

## Minutes of the KEYSTONE General PTO Meeting

September 30, 2009

### I. **Welcome & Introduction of Parent Council and Board of Trustees:**

Erika Honore, PTO President, called the meeting to order at 6:30 p.m. Introductions of the PTO council members and the Board of Trustees were made. Faculty members present were also recognized.

Mr. Hugh McIntosh, Head of School, opened the meeting with a moment of contemplation in honor of Dr. Susan Kaufman. A memorial fund has been set up at Keystone School in her name, including a \$200 donation from the PTO General Fund.

### II. **Musical Performance by 2<sup>nd</sup> Grade Students:**

A musical presentation by the 2<sup>nd</sup> grade students was conducted by Mr. Gabriel Gonzales.

### III. **PTO Officer Reports:**

The PTO Council has been meeting this summer to prepare for the new school year. The minutes from the April 2009 Keystone General PTO Meeting were distributed. A motion to approve the minutes was made by Danna Halff, with a second by Paige Bosshardt. The minutes were approved without correction.

Shelly Hensley, PTO Treasurer, presented the Keystone School PTO 2009-2010 Proposed Budget, a copy of which is attached as Attachment "A." Ms. Hensley stated that a cash balance of \$7,900 was carried forward from the previous year. The projected goal of \$3,500 from membership donations has almost been reached with roughly 50% of families comprising the PTO. New ways to increase funds, through the collection of box tops and shopping patrons, were also added into projected receipts. The expenses include the Teacher Appreciation luncheons and the Wish List, both of which have been well received. A motion to approve the budget as discussed was made by Jana Williams, with a second by Rachel Pedraza. The motion was approved.

### IV. **PTO Committee Reports**

**A. Membership** – Lisa Cooper reminded parents that, if they have joined PTO and have not yet picked up their school directory, they needed to see Janet Molak.

**B. Keystone Family** – Amy Zesch welcomed new families to Keystone. This summer, two receptions to welcome new families were given. The Tan family hosted the reception for the Lower School, and the

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Zesch family hosted the reception for the Middle and Upper School. Coffees will also be hosted throughout the fall semester to further welcome these families.

**C. Teacher Appreciation** – Marilou Tan stated that Teacher Appreciation luncheons would be provided throughout the year. Families willing to provide desserts will be emailed as to the dates. Additionally, there are box top drop offs in the cafeteria.

**D. Communications** – Amy Zesch stated that the Keystone newsletter would be provided online every quarter. In addition, the PTO Webpage is currently under construction.

**E. Wish List**

**F. Speaker's Bureau** – Erika Honore stated that the committee will be seeking to bring speakers to the school in the spring. In addition, the committee will help with career day.

**G. PSIA** – At this time, there is no activity. However, volunteers are needed to help coach the interscholastic academic competition. Practices should begin before the holiday break.

**H. Fundraising** – Danna Halff reminded parents about the spring fundraiser, Family FunD Day, which will include a raffle. In addition, the collection of box tops was explained.

Alice King stated that she is pursuing partnerships with Office Depot and Target to obtain credit for every dollar spent at the establishments by Keystone parents.

**I. Hospitality** – Sue Agrawal stated that the committee will be providing meals for the three (3) Head of School candidates when they visit the school in the upcoming days.

**J. Textbook Recycling** – Sue Agrawal stated that textbook recycling will begin in the spring with the emphasis on middle and upper school textbooks.

**V. Report on Annual Fund and Introduction of Leadership Team by James Parsons**

James Parsons, son of the co-chairs for Annual Fund, made a presentation regarding the annual fund that began September 23<sup>rd</sup>. The annual fund provides monies for those things that tuition, donations, and grants do not cover. In addition, many grant applications look to parent donations as part of the process. His parents, Roger and Mary Parsons, along with 13 other

families in the various grades are helping in this effort. He encouraged all families to make a contribution to the fund.

**VI. Featured Presentation: “*Social/Emotional Learning and Your Child—Why It Matters*” by Theresa Powers and Alison**

Alison Raymer and Theresa Powers presented and discussed social and emotional learning, a program that is in its fourth year. The program helps, among other things, to direct children in managing their emotions and to make choices that are beneficial.

**VII. Update on Head of School Search by Mark Steinhelper**

Trent Heisser, a member of the Board of Trustees, provided an update on the Head of School search. Wickenden Associates, the company hired by Keystone to aid in selecting a new Head of School, provided 45 applicants, from which nine (9) individuals were selected as semi-finalists. The school, in working with Wickenden, narrowed the field to three (3) finalists. Each finalist will visit the school and meet with the Parent Advisory Committee, the Faculty and Staff Committee, School Administration, and the Board of Trustees. In addition, all parents will have an opportunity to meet the finalists at a forum where the finalists will be given the opportunity to state their vision for the school. From these finalists, the individual best suited to lead Keystone will be selected.

The meeting was adjourned at 7:36 p.m.