



San Jose Charter Academy
 PTO Agenda
 November 14, 2016 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Eva Generalao	Y	Room Parent Coordinator	Esperanza luna	N
1 st Vice Pres. Fundraising/Sponsorships	Mary Hernandez	Y	Events Coordinator	Angie Armendariz	Y
2 nd Vice Pres. Membership/Publicity	Annette Coronado	Y	Parliamentarian/SJCA Executive Director	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep #1	Cassie Schaefer	Y
Treasurer	Ana Ulloa	Y	Teacher/Staff Rep #2	Kim Salamone	N
Member at Large #1	Magda Gomez	Y	Member at Large #2	Diane Sanchez	Y

1. Meeting Called to Order - **6:06pm**
2. Quorum present: **YES**
3. Review minutes from October 3rd - **Approved with corrections**
4. Reimbursements/Disbursements:
 - a. Danny Woo - S.T.E.M. Club - \$24.46
 - b. Tara Carter -Kinder SFA Cafe- \$71.94
 - c. Arleen Lemus \$11.99 - 8th grade account
 - d. Eva Generalao - \$90.00- Starbucks Gift Cards for teacher attendance
 - e. **Vanessa Castañeda - \$33.84 movie night hammer and stakes for screen**

Mary motioned to approve reimbursements/disbursements and Magda seconded.
All Approved: 9 - 0 - 0
5. President Update:
 - a. Budget Review - **We are still working on finalizing. We will postpone this till December to approve.**
 - b. Upcoming events - **Fall Cheesecake fundraiser**
 - i. **Looking into Chipotle dates for 3 weeks for lunch and dinner**
6. 1st Vice President Fundraising/Sponsorships Update:
 - a. Cheesecake rollout - **Will begin November 10th - December 2nd.**
 - b. Churros - **ordered 500 and we sold 400**
 - c. T shirts - **\$830 in sales**
 - d. Snack Friday - **December 2nd**

Vanessa and Annette also volunteered into looking into easy family fundraisers that can be done at local restaurants.
7. 2nd Vice President Membership/Publicity Update:
 - a. **SJCA PTO Membership by grade as of 11-13-16 - Handout included**



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SJCA PTO Membership by Grade - As of 11.13.16

Teacher	Grade	Class Size	Signed Up	Still Needed	% Achieved
McLellan	6	34	28	6	82%
Leahy	6	34	25	9	74%
Woo	6	34	25	9	74%
Milman	6	34	18	16	53%
Cooper	7	34	28	6	82%
Sherred	7	33	23	10	70%
Carrera	7	34	19	15	56%
Tang	7	34	19	15	56%
de la Torre	8	33	33	0	100%
Schreck	8	34	24	10	71%
Kinnoin	8	33	22	11	67%
Garcia	8	33	18	15	55%
Elementary		827	662	165	80%
Jr. Academy		404	282	122	70%
Total		1231	944	287	77%

Teacher	Grade	Class Size	Signed Up	Still Needed	% Achieved
Fish	K	22	20	2	91%
Dickenson	K	22	19	3	86%
Phan	TK	24	20	4	83%
Carter	K	22	18	4	82%
Quezada	K	22	17	5	77%
Salazar	K	22	17	5	77%
Tackaberry	K	22	16	6	73%
Boomer	1	22	18	4	82%
Salamone	1	23	18	5	78%
Radford	1	22	16	6	73%
Ramirez	1	22	16	6	73%
DeRego	1	22	15	7	68%
Gervacio	1	22	15	7	68%
Tombrello	2	22	20	2	91%
Velarde	2	22	20	2	91%
Segura	2	22	18	4	82%
Gamboa	2	22	17	5	77%
Alvidrez	2	22	14	8	64%
Armendariz	2	22	13	9	59%
Pate	3	23	21	2	91%
Henry	3	22	20	2	91%
Soto	3	22	18	4	82%
Malana	3	23	17	6	74%
Garcia	3	22	16	6	73%
Pinto	3	22	15	7	68%
Schaefer	4	34	31	3	91%
Patterson	4	34	29	5	85%
Valverde	4	34	27	7	79%
Najera	4	34	26	8	76%
Leahy	5	34	32	2	94%
Prado	5	34	29	5	85%
Plante	5	34	28	6	82%
Cuevas	5	34	26	8	76%



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8. Treasurer

- a. Movie Night Totals - **\$311.64 profit. We brought in \$3,074.50**
- b. Money Management Program - **PTO Today offers a tool for \$99 a year that can enable reports and make bookkeeping easier.**

Cassie motioned to subscribe to PTO Today budget tracking for \$99 a year. Vanessa seconded.

All in Favor - 9 - 0 - 0.

- c. Need for additional Board members on account - **We need to add two additional PTO Executive Board members to have bank access at First Financial Credit Union.**

Annette motioned to have two additional PTO Executive Board members added to the bank account at First Financial Credit Union. Mary seconded.

All in favor: 9 - 0 - 0.

Annette motioned to add Angie Armendariz and Diane Sanchez to the bank account at First Financial Credit Union. Anna seconded.

All in favor: 9 - 0 - 0.

We had a suggestion to possibly look into a new bank for PTO. Some suggestions are California Credit Union and Schools First.

9. Events Coordinator Update:

- a. Casino Night - ~~Friday, January 20, 2017~~ **We will be postponing this event until further notice. We need time to plan and secure a venue plus sell tickets. We also need to finalize the budget.**
- b. Helium Tank - **We should consider buying a helium tank for the school. The cost is \$239 from Balloon Emporium - the tank valve is \$57 and it is \$77 to fill up. Angie volunteered to store the tank at her home.**
- c. Air blower - **Request to purchase air blower for \$30 for balloon arches**
 - i. **We will be postponing this until next month once we finalize the budget.**
- b. Request to attend PTO Expo. Takes place on Wed., March 15, 2017. Registration before by Dec., 31st.
- The cost is \$10 for any board member to attend.

Vanessa motioned to approve any board member that would like to sign-up for the PTO Today expo for \$10.

Cassie second.

All in favor: 9 - 0 - 0.



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10. Parliamentarian/SJCA Executive Director Update:

- a. **SLC's**
- b. **Blue Ribbon Ceremony - James Toma Former Mayor - Councilmember will be participating in the event along with representatives from Grace Napolitano and Ed Hernandez. Erin will be the MC for the event.**

11. Any Unfinished Business:

- a. Survey results - **We received 223 entries from the survey. The results are as follows:**
 - i. **94% attended**
 - ii. **½ purchased pre-wristbands - 3 paid full price**
 - iii. **Duration was perfect**
 - iv. **75% or more liked the new offerings. The number one thing they enjoyed was:**
 1. **bouncers in the field**
 2. **tacos**
 3. **funnel cake vendor**
 4. **grade level booths**
 - v. **Video Gametruck took too long. There was always a wait. 15 minute sessions are too long.**
 - vi. **Photo booth was too expensive \$5.00 for a small strip**
 - vii. **The cake walk was missed.**
 - viii. **⅔ volunteered and donated goods**
 - ix. **Requested more seating areas next to food areas**
 - x. **Merchant area was not very popular**

12. Any new business to be brought before the board:

- a. Discussion about possibly adding a morning meeting for parents to attend PTO meetings - **Instead of a morning meeting, we could possibly do a debrief the next morning to discuss the highlights from the previous nights meeting.**
- b. **Vanessa also asked about how the kids are doing post-election and if they are able to talk to someone should the need arise. Erin and Cassie both said yes and it is part of the leader in me training**



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on having a safe place to share feelings. This is becoming a leadership opportunity to discuss with the students. Vanessa was concerned about how kids are taking to the news and if there has been any bully incidence because of the outcome. There has not and it will not be tolerated at SJCA.

- c. Parent brought up Cultural diversity and bringing culture awareness to SJCA so that kids can embrace their cultures. Some ideas included a diversity day and starting off with a small group to help develop a Parent Diversity Committee group to discuss how to proceed. Parent will be meeting with Erin Shiroma about further discussions.**
 - i. some items to include is looking to see what other schools are doing with regards to cultural diversity**
 - ii. Heritage Month to help get us started**

13. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, December 5th at 6:00 pm

Meeting adjourned at: **7:24p**

Minutes compiled by Vanessa Castañeda, PTO Secretary