

**PTO Meeting Minutes**  
**Wednesday, February 22, 2017 - 12:30 PM**  
**Keystone School**

In attendance:

Lupita Casterjon Tijerina  
Diane Carl  
Brian Yager  
Adriana Villafranca  
Paul McCutchen  
Tammie Cavanaugh  
Eva Weber  
Yvette Villalobos  
Carl Katselnik  
Deborah Mueller  
Carol Covert  
Irene Rios

1. 12:35 PM Call meeting to order – on time. Lupita
2. March Announcements – Calendar Events: Diane
  - a. Feb 23 Baked Potato Sale – 4<sup>th</sup> Grade
  - b. Feb 25 Keystone’s Gala – Founders Ball / Hyatt Hill Country
  - c. Mar 1 LS Coffee: “Innovative Learning Showcase” 8:30 AM
  - d. Mar 8 Science Fair – View in gym in morning. 3<sup>rd</sup>-6<sup>th</sup> Grades
  - e. Mar 10 End of 3<sup>rd</sup> Quarter
  - f. Mar 10 Field Day and Student Council Cookout
  - g. Mar 13-17 SPRING BREAK
  - h. Mar 24 Report Cards e-mailed
  - i. Mar 24 Parent Connection: Coffee w/ Alison Raymer 8:30 AM
  - j. Mar 28 & 29 WrAP Writing Assessment
  - k. Mar 29 Spring Coffee w/ Head of School 8:30 AM
  - l. Mar 30 Author Visit – Kenn Nesbit. Kinder – 4<sup>th</sup> Grades
3. Approval of January 2017 minutes – approved with no corrections. Carla motioned, Tammie seconded.
4. No Treasurer’s Report.
5. Head of School Report – Brian
  - a. Hildebrand House refurbish campaign underway beginning with zoning work.
  - b. Summer Programs headed by Cindy Tyroff being enhanced. Hosting “Science Mill” middle school camps and also 2 weeks of Keystone’s own camps for enrichment and exploration.
  - c. Follow up to inquiry from Jim Lindsey to eliminate PTO bank account. No necessity, just for simplicity if it makes sense. PTO exploring changing account types to eliminate fees, keeping PTO own account at this time.
6. Community Report – Tammie
  - a. Fun Day 4/22/17: Carnival Games with Inflatables and Food Trucks. Help recruiting volunteers welcome, direct them to Tammie. PTO Committee please volunteer as well, thanks!
  - b. 4/22/17 AM: Paul hosting Fun Run, about 1 mile, bring your own dog. Devine Rd / Olmos Basin.
7. Communications Report – Paul
  - a. Photos & write ups: PTO event photos and writeups send to Paul for Monday Email Letter, website and publications. Please try not to let documentation of events go stale, thanks!

8. Director of Development – Ariana
  - a. Gala on Saturday 2/25/17, count at present 162 attendees; 57 auction items.
  - b. Alumni Relations Coordinator position will be posted.
9. Student Enrichment – no report.
10. Secretary – Diane Carl took notes, will submit to Barb Bikoff.
11. Open Agenda- Lupita & Diane
  - a. Open PTO positions for next year are being reviewed. Some PTO members are requesting to switch to new positions. Please encourage parents to get involved and join the PTO Committee. Direct those interested to Diane. Diane will be putting together the slate of nominees. Open positions are:
    - Marketing & Support – Selling & displaying Keystone branded items at events.
    - Communications – News, website, and publication of photos and events
    - Secretary – Notes of meetings and distribution to committee
    - Student Enrichment – Exam snacks, Speakers/programs to school.
    - Middle School Rep – Assign each class a rep, assign new student hosts, encourage social events.
    - Little School Rep – Assign each class a rep, assign new student hosts, encourage social events.
12. Closing – approx. 1:20 PM

**NEXT PTO COMMITTEE MEETING:**

Wednesday, March 29, 2017, 12:30 PM  
Keystone School, Parlor  
Lunch Provided

**PTO SPRING MEETING:**

Wednesday, April 19, 2017, 5:00 PM  
Keystone School Theater  
Snacks Provided