



San Jose Charter Academy
 PTO Agenda
 December 6, 2012 – 5:00pm
 Location: Cafeteria

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

Also Present: See attached sign-in sheet

1. Call to Order: Meeting called to order at 5:10pm by PTO Board President, Liz Bradbury.

2. Minutes

a. Review of minutes from 11/01/2012 meeting

1. Approval of minutes

Motion by Kristina Jackson and seconded by Theresa Alvarez to approve minutes from 11/01/2012 meeting with corrections.

Vote: 9-0 Unanimous

3. Officers' Updates

a. President's Update

1. Retaining legal counsel with Young, Minney & Corr, LLP as we move through audit and remaining transitional steps.

Discussion: Liz Bradbury wants to have the old account audited because it hasn't been audited before and PTO should be audited once a year, but in doing that the PTO Board came across a lot of questions. Previously discussed seeking legal counsel but had not motioned to retain legal counsel. Liz Bradbury recommends retaining legal counsel so we don't put ourselves, or school itself in a situation and incase we have questions.

Motion by Kristina Jackson and seconded by Mary Hernandez to retain legal counsel.

Vote: 9-0 Unanimous

2. Meeting with potential auditors to discuss scope of audit and proposed contract

Discussion: Liz Bradbury got contract proposal from one auditor for \$5000.00 to audit prior year. Because we don't have a lot of records it makes the job more difficult and will be more expensive. We will also get more proposals.



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3. Gathering Data to complete audit.

Discussion: We will continue to look for and obtain the necessary documents required for the audit.

4. Close out old account and transfer all funds into existing PTO account

Discussion: Liz Bradbury states we have the new account established but still have the old account frozen with approximately \$9000.00 because we weren't sure if there were any outstanding checks that needed to clear. At this point there is nothing else that needs to run through the old account so she would like to close the account and transfer remaining funds to new account.

Motion by Pati de la Torre and seconded by Selena Robledo to close account and transfer all remaining funds into new account.

Vote: 9-0 Unanimous

Discussion: Annette Coronado questions whether we will still have access to the closed account, so she recommends we not close the account only transfer the funds that are available until we receive advice from the auditor.

Motion by Annette Coronado and seconded by Ravinna Guzman to modify previous motion to keep account open with minimum required balance but still frozen and to transfer remaining funds to the new account.

Vote: 9-0 Unanimous

b. 1st Vice President's Update

1. Fall Fundraiser Amount sold and profit

Discussion: Stefany Villegas states she was not involved with the Fall fundraiser at that time and is trying to contact fundraising company to determine the profit from Fall fundraiser.

2. Cookie Dough Fundraiser Amount sold and profit

Discussion: Sold \$20,177.00 not sure of profit yet and want to discuss with fundraising company the percentage earned to see if a bigger profit can be made. Cookie Dough will be delivered on Tuesday, 12/11/2012

3. Lazy Dog Family Night - Amount raised

Discussion: \$415.48 was raised.

4. Book Fair Amount raised and profit

Discussion: Sold \$11,633.25 for book fair, we can take our profit in Scholastic dollars, cash, or a combination of both. Scholastic dollars ~ \$5348.62 + \$1853.00 + Bonus = \$8297.28, Cash ~ 2674.31. We need to decide because Book Fair needs to be closed out by 12/14/2012. We need to authorize a committee to determine the best way to take our profit.



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Motion by Annette Coronado and seconded by Theresa Alvarez to form a Scholastic Book Fair Profit Committee consisting of: Denise Patton, Kristina Jackson, Liz Bradbury, Pati de la Torre, Eva Generlao, and Mario Orozco and authorize them to decide the best way to take and/or spend Book Fair profit.

Vote: 9-0 Unanimous

5. Upcoming fundraisers

Discussion: Looking to do another Lazy Dog Night and also Shakey's Night but nothing is scheduled at this time. The Smencils have been found for the Kindergarten Classes to sell to fundraise for KinderCafe as discussed at previous board meeting.

Motion by Selena Robledo and seconded by Stefany Villegas to approve the Kindergarten Classes to sell the Smencils to fundraise for KinderCafe.

Vote: 9-0 Unanimous

c. 2nd Vice President's Update

1. Membership

Discussion: Spread sheets provided by Annette Coronado with PTO Membership by % Achieved as of 12/6/2012. Parents would like to know if they can just pay for remaining families in their child's class in order to achieve 100% participation. Offering to pay is a great gesture but we can't force families to join PTO. We would need to devise a way to approach parents that have not joined PTO and are interested but can't afford to join.

Mary Hernandez said some parents have suggested we also install a bulletin board by front office to post PTO information because some families do not have Internet access. Dr. Patton will ask Kathy Cooper to look into different sizes and costs and will report back at next meeting.

Some parents have also suggested that PTO Board Members, Room Parents and consistent Parent volunteers be given a badge so they know who everyone is.

d. Treasurer's Update

1. Reconciliations of accounts
2. Account Balance
3. Reimbursements

Discussion: Since there is nothing that needs to be voted on tonight and because time is running out before the Choir Concert the Treasurer's Update will be tabled until the next meeting.

4. Committee Reports

a. Book Fair Committee Report (Mary Hernandez)

Mary Hernandez states how grateful she was for all of the volunteers (approximately 25, some that stayed up to 7



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hours each day)and that she has sent the Thank you Cards. Mary Hernandez will give us a list of names so that we can post the names on Facebook and also how we did for the Book Fair.

b. Budget Committee Update (Dr. Patton)

Discussion: We are trying to work through what all the documents and forms would be and how to keep everything transparent, by January we should be able to move full steam ahead.

c. Bylaw Committee Update (Liz Bradbury)

Discussion: We are still at the same spot we were at previously because we needed to finish processing the Cookie Dough orders. The current meeting is going to be rescheduled because of time conflicts until after the Winter break

b. Seeking chairs and members for other committee possibilities

1. Fresh and Easy

Discussion: Fresh and Easy receipts will be taken in on 12/14/2012. Trying to schedule a Fresh and Easy Night where we help out at the store either 12/19/2012 or 12/21/2012 at the West Covina store.

2. Book Fair

Discussion: Will discuss and decide whether to do another Book Fair in spring.

3. T-shirt

Discussion: How to streamline the process of ordering and possibly setting up an online ordering system.

4. Box Tops

Discussion: Mrs. Alejo will have a list of other ways to earn box tops, not just from products but also online, etc...

5. Executive Director's Update

a. Donor's Program

Discussion: Moving thru Paypal, information will be coming out for those that want to donate funds and not participate in fundraisers.

b. School Update

Discussion: School had an amazing audit that went with no exceptions, great job to Kathy Cooper with DMS on financial, and was approved at SJCA Board Meeting. First interim budget was also approved at SJCA Board Meeting.

6. Next Meeting will be held on January 10, 2012 at 6:00pm in SJCA Cafeteria

7. Adjournment

There being no further business to come before the Board, the PTO Meeting of 12/06/2012 was adjourned at 6:02pm by PTO President, Liz Bradbury