

Minutes of the KEYSTONE General PTO Meeting

February 11, 2010

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

Erika Honoré, PTO President, called the meeting to order at 6:33 p.m. Members of the Board of Trustees and faculty members present were recognized.

II. Musical Performance by 1st Grade Students:

Mr. Gabriel Gonzales conducted a musical presentation by the 1st grade students.

III. Secretary and Treasurer's Reports:

The minutes from the September 30, 2009, Keystone General PTO Meeting were distributed. A motion to approve the minutes was made and seconded. The minutes were approved without correction.

Shelly Hensley, PTO Treasurer, presented the Keystone School PTO Treasurer's Report, dated February 11, 2009, a copy of which is attached as Attachment "A." Ms. Hensley stated that the biggest expenditure, \$2,536.00, was for the Teacher Wish List. A motion to approve the report as provided was made by Amy Zesch, with a second. The motion was approved.

IV. PTO Committee Reports

A. Membership – Lisa Cooper stated that the Membership Committee reaches out to families through the big mailing wherein individuals may express their interest in volunteering for this and other committees. Donations of \$20 to the PTO are also a function of the committee. Currently, there are 176 family members, up from last year, and it is never too late to join. If anyone is interested in joining PTO and/or volunteering, please speak to the school representatives.

B. Teacher Appreciation – Shelley Galbraith stated that there are five (5) Teacher Appreciation luncheons throughout the year, with two (2) remaining. The luncheons are catered from local restaurants, with desserts provided by Keystone families.

C. Communications – Lisa Cooper stated that the PTO is moving to electronic communication rather than paper. For example, the Keystone newsletter, Keynotes, will be available on line, with a few paper copies at the office. In addition, she reminded parents to check the PTO website for further information.

D. Wish List – The Wish List is a PTO program that gives faculty, staff and administration the opportunity to apply for those items not covered by the normal budgeting process. Roxanna Gonzales-Soza stated that, this year, the PTO was pleased to provide a number of items including, but not limited to, a storage cabinet for the theater department, GPS Sensors for the Advanced Environmental Science Class, and digital cameras.

E. Speaker's Bureau – Erika Honoré stated that the committee is coordinating with the Upper School to host career day. As before, parents may be called on to provide information about their careers to the students.

F. Fundraising – Fiesta FunDay is April 17th from 3:00 p.m. – 6:00 p.m. at St. Anthony's School. The school is looking for sponsors to underwrite the cost of the event. This year, t-shirts will be distributed to the students, promoting not only the event, but also its sponsors. As before, there will be a silent auction and a raffle for Spurs tickets. Everyone was encouraged to raise money through this event since every dollar raised affects the students. Volunteers are needed to help with the event.

V. Discussion and Vote on Adoption of Amendments to the PTO bylaws

Amy Zesch stated that a committee of PTO members worked to make amendments to the PTO bylaws. The committee consisted of Sue Agrawal, Roxanna Gonzales-Soza, Danna Halff, Frances Lam, and Amy Zesch. The goal of the committee was to create bylaws that were clearer and more functional than those currently in place. The committee considered bylaws from other schools, both independent and public, and consulted with the Keystone administration. The following are the major changes to the bylaws:

- A. Membership in the Keystone PTO shall be open to all Keystone parents, legal guardians or persons having legal custody of children currently enrolled in Keystone School.
- B. Members of the Parent Council will consist of the Head of Keystone School, and twelve (12) officers, including, President, President-Elect, Vice-President of Communications, Vice-President of Community, Vice-President of Fund Raising, Vice-President of Student Enrichment, Secretary, Treasurer, Parliamentarian, and a representative from each of the three (3) divisions of the school. Members will serve for one (1) year.
- C. The election process to the Parent Council will include a slate of individuals posited to a particular office. A nominating committee

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consisting of one representative from each of the schools and a parliamentarian will oversee the selection of individuals to the slate of officers. The slate will then be presented to the PTO at its General Meeting. Nominations from the floor are welcome.

VI. Announcement of ISAS Survey for Keystone Parents

A letter from Betsey Meyer is being sent out to parents, faculty and staff of middle and upper school students. The survey allows the Board of Trustees to have anonymous feedback on how the school is functioning.

VII. Introduction of Brian Yager, incoming Head of School

Brian Yager, the incoming Head of School, was introduced and welcomed. Mr. Yager provided the PTO with information about himself and his vision for the school, as well as answered questions from the audience.

The meeting was adjourned at 7:30 p.m.

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