



San Jose Charter Academy
 PTO Minutes
 May 1, 2013 ~ 6:00pm–7:00pm
 Location: 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	Vacant	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 Representative #1	Kristina Jackson	Y N
Interim Treasurer	Ravinna Guzman	Y N	Teacher/Staff Representative #2	Pati de la Torre	Y N
Board Member	Theresa Alvarez	Y N			

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

As you know we have had a vacant position for Events Coordinator. When we called for nominations at the time of election we didn't receive any. Since then we have received interest from some parents regarding that position. We held a Special meeting to discuss filling the Events Coordinator vacancy on our Board. We have chosen Eva Generalao in accordance with our Bylaws

Article IV, Section 4. Vacancies in the Executive Board may be filled by a majority vote of the remaining officers. A special meeting will be called for this purpose.

II. Minutes

A. Review of minutes from 4/10/2013

B. Approval of minutes (Board Approval)

Motion Annette Coronado and seconded by Stefany Villegas to approve the 4/10/2013 minutes with corrections.

Vote: 7-0 Unanimous

III. Officers' Update

A. President's Update

1. Reimbursements (Board Approval)

a. Movie Night

1) Liz Bradbury	\$868.18	General
2) Mary Hernandez	\$390.00	General
3) Ravinna Guzman	\$ 83.34	General
4) Eva Generalao	\$ 49.21	General

Motion by Selena Robledo and seconded by Eva Generalao to approve the reimbursements named above.

Vote: 7-0 Unanimous

b. SFA Café

1) Erin Shiroma	\$876.48
-----------------	----------



San Jose Charter Academy
 PTO Minutes
 May 1, 2013 ~ 6:00pm–7:00pm
 Location: Cafeteria

Discussion: Erin Shiroma would like to be able to use the remaining balance and be reimbursed as soon as she submits her receipts.

Motion by Annette Coronado and seconded by Pati de la Torre to approve the use of remaining balance for SFA Café purchases by Erin Shiroma

Vote: 7–0 Unanimous

c. 8th Grade account

1) Dora Enriquez	\$ 110.00	Programs
2) Dora Enriquez	\$ 50.75	Invitations
3) Citrus College	\$2,050.00	Venue
4) Annette Cervantes Morales	\$ 20.97	Hot chocolate–Movie night
5) Annette Cervantes Morales	\$ 50.00	Decorations

Discussion: Ms. Lemus would like \$50.00 to be given to Annette Cervantes Morales for decorations for the 8th grade dance.

Motion by Kristi Jackson and seconded by Eva Generalao to approve the reimbursements named above.

Vote: 7–0 Unanimous

d. Walk–a–Thon

1) Annette Coronado	\$219.91	Kindle Fire
2) Gift Cards	\$100.00, \$50.00, \$25.00	
3) Pizza parties	\$425.00	
4) Pre approval up to	\$819.91	

Motion by Eva Generalao and seconded by Selena Robledo to approve the purchase of Walk–a–Thon prizes up to the amount of \$819.91.

Vote: 7–0 Unanimous

e. 5th grade field trip \$3,192.00

Motion by Stefani Villegas and seconded by Kristi Jackson to approve payment of \$3192.00 for 5th grade field trip.

Vote: 7–0 Unanimous

f. 2nd grade field trip \$1,299.75

Motion by Annette Coronado and seconded by Eva Generalao to approve payment of up to \$1299.75 for 2nd grade field trip.

Vote: 7–0 Unanimous



San Jose Charter Academy
PTO Minutes
May 1, 2013 ~ 6:00pm–7:00pm
Location: Cafeteria

g. Staff Appreciation

- 1) Budget has been set and approved for \$2500.00. The request is for immediate reimbursement of monies spent by individuals who are purchasing items within this budget.

4. Golf Tournament

- 1) Seeking approval for up to \$1,000.00 for spending on Golf

Tournament

- 2) Additional \$2,000.00 coming to us from another sponsor
- 3) Update from Dr. Patton

Motion by Stefany Villegas and seconded by Pati de la Torre for a budget of up to \$1000.00 for spending on the Golf Tournament.

Vote: 7–0 Unanimous

3. Set Carnival Budget

Discussion: The carnival budget will be up to \$5000.00 for the purchase of food, games, added insurance coverage, etc....

Motion by Annette Coronado and seconded by Eva Generalao to approve the spending of up to \$5000.00 for Carnival.

4. Movie Night Profit

- a. Still waiting on final number after reimbursements (Looks like it will be approximately \$2000.00 profit)

Discussion: After paying reimbursements and Cheer \$293.00 for cotton candy sales and 8th grade \$561.00 for hot chocolate sales, the profit from Movie Night should be approximately \$2000.00.

5. Uniform order procedure update

Discussion: Online ordering for t-shirts should be ready soon. They are just finishing connecting the Paypal account to our websites. Price has increased \$1.00. Orders will be delivered approximately once a month.

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

1. Chuck E. Cheese

D. Treasurer's Report (Board Approval)

1. Reconciliations of accounts
2. Account Balance

IV. Committee Reports (Disbursement of Information)

- A. Walk-a-Thon – April 12, 2013



San Jose Charter Academy
PTO Minutes
May 1, 2013 ~ 6:00pm–7:00pm
Location: Cafeteria

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

C. Carnival – May 17, 2013

Next Carnival Committee Meeting scheduled for May 8, 2013 at 5:00pm

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

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

There being no further business to come before the Board, the PTO Meeting of 05/01/2013 was adjourned at 7:08pm by PTO President, Liz Bradbury.

Minutes prepared by Selena Robledo