

SAN JOSE CHARTER ACADEMY



CALIFORNIA DISTINGUISHED SCHOOL



NATIONAL BLUE RIBBON



PTO Agenda ~ September 4, 2013 ~ 6:00pm-7:00pm ~ SJCA 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	Eva Generalao	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 Rep. #1	Kristina Jackson	Y N
Interim Treasurer	Ravinna Guzman	Y N	Teacher/Staff Rep. #2	Pati de la Torre	Y N
Board Member	Theresa Alvarez	Y N			

I. Call to Order

II. Minutes

- A. Review of minutes from 06/05/2013, 07/15/2013, 05/28/2013 ~ 5 minutes
- B. Approval of minutes (Board Approval)

III. Officers' Update

A. President's Update ~ 5 minutes

- 1. Reimbursements (Board Approval)
- 2. Uniform order procedure update
- 3. Room Parent/Event Parent Update
- 4. Taxes 2010-2011, 2011-2012, 2012-2013
- 5. Renew Insurance

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

- 1. Chuck E. Cheese
- 2. Pacific Fundraiser profit negotiation

C. 2nd Vice President's Update

- 1. Membership

D. Executive Director's update

E. Event Coordinator Update

- 1. Movie Night

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

- 1. Account balance and reports (July-August)
- 2. Presentation of 2013-14 Budget (Board Approval)

V. Date of next meeting is Wednesday, October 2, 2013 at 6:00pm (Board Discussion) ~5 minutes

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