



San Jose Charter Academy
 PTO Minutes
 December 11, 2017 - 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Mary Hernandez	Y	Volunteer Coordinator	Diane Sanchez	N
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	N
Treasurer	Esperanza Luna	Y	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 November 13, 2017 - **Approved**
4. Reimbursements/Disbursements:
 1. CK # 1020 Baldwin Publication (Golf Tournament) \$1,460.67 - **replacement check**
 2. CK# 1021 Angelina Torres (Vendors Refund Carnival) \$40.00
 3. CK# 1022 Ana Ulloa (Wristbands Refund Carnival) \$50.00 - **replacement check**
 4. Ck# 1023 SJCA ASB (ASB Carnival Nacho Sale) \$424.50
 5. CK #459 South Hills Country Club (Golf tournament) \$12,140.00
 6. CK# 1024 Venti (School Flags) \$669.90
 7. CK# 1025 Glendora Trophy & Engraving (Golf Tournament) \$1,325.31
 8. **CK # 1026 Annette Coronado (endorsement stamp for bank) \$98.62**
 9. **CK #1027 Taxes (late fee from 2015) \$1,706.53**
 10. **CK #1028 After school sports (school yr 2016-2017 referees) \$640.00**

Vanessa motion to approve reimbursements/disbursements. Magda seconded.
All in favor - Aye 9 - Nay 0 - Abstain 0
5. President Update:
 - a. Fundraising Melody Alvarado - **Great job!**



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- b. Events for next 3 months -
 - i. **Parents Night Out - February 24**
 - ii. **SJCA Girls & My Guy event - March 16**
 - iii. **SJCA Boys & My Gal event - April 13**
 - c. **Limo Lunch - December 13th at BJ's w/26 kids. Promo at BJ's - buy a \$100 gift card and you get a \$25 gift card bonus. Magda, Mary and Diane are attending.**
6. 1st Vice President Fundraising/Sponsorships Update:
- a. **Bowling FUNdraiser - Mr Bassett did a great job in helping out. We had 11 lanes and made \$225 profit. We are hoping to do another FUNdraiser for SLC week with golf. Mr Bassett will be looking into it.**
 - b. **Pacific Fundraiser - Magda, Melody, Diane will hep out on Wednesday 2:30-4:30 and Thursday we will have parent volunteers 2:30 - 4:00. Sold more than last year and we get 40% of total sales.**
 - c. **Venti - Monthly live sales last Thursday of every month. An order form has been created and sent out. Deliveries will occur on the 2nd Friday of every month.**
 - d. **SJCA Family Night Out - Red Robin check is still pending. The contact at the restaurant has left so we are working with the new person. We have a tentative list for the rest of the year for Family Night out:**
 - i. **January 31st - Hawaiian Ono - waiting on final confirmation**
 - ii. **February 27 - 28 - Habit from 4:00p - 9:00p**
 - iii. **March TBD - IHOP**
 - iv. **April 24 - 25 - 26 - Chipotle**
 - v. **May TBD - Krispy Kreme Puente Hills**
 - e. **SJCA "Retired" Uniform Designs Blowout Sales - Let's work on depleting our stock to free up space.**
 - i. **BlowOut Sale at PTO meetings - \$5 shirts \$10 sweatshirts (5 items total per parent)**
 - f. **Box Tops - March is the next due date and we will send out announcement soon.**
 - g. **AmazonSmile - Promote it during the holidays**
7. 2nd Vice President Membership/Publicity Update:
- a. **No new membership reports to distribute; one new membership received since last report**



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8. Treasurer

- A. Attached **Note Laughlin Ranch continues to deposit checks into our account, SCEFCU will fix.

9. Room Parent Coordinator Update:

- a. Nothing to report

10. Events Coordinator Update:

- a. Parents Night out - February 24 working on details, more to come soon**

11. Parliamentarian/Principal Update:

- a. Solar Project Update - **Delayed till January 8th which will delay the entire project. Fencing for JA will be coming on Thursday. Once panels are up, sod will be placed in March and will need 4 weeks to rest. The volleyball court will be ready for fall season in 2018-2019 due to the delays.**
- b. Traffic Flow Update - **The staff and families have all been doing great. It has really been very smooth.**
- c. Winter Break Dates - **Three weeks coming up starting on December 15th (minimum day) and we will be back January 8th**
- d. Parent Learning Opportunities - **7 Habits series is available for all SJCA families. We have 25 books to lend out.**

12. Any Unfinished Business:

- a.

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

- a. Banners for events can be moved by the MPR room on the inside of campus since the JA fence by the parking lot will not be seen by parents.**

14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting will be Monday, January 8, 2018

Meeting adjourned at: **7:00pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary

HAPPY HOLIDAYS. THANK YOU FOR VOLUNTEERING!

PTO

Reimbursements / Disbursements

1	1026	Annette Coronado	
		PTO Ck's and Stamp	\$ 98.62
2	1027	Internal Revenue Services	
		PTO Tax Penalty CP1411	\$ 1,706.53
3	1028	San Jose Charter	
		<i>after school soprts</i>	\$ 640.00
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12			
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14			
15			
			\$ 2,445.15

SJCA PTO NOVEMBER MONTHLY STATEMENT (SCE Federal Credit Union)

			\$	34,888.41
11/2/2017	Deposit	8th grade	\$	139.25
11/3/2017	Deposit	Free dress pass PTO	\$	260.00
11/13/2017	Deposit	Free dress pass PTO	\$	189.00
11/13/2017	Deposit	PTO Memberships	\$	60.00
11/14/2017	CK# 1027	Internal Revnie Services	\$	(1,706.53)
11/15/2017	Deposit	Bowling Night	\$	512.00
11/15/2017	CK# 1026	Annette Coronado	\$	(98.62)
11/17/2017	CK# 1023	SJCA ASB	\$	(424.50)
11/28/2017	CK# 1024	Venti	\$	(669.90)
11/2/2017	Deposit	Laughlin Ranch <input checked="" type="checkbox"/> \$503.00		
11/3/2017	withdrawal	excess deposite (111 x .10)	\$	(11.10)
11/3/2017	withdrawal	excess deposite (7 x 2)	\$	(14.00)
11/3/2017	withdrawal	excess currency (12,258 x 2.00/1000)	\$	(24.52)
11/3/2017	withdrawal	excess deposite (14 x 2)	\$	(28.00)
			\$77.10	
			\$	33,071.49

in
error. Bank Issue

SJCA PTO NOVEMBER MONTHLY STATEMENT (First Fanancial Credit Union)

		Statement Period 11/01/17 - 11/30/17	\$
11/7/2017	CK # 492	Mary Spickler	15,186.77
11/9/2017	CK # 459	South Hill Country Club	(326.79)
			(12,140.00)
			\$ 2,719.98