



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

*Attendees:*

Diane Carl	Lupita Castrejon-Tijerina	Tammie Cavanaugh	Carol Covert
Jane Delmer	Carla Katselnik	Jim Lindsey*	Cassandra Parker-Nowicki
Kathy Pavlovsky	Retta Pullmann	Tracey Smith	Hannah Travis**
Yvette Villalobos	Adriana Villafranca*	Eva Weber	Ron Ylagan

\*Non-Voting Council Member \*\*Guest at meeting

Call to order at 12:37 p.m. A quorum was established.

1. *Introduction/Welcome:* Diane welcomed new and returning council members and reviewed upcoming calendar items (see below). Introductions by attendees.
2. *Approval of Minutes:* The minutes of the Wednesday, March 29, 2016, PTO Council meeting were approved as presented.
3. *Announcements/Summer Reports:*
  - Report on May 24<sup>th</sup> farewell dinner for Brian Yager. Thanks to Jim and staff for planning a beautiful and touching event. Gifts presented by Lupita and Diane on behalf of Board/PTO, respectively, were appreciated.
  - Kudos to Tammie on *Keynotes* Summer 2017 issue. Please keep forwarding photos! Next issue projected for May, 2018.
  - Jim advised that Angela Rabke has accepted an outside, full-time position, but continues to assist KS on its communications, as feasible. Copy Jim [jlindsey@keystoneschool.org](mailto:jlindsey@keystoneschool.org), Adriana [avillafranca@keystoneschool.org](mailto:avillafranca@keystoneschool.org), and Hannah [htravis@keystoneschool.org](mailto:htravis@keystoneschool.org) on future requests to Angela to ensure proper routing/assignment of tasks. Angela's new email for submissions is [angela@creativenoggin.com](mailto:angela@creativenoggin.com). [arabke@keystoneschool.org](mailto:arabke@keystoneschool.org) may also be used.
  - Eva reported on 2017 textbook recycling efforts and challenges. Council agreed to consider alternatives for future processing of textbooks in light of effort/return ratio. Thanks to Eva.
  - Diane described *Keystone Cares* program designed to supplement gaps in KS community needs. Forms and protocols currently in place.
  - 2017 Back-to-School Picnic was a (hot) success! Thanks to all who volunteered, especially Ron for representing Little School.
4. *Treasurer's Report:* Current balance is \$4,822.03. Spring 2017 expenses include \$592.74 for Head of School gift and exam snacks (receipts submitted in current year). \$5,500 total budgeted expenses for 2017-2018. Discussion of certain upcoming expenses to be budgeted. Lupita will prepare a budget for next week's General Meeting. End-of-year reimbursements requested for submission by June 15<sup>th</sup>.
5. *Head of School Search Report:* Jim reported that Wickenden/Board are on schedule for receiving and vetting Head of School applicants. Wickenden reports good prospects, and finalists are anticipated for early November.
6. *Communications Report:* Retta is working with Adriana on weekly newsletter content. Information should be submitted by Friday prior to event week. KS website is now current/updated. More enhancements to come.

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7. *Community Report:* Volunteers for various events are being assigned. Please send names of interested volunteers to Carol, Diane or Tammie for assignments. Neeta Bhanot will be coordinating the teacher/staff appreciation lunches again this year. She will have the schedule soon, and 5 lunches have been planned to date.
8. *Marketing & Support/Funds Report:* Update on KS merchandise provided. Orders may now be processed online.
9. *Director of Development:* Annual Fund planning is underway. 2017-18 Annual Fund Chairs are Carla & Dan Katselnik. The Founders' Ball will be held on Saturday, February 24, 2018, at Hyatt Regency Riverwalk. Laura Johnson will Chair the ball. Family hotel rates will be available. Mobile bidding to be used for auction this year!
10. *Student Enrichment:* Potential dates for MS/US exam snack events forthcoming from Bill Spedding.
11. *Little School Representative:* Volunteer forms for various projects have been distributed. Enthusiastic participation anticipated.
12. *Lower School Representative:* 2017-18 Grade level representatives are: Kinder – Christina Vu; First – Meghan Thompson; Second – Rebecca Husain; Third – Pricilla Rodriguez; Fourth – Sonia Poyo. Thanks to all. Representatives are invited to attend next PTO Council meeting. Joint family social events being planned across LS classes.
13. *Middle School Representative:* 2017-18 Grade level representatives are: Fifth - Margaret Hernandez; Sixth - Karen Engates; Seventh - Mike & Julianne Flynn; Eighth - Angela Garcia. Thanks to all. Representatives are invited to attend next PTO Council meeting.
14. *Upper School Representative:* Optimism expressed for multitiered approach to promote participation across grade levels. Yoga series for parents is being planned.
15. *New Initiatives:* General discussion of 2017-2018 events, including KS Cobra Runs, Pub Club, and Light the Night Run.

2017 PTO Calendar (to date):

Sept. 7, Thursday @ 5:30 p.m., PTO General Fall Meeting  
 Sept. 27, Wednesday @ 12:30 PTO Council Meeting  
 Oct. 13, Friday – time, TBA – 7th/8th Grade – Before the Play Parent Gathering  
 Oct. 25, Wednesday @ 12:30 p.m., PTO Council Meeting  
 Nov. 3, Friday – time, TBA – US – Before the Play Parent Gathering  
 Nov 17, Friday Grand Friends Day  
 Nov. 29, Wednesday @ 12:30 p.m. PTO Council Meeting  
 Dec. 7, Thursday - time, TBA – 4<sup>th</sup> Grade – Before the Play Parent Gathering  
 Dec. 8, Friday – time, TBA – MS Parent Gathering During School Dance  
 Dec. 14, Thursday – time, TBA – 3<sup>rd</sup> Grade – Before the Play Parent Gathering  
 Dec. 21, Thursday 10 a.m. – 11:30 a.m.– MS/US Exam Snack Break

The meeting was adjourned at 1:40 p.m.

Next General Fall PTO Meeting: Thursday, September 7, 2017 - 5:30 p.m., *Theater*

Next PTO Council Meeting: Wednesday, September 27, 2017 - 12:30 p.m., *Parlor*

Respectfully submitted,

Tracey M. Smith

Approved on September 27, 2017 /tms/

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