Gathering

Dec. 21, Thursday 10 a.m. – 11:30 a.m.– MS/US Exam Snack Break

Respectfully submitted,
Tracey M. Smith

Approved on October 25, 2017

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