

# DRAFT

(Pending approval by membership at the April 2009 General PTO meeting)

## MINUTES OF THE KEYSTONE GENERAL PTO MEETING January 28<sup>th</sup>, 2009

### *“Building Community through Communication”*

The meeting was called to order at 6:33 p.m. by President, Mark Steinhelper.

**Introduction of Keystone School Board members present:** Hal Zesch, Betsy Meyer, Susan Kaufman, John Stewart.

### **Officer’s Reports**

#### **Secretary: Ann Bay**

The minutes from September 2008 meeting were passed out. There were no corrections recommended.

#### **Treasurer: Shelly Hensley**

### Financial Report as of January 28, 2009

<b><u>Receipts</u></b>	<b>Budget</b>	<b>Actual as of 1/28/09</b>	<b>Actual as % of Budget</b>
PTO Membership	\$3,500	\$3,030	87%
Textbook Sales	\$1,000	\$0	0%
Keystone Fundraiser	\$3,000	NA	NA
<b><i>Total Receipts</i></b>	<b><i>\$7,500</i></b>	<b><i>\$3,030</i></b>	<b><i>40%</i></b>

<b><u>Expenses</u></b>	<b>Budget</b>	<b>Actual as of 1/28/09</b>	<b>Actual as % of Budget</b>
Culligan Water	\$540	\$540	100%
Family Committee	\$400	\$108.34	27%
Membership	\$250	\$73.12	29%
Speakers	\$100	\$0	0%
Yearbook Ad	\$275	\$0	0%
Teacher Appreciation	\$2,500	\$345.95	14%
Wish List	\$2,500	\$2,130.81	85%

Communication	\$180	\$0	0%
PSIA	\$250	\$0	0%
Miscellaneous	\$505	\$500	99%
<i>Total Expenses</i>	<i>\$7,500</i>	<i>\$3,698.22</i>	<i>49%</i>

\$500 was donated to the Children's Bereavement Center. Teachers' Wish List requests have been completed. Money from the annual Family Fund Day which is held in the spring will not be transferred from the school into the PTO account this year. It has been agreed upon that the money will be used for school purposes.

## **PTO Committee Chairpersons' Reports**

### **Family Committee: Amy Zesch**

Mark Steinhelper welcomed the new families

### **Membership Committee: Lisa Cooper**

154 memberships to date, 5 of which have come from new families.

### **Teacher Appreciation Lunches: Cheryl Pahwa and Marilou Tan**

January luncheon was held yesterday. Thanks to all the parents who have brought the desserts and thanks to Acadiana Café and Indian Oven who have catered the last two luncheons.

### **Teacher Wish List: Shelly Hensley**

Teacher Wish List program has been completed. Money was used to purchase drum program for the music department, popcorn machine for the athletic department, talking globe and games for the lower school, scanner for lower school, and large scale printer for the photography department.

### **Communications: Ann Bay**

January newsletter was sent out in mid-January; the next newsletter will be sent out in mid-March. The communications committee is planning to make the newsletter electronic and sent to families via email. All issues can be found on the PTO webpage. Members were reminded to check the PTO webpage; it is updated monthly.

## **New Business**

The PTO is now collecting BoxTops. Marilou Tan has set up collection boxes in the lower school library, the dining hall and Ms. Rothwell's office.

The Sport Court/Pavilion/Field project was presented via a poster display in the theater garden during the Meet and Greet reception. A brochure and pledge card has been mailed to all families. The current plan is to have the sport court built over the current blacktop. Details are still being discussed. There is steering committee composed of parents and part of the money has already been raised.

### **Community Service/Service Learning in Preparing the Keystone Student for College Program**

Junior students shared how they are involved with community service:

- 1) Catalina Perdomo- started the Community Service Club. The club tries to accomplish 2 projects a year. They have assisted at the Children's Museum and with the Parsons Recreation Department. They also plan to participate in the National Youth Service Day.
- 2) Chance Ruder- works with sharks. He has done a research project this past summer with sharks. He also travels to public schools to educate students about our responsibilities to keep the environment clean and to care for nature.
- 3) Lauren Monier- reintroduced UNICEF to Keystone. Last fall the lower and middle school raised \$990 for UNICEF. She also dedicates Sundays helping out at church serving drinks and food.
- 4) Raul Quintana- interested in politics and has created a political interest group on campus. He hopes to start a group focusing on the environment.

Hugh McIntosh gave an overview of the E.E. Ford Foundation matching grant that Keystone School received to implement a service learning program. This program will be a partnership with the KIPP Academy. The E.E. Ford Foundation gives money to NAIS schools. Keystone has received, in the past, a matching grant for scholarships from this foundation. This new grant is for \$50,000 and will be used to start a 2 year program in the next school year for freshman. The first step is to raise the funds to match the \$50,000. Mary Burch will be working with KIPP to generate the funds. The plan is to have the students participate in a literacy project in the first year. In the second year, the students in the program will create a community service project of their own. If the service learning program is successful, it is a goal of Keystone to establish a permanent service learning program in the school curriculum.

Jessica Cihal presented an overview of the college application process at Keystone. She and Allison Warburton meet with the junior students twice in the junior year. The first meeting takes place in the fall; students share what they did over the summer, specifically community service. They meet again in January and share ideas about what they plan to do in the summer between their junior and senior year. These meetings are intended to guide students to focus on their passions and interests as this is an important step in preparing for college applications. There is also a College Night for juniors (50 colleges/universities visit Keystone) as well as a Financial Aid Night for seniors. Juniors are guided

through resume writing. They write their college application essays in the summer and receive interviewing tips as well. Seniors meet frequently during the fall semester to work on applications.

College counseling actually starts as early as 8<sup>th</sup> grade. Jessica Cihal and Suzanne Elizondo meet with 8<sup>th</sup> graders and their families. The students take a lifestyle survey which helps the students focus in on what career they might be interested in, what degree would they have to have, what college would be best fit for their goals, and what they need to do in high school to prepare for college. Discussion about building the college resume and building relationships with teachers is important in the college application process.

Senior students shared their experience with the college application process:

- 1) AJ- college guidance at Keystone allows students to really get to know the teachers and counselors, similar to one-on-one mentoring, Keystone has been really helpful in assisting students in finding the right fit.
- 2) Lauren Koeppe- Jessica Cihal has been very supportive and provided excellent guidance, especially with essay writing tips (how to show your personality and how to write your "story").

### **Head of School Search Update- Hal Zesch**

The search process will involve all of the Keystone community, but three different groups will be particularly involved: Board Search Committee, Faculty/Staff Advisory Committee, and Parents/Alumni Advisory Committee. Members for each group have been selected and are as follows:

Board Search Committee- Dr. Susan Kaufman (Chair), Dr. Mauli Agrawal, Dr. Sunil Ahuja, Dr. Gary Cox, Trent Heisser, Paul Kane, Betsy Meyer, Mark Steinhelper, and Hal Zesch. This is a committee of the Keystone Board of Trustees. Additional members could be added later as needed.

Faculty/Staff Advisory Committee - Mary Burch, Tony Ciaravino, Suzanne Elizondo, Traci Holliday, Regina Luckie, Rosemary Means, Debbie Preston, Bill Spedding, Layne Steinhelper, and Jeanette Vilagi.

Parents/Alumni Advisory Committee- Dr. Charles Andrews, Dr. Mary Chang, Dr. Erika Honore, Dr. Lisa Uribe Kozlovsky, Rachel Pedraza, Charles Robinson, David Rohret, Jo Mascorro Saylor, Roxanna Gonzales Soza, and Richard Taylor,

Each of these three groups will meet with Art Merovick of Wickenden Associates, the consultant hired for the Head of School search, on February 22-23. (During this same trip, Art will also meet with all of the individual school heads, directors, and department heads on Monday, February 23, followed by an open meeting to which all parents, faculty, and staff are invited.) The Faculty/Staff Advisory

Committee and Parents/Alumni Advisory Committee will meet with Art to provide specific and essential criteria for the new Head of School. These two committees will also provide input for the Opportunity Statement used in the solicitation of candidates. The Board Search Committee, working with Art Merovick, will use these criteria for selecting 3 or more finalist candidates to visit Keystone. The Faculty/Staff Advisory Committee and Parents/Alumni Advisory Committee members will then meet each of the candidates and provide written evaluations of how well each candidate meets or doesn't meet each of the essential criteria determined at the beginning of the Advisory Committees' work. Using these evaluations, the Board Search Committee will recommend a candidate to the full Board of Trustees for a vote. After that the Advisory Committee's work will also be reflected in the Charge to Head of School for the new Head. The Advisory Committees will also be involved in making the transition of the new Head as smooth and productive as possible.

The next PTO meeting will be April 29<sup>th</sup>, 2009.  
Meeting was adjourned at 7:34pm