



San Jose Charter Academy  
PTO Agenda  
October 22, 2012 – 4:00pm  
Location: Cafeteria

# Transitional Board Meeting

## 1. Call to Order

## 2. PTO Liability Insurance

## 3. PTO Bonding insurance

- a. Submitting names to insurance company

## 4. Bank Account Information

- a. Changing names on account
- b. Latest bank statement

## 5. Board Positions

- a. Honorary positions for past board members
- b. Teacher Reps
- c. Parliamentarian

## 6. Past/Currently Running Fundraiser Update for 2012-13 School Year

- a. T-shirt orders from August 2012
- b. Fall Fundraiser
- c. T-shirt orders from October 2012

## 7. Upcoming Fundraisers and Business

- a. Family Restaurant Nights
- b. Cookie Dough

## 8. Taxes

- a. Filing for 2010-2011 and 2011-2012 school years

## 9. Bylaws

- a. Distribution of 2004 Bylaws and sample PTO bylaws
- b. Board committee for creating new bylaws
- c. Review material before next meeting

## 9. Schedule next special meeting

- a. Transitional Meeting II
- b. Bylaw Committee Meeting

## 10. Adjournment