



San Jose Charter Academy
 PTO Minutes
 April 10, 2013 ~ 6:00pm–7:00pm
 Location: Cafeteria

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

I. Call to Order Meeting called to order at 6:07pm by PTO President Liz Bradbury.

II. Minutes

A. Review of minutes from 3/06/2013 and 3/19/2013

B. Approval of minutes (Board Approval)

Motion by Kristina Jackson and seconded by Mary Hernandez to approve the 3/06/13 minutes as is.

Vote: 6–0 Annette Coronado and Ravinna Guzman did not vote because they were not at the meeting.

Motion by Annette Coronado and seconded by Pati de la Torre to approve the 3/19/13 minutes with corrections.

Vote: 8–0 Unanimous

III. Officers’ Update

A. President’s Update

1. Reimbursements (Board Approval)

a. Liz Bradbury (Book Fair morning events) \$207.95 Book Fair Budget
 Volunteer Incentive/Target Gift Card \$25.00 Book Fair Profit

b. Mary Hernandez (Book Fair Décor)
 Book Fair decorations \$48.14

c. 8th Grade account
 Annette Cervantes \$50.00 Photo Booth Deposit

Sterling Photo Booth \$275.91 Photo Booth
 Kathy Stevens \$850.00 Catering– 8th grade brunch

d. Any other reimbursements

Motion by Annette Coronado and seconded by Theresa Alvarez to approve the reimbursements named above.

Vote: 8–0 Unanimous

2. Book Fair profit and close out



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Discussion: Kristina Jackson states our total sales were \$12,493.92 our profit in cash would be \$3,123.23.

We also earned a \$624.65 bonus in Scholastic dollars (spent through Scholastic) for our 5% sales growth.

Motion by Mary Hernandez and seconded by Pati de la Torre to take the Book Fair profit in total cash.

Vote: 8–0 Unanimous

Motion by Theresa Alvarez and seconded by Ravinna Guzman to make a payment to Scholastic Book Fair up to \$6,500.00. Motion amended to up to \$7,000.00.

Vote: 8–0 Unanimous

3. Uniform order procedure update

Discussion: Should be ready for online orders in 1 to 2 weeks; orders will be delivered to school once a month.

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

1. Postcards
2. Chuck E. Cheese

Discussion: Stefany Villegas had an emergency and couldn't attend tonight's meeting. Liz Bradbury states that Stefany is still working on the date for Chuck E. Cheese Fundraiser since the previous date was no longer available.

C. 2nd Vice President's Update

1. 100% Membership Class Reward (Pizza party and ?)

Discussion: Annette Coronado recommends that the Junior Academy and Elementary classes be given extra money to cover the purchase of additional pizzas and/or dessert. The pizza parties supplied by the school cafeteria include 1 slice of pizza, a bag of carrots, a bag of apple slices and a milk – which isn't enough food for most students.

Motion by Theresa Alvarez and seconded by Selena Robledo to approve an amount up to \$50.00 for 22–1 classes and up to \$75.00 for 34–1 classes.

Vote: 8–0 Unanimous

D. Treasurer's Report (Board Approval)

1. Reconciliations of accounts
2. Account Balance

E. Executive Directors Update (Disbursement of Information)

1. District disbursement of \$18,000.00



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2. Golf Tournament – July 22, 2013

IV. Committee Reports (Disbursement of Information)

A. Snack Friday – April 19, 2013

Discussion: We have popsicles to sell.

B. Walk-a-Thon – April 12, 2013

Discussion: We are collecting the pledges and have volunteer sign-up sheets at tables and online through Sign up Genius to help monitor students and pass out water.

C. Staff Appreciation – May 6th –10th, 2013

Discussion: We need to approve a budget for Staff Appreciation for the teachers and staff. We are cutting back on the decorations and other expenses and focusing on the lunch and gifts. Committee meeting will be Tuesday, April 16, 2013 at 9:00am in the PTO room.

Motion by Annette Coronado and seconded by Theresa Alvarez to approve a budget up to \$2,500.00.

Vote: 8–0 Unanimous

D. Movie Night – April 25, 2013

Discussion: We need to approve a budget for Movie Night. We need to secure a license to show movie and purchase other items: food, paper goods, etc. We will ask for water and soda donations from students and they will earn a free dress pass.

Motion by Selena Robledo and seconded by Ravinna Guzman to approve a budget up to \$2,000.00.

Vote: 8–0 Unanimous

E. Carnival – May 17, 2013

Discussion: Carnival is coming up quickly and we will need a lot of help and volunteers. Please let other parents know we need their assistance.

V. Date of next meeting is Wednesday, May 1, 2013 at 6:00pm (Board Discussion)

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

Discussion: 1. Parents would like a packet with information about the school, PTO, etc. to be available for First Time Families and maybe have Buddy Parents to show new families the ins and outs of SJCA. PTO Board and Dr. Patton agree and think that would be a great idea.

2. Parents would like a thank you – or some sort of immediate acknowledgement – when a donation is made to the Donor Program.

VII. Adjournment There being no further business to come before the Board, the PTO Meeting of 04/10/2013 was adjourned at 7:24pm by PTO President, Liz Bradbury.

Minutes prepared by Selena Robledo