



Date 10/23/12 Time 4:05pm Location: Cafeteria

Type of Meeting: Transitional meeting

Meeting called to order by: Liz Bradbury President

Attendees: Liz Bradbury, Stephanie Villegas, Denise Patton, Annette Coronado, Maria Chavira, Selena Robledo, Mary Hernandez, Teresa Alvarez, Rosa Robles, Patty Campos, Jeff Coronado

Agenda

1. **Call to order**- Liz Bradbury PTO President

2., 3. **PTO Liability Insurance, PTO Bonding Insurance** Maria Chavira reports that we currently have Bonding and Liability Insurance and that she has requested a copy of the current policy, the policy renewal date is October 25, 2013. She will email or FAX the name of insurance company and contact information when she receives it.

a. PTO wants to be sure that there is both Group and Individual Liability Coverage and will determine if necessary once current policy is reviewed.

4. **Bank Account Information**

a. Changing names on account- Maria Chavira reports the necessary steps to change the names on account. In order to change names the minutes need to reflect who will be on the account. Board discusses that 3 members on the account should be President, 1st Vice President and Treasurer. Denise Patton states that she was unaware of being removed from the account, Maria Chavira replies it was necessary due to an emergency situation going on with one of the fundraisers.

b. Latest bank statement- Maria Chavira provided the current bank statement/printout to Liz Bradbury.

Maria Chavira reports that the current balance in account is \$27,985.00. This includes the grade levels from the carry over, the fall fundraiser and membership.

Maria Chavira states we are carrying some money from Specialists walk-a-thon two years ago that needs to be spent by them.

Maria Chavira states that previous board approved budget may need to be amended due to some missed items on budget. This will be addressed at a later date.

5. **Board Positions**

a. Honorary positions for past board members- Discuss that previous board members have the option of being a board member for the next two year term, not honorary but a voting member. Patty Campos and Rosa Robles have opted not to be board members. Teresa Alvarez has opted to be a board member.



b. Teacher Reps- Board discussed would prefer to have a teacher representative from both the Elementary and Jr. Academy. Liz Bradbury suggests teachers choose who will be the teacher reps because they know who will best represent them. Maria Chavira suggests we appoint who is interested in being teacher reps, so teachers will let the board know who the interested parties are and the board will then vote on the reps at the next meeting.

c. Parliamentarian- Principal/Executive Director will be Parliamentarian as a non-voting member, serving an advisory position. Denise Patton will be serving an advisory position as a non-voting member.

6. Past/Currently Running Fundraiser Update for 2012 – 2013 School Year

a. T-shirt orders from August 2012- Maria Chavira reports that all orders are filled with the exception of 2 orders that are currently being addressed.

b. Fall Fundraiser- Teresa Alvarez reports that fundraiser only has two orders with discrepancies and two orders with no names outstanding. Board discusses Limo lunch date for students that qualify for incentive. Teresa Alvarez states she likes to schedule Limo Lunch at same place as Family Restaurant Night.

c. T-shirt orders from October 2012- PTO will begin processing T-shirt orders on October 30, 2012 at 8:00am. Maria Chavira, Mary Hernandez, Selena Robledo and Magda will be present.

7. Upcoming Fundraisers and Business

a. Family Restaurant Nights- Shakey's is not on calendar at this time. Lazy Dog is an option for both Family Restaurant Night and Limo Lunch. Board will discuss other possible restaurants for Family Restaurant Night at the next PTO meeting.

b. Cookie Dough- Cookie Dough Fundraiser is scheduled to begin on November 9, 2012 and end on November 26, 2012. The dates will be confirmed with Cookie Dough Representative.

c. New business: Book Fair is scheduled for November 13, 2012- November 16, 2012. Materials and supplies will be delivered on November 7, 2012 and picked up on November 26, 2012. Book fair committee and chairperson should be formed.

8. Taxes

a. Filing for 2010-2011 and 2011-2012 school years – Maria Chavira reports that she checked with the IRS and the taxes for the last two school years have not been filed. Maria Chavira will be organizing and gathering all information necessary to process taxes but may require assistance. Liz Bradbury requests that board be kept updated.

9. Bylaws

a. Distribution of 2004 Bylaws and sample PTO bylaws

b. Board committee for creating new bylaws

c. Review material before next meeting

Board will review the past bylaws and sample PTO bylaws distributed to board by Liz Bradbury and create a Board committee to establish new bylaws.

9. Schedule next special meeting



- a. Transitional Meeting II- It was determined that a second transitional meeting will not be necessary.
- b. Bylaw Committee Meeting- Special Board meeting for Bylaws has been scheduled for Thursday, October 25, 2012 at 5:00pm in the cafeteria.

Motions

- Motion by Annette Coronado and seconded by Mary Hernandez that the recently elected Board members will be considered established as the new hybrid board

Liz Bradbury- President
Stephanie Villegas- 1st Vice President
Annette Coronado- 2nd Vice President
Selena Robledo- Secretary
Maria Chavira- Treasurer
Mary Hernandez- Room Parent Coordinator
Teresa Alvarez- Board Member

Vote: Unanimous 7-0

- Motion by Liz Bradbury and seconded by Selena Robledo that the teachers interested in teacher reps will be appointed by board at November 1, 2012 meeting.

Vote: 6-0 Stephanie Villegas not present at time of vote

Motion was amended to include a Jr. Academy and Elementary rep.

Vote: 6-0 Stephanie Villegas not present at time of vote

- Motion by Annette Coronado and seconded by Liz Bradbury that the Executive Director of the school will continue as a non-voting advisory to the board.

Vote: Unanimous 7-0

- Motion by Teresa Alvarez and seconded by Mary Hernandez that the President, 1st Vice President and Treasurer as the names on bank account.

Vote: Unanimous 7-0

- Motion by Liz Bradbury and seconded by Selena Robledo that Limo Lunch will be scheduled for November 7, 2012 at Lazy Dog Café and Family Nights for November 14, 2012 & November 15, 2012 at Lazy Dog Café.

Vote: Unanimous 7-0



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Motion was amended that Limo Lunch may be scheduled for November 6, 7 or 8, 2012 depending on Lazy Dog Café availability.

Vote: Unanimous 7-0

- Motion by Liz Bradbury and seconded by Stephanie Villegas that Mary Hernandez and Maria Chavira will be co-chairs for the Book Fair Committee.

Vote: Unanimous 7-0

On Calendar:

October 25, 2012 5:00pm Special Meeting for Bylaws and approval of Meeting Minutes
November 1, 2012 6:00pm PTO Meeting
November 7, 2012 6:00pm SJCA Board Meeting- PTO board will introduce themselves

Meeting Adjourned at: 6:05pm

Minutes Compiled by: Selena Robledo PTO Secretary

Minutes approved on 10/25/2012 by board

Vote: Unanimous 7-0
