



San Jose Charter Academy
 PTO Agenda
 April 10, 2013 ~ 6:00pm–7:00pm
 Location: Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Liz Bradbury	Y N	Room Parent Coordinator	Mary Hernandez	Y N
1 st Vice Pres. Fundraising/Sponsorships	Stefany Villegas	Y N	Events Coordinator	Vacant	Y N
2 nd Vice Pres. Membership/Publicity	Annette Coronado	Y N	Parliamentarian	Dr. Denise Patton	Y N
Secretary	Selena Robledo	Y N	Teacher/Staff Representative #1	Kristina Jackson	Y N
Interim Treasurer	Ravinna Guzman	Y N	Teacher/Staff Representative #2	Pati de la Torre	Y N
Board Member	Theresa Alvarez	Y N			

I. Call to Order

II. Minutes

- A. Review of minutes from 3/06/2013 and 3/19/2013 ~ 5 minutes
- B. Approval of minutes (Board Approval)

III. Officers' Update

A. President's Update ~ 5 minutes

- 1. Reimbursements (Board Approval)
 - a. Liz Bradbury (Book Fair morning events)
 - b. Mary Hernandez (Book Fair Décor)
 - c. 8th Grade account
 - d. Any other reimbursements

- 2. Book Fair profit and close out
- 3. Uniform order procedure update

B. 1st Vice President's Update (Disbursement of Information) ~ 5 minutes

- 1. Postcards
- 2. Chuck E. Cheese

C. 2nd Vice President's Update

- 1. 100% Membership Class Reward (Pizza party and ?)

D. Treasurer's Report (Board Approval) ~20 minutes

- 1. Reconciliations of accounts
- 2. Account Balance
- 3. Update on Balance

E. Executive Directors Update (Disbursement of Information) ~5 Minutes

- 1. District disbursement of \$18,000.00
- 2. Golf Tournament – July 22, 2013



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IV. Committee Reports (Disbursement of Information) ~25 Minutes

- A. Snack Friday – April 12, 2013
- B. Walk-a-Thon – April 12, 2013
- C. Staff Appreciation – May 6th -10th, 2013
- D. Movie Night – April 25, 2013
- E. Carnival – May 17, 2013

V. Date of next meeting is Wednesday, May 1, 2013 at 6:00pm (Board Discussion) ~5 minutes

VI. Any new business to be brought before the board (Open Discussion) ~10 minutes