



San Jose Charter Academy
 PTO Agenda
 January 8, 2014 ~ 6:00pm-7:00pm
 Location: Cafeteria

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

I. Call to Order

Called to order by Annette at 6:01

II. Minutes

- A. Review of minutes from 11/06/13 ~ 5 minutes
- B. Approval of minutes (Board Approval)

Minutes from 11.6.13 approved. Eva motioned and Mary seconded. 5 Aye, 0 Nay, 1 Abstain (Annette – who was not present for the 11.6.13 meeting)

III. Officer's Updates

- A. President's Update ~ 10 minutes

1. Reimbursements (Board Approval)

- a. Darlene Quezada and Veronica Gervacio (To be approved to spend an amount up to a total of \$245 each for classroom materials. Funds were donated by a parent to be used by these two teachers)
- b. Farmscape \$800.00
- c. Mugshots (carnival) \$630.00
- d. Bus (After School Sports) \$163.80
- e. Bus (After School Sports) \$327.80
- f. Bus 2nd Grade Field Trip \$1383.75
- g. Action Designz JA Tshirts \$4262.99
- h. Red Dot Uniforms \$1065.31
- i. Pacific Fundraisers \$16,197.25
- j. April Valle (Cheesecake refund) \$155.00

Reimbursements were approved as a whole. Motion by Eva, seconded by Pati, 6-0-0

- 2. Possible changes to PTO Event Calendar
- 3. Room Parent meeting update (We have not had a meeting, so at this point Mary will make sure that all classes have a room parent and that room parents have the info they need from families. If they do not, she will help them acquire it.)

Room parent meeting update – Discussed:

- Parental concerns of more inclusion of all parents by the room parent.
- Acknowledgement form to share parent info with room parent should be given out at beginning of year with the other start-of-year papers that go out



San Jose Charter Academy
PTO Agenda
January 8, 2014 ~ 6:00pm–7:00pm
Location: Cafeteria

- List of teacher favorites (color, gifts, activities, etc.) should be sent to parents electronically at beginning of year, as it's helpful when providing goodies for the teacher throughout the year – not just at Christmas. List should also be posted on teacher's web page. Might be cute to make it a class activity, with the students interviewing the teacher to find out the favorites.

B. 1st Vice President's Update ~ 5 minutes

1. Upcoming Family Nights
2. Upcoming Fundraisers
3. Yogurt Land Results
4. Cookie Dough Results

VP Update

- Upcoming Family Nights – Potentially Wednesday, January 29th and Friday, January 31st at CPK, or January 29th/30th.
- Yogurtland Results: \$294.22
- Cookie Dough Results: approx. \$9,218

C. 2nd Vice President's Update ~ 5 Minutes

1. Membership Update

D. Executive Director's update ~ 10 minutes

1. Golf Tournament

E. Event Coordinator Update ~ 5 minutes

Event Coordinator Update

- Committee Update: Coin drive may not happen
- Discussion: Would be good for PTO to send out a monthly update of what we did for the students/school/etc. each month. Would provide more motivation for participation when more aware of what's being done/results.

- Book Fair – Discussed how to take Scholastic dollars. Approx. \$15,000 in sales. \$6,894 Scholastic dollars or \$3,447.33 in Cash.

1. Committee updates
2. Book Fair Events Turn-Out

F. JA Teacher Rep. Updates ~ 5 minutes

1. Uniform Loaners
2. Teen Biz Incentives

G. Treasurer's Report (Board Approval) ~10 minutes

1. Account balance and reports (November and December)

Treasurer's Report

- Account balance and reports (November and December). Motion by Pati, seconded by Eva. 6–0–0



San Jose Charter Academy
PTO Agenda
January 8, 2014 ~ 6:00pm-7:00pm
Location: Cafeteria

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

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

- Recital issues. Too many parents at one performance. Potential safety issue as well. Is it legally allowed to have so many in that room? Possible solutions: Split classes? Borrowed facility? Edgewood? This school with all its technology, it looked like animals. Room needs to be completely cleared in between performances. The line needs to be monitored.

Meeting adjourned at 7:20pm.