



San Jose Charter Academy
 PTO Minutes
 January 8, 2018- 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Mary Hernandez	N	Volunteer Coordinator	Diane Sanchez	Y
1st Vice President - Fundraising	Melody Alvarado	Y	Events Coordinator	Sandra Chavez	Y
2nd Vice President - Membership & Publicity	Annette Coronado	Y	Parliamentarian/SJCA Principal	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep #1	Cassie Schaefer	Y
Treasurer	Esperanza Luna	N	Teacher/Staff Rep #2	Kim Salamone	N
Member at Large #1	Katrina Pacheco	Y	Member at Large #2	Magda Gomez	Y

1. Meeting Called to Order - **6:05 PM**
2. Quorum present: **Yes**
3. Review minutes from December 11, 2017. **Approved with corrections.**
4. Reimbursements/Disbursements:
 - a. N/A
5. President Update:
 - a. Welcome back and Happy New Year!
 - b. Parents' Night Out coming up Feb 24th
 - c. PTO will be asking our Parents for donations for our Parents' Night Out silent auction.
 - d. PTO Board elections coming up in March the openings will be: President, 2nd Vice President - Membership & Publicity, Event Coordinator, Volunteer Coordinator and Member at Large #2. **Nominations start in February.**
6. 1st Vice President Fundraising/Sponsorships Update:
 - a. Free Dress Pass Sale Friday, January 19th
 - b. Venti uniform sale Thursday, January 25 before & after school
 - c. SJCA Family Night Out - **Jersey Mike's Baldwin Park 10 day fundraiser for its Grand Opening. More details to follow.**
 - d. **"Snack Fridays" - PTO Free Dress Passes \$1 - Sell on January 12th for Tuesday the 16th since the 15th is a holiday - MLK Day.**



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7. 2nd Vice President Membership/Publicity Update:
 - a. Nothing to report - no new memberships received

8. Treasurer
 - a. **Not present**

9. Volunteer Coordinator Update:
 - a. **Nothing to report**

10. Events Coordinator Update:
 - a. Parents' Night Out - February 24th
 - i. **Deposit made and we negotiated a discount**
 - ii. **Event will be from 6:00 - 11:00**
 - iii. **Letters for donations need to be sent out to businesses and parents**
 - iv. **Letter announcing PNO**
 - v. **Tickets - Vanessa will look into Eventbrite for tickets**

11. Parliamentarian/Principal Update:
 - a. Spanish Classes - **After school program; 5 weeks and it has been very well received. Admin is looking into starting a new 5 weeks course.**
 - b. Facilities Update - **Rain delay during the break and the project has not yet started. On the JA side, cement was added in walkways so that the kids are not walking in mud when it rains. Plus there was campus signage added on the JA side. The elementary opened its new play structure over by the 4th grade classrooms as well as adding cement to the walkways to level the surface to help with flooding when it rains.**
 - c. Celebration of Learning: March 23, 2018 - **Will be on a Friday and an all-day showcase where families can come on campus to see the classrooms. Logistics are still be worked out. There may also be a blood drive during this day that will benefit City of Hope which is being organized by a JA student.**



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12. Any Unfinished Business:

- a. **None to report**

13. Any new business to be brought before the Board:

- a. **CCC discussed the talent show and wanted to discuss logistics with PTO. Discussion will take place after the PTO meeting ends.**
- b. **A parent asked how they can be more involved with planning events with PTO for the new year. One suggestion was to have a sign-up sheet at PTO meetings so that parents can see what is needed and possibly sign-up to help out on a committee. PTO will be looking into more ideas to share with all the families so others can participate.**

14. Date of next meeting: All meetings will be held the second Monday of each month unless otherwise stated. Our next meeting is Monday, February 5, 2018 - in this instance, the meeting will be held the first Monday due to the school holiday.

Meeting adjourned at: **6:34 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary