



San Jose Charter Academy  
 PTO Agenda  
 December 5, 2016 6:00p - 7:00p  
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Eva Generalao	<b>Y</b>	Room Parent Coordinator	Esperanza Luna	<b>N</b>
1 <sup>st</sup> Vice Pres. Fundraising/Sponsorships	Mary Hernandez	<b>N</b>	Events Coordinator	Angie Armendariz	<b>Y</b>
2 <sup>nd</sup> Vice Pres. Membership/Publicity	Annette Coronado	<b>Y</b>	Parliamentarian/SJCA Executive Director	Erin Shiroma	<b>Y</b>
Secretary	Vanessa Castañeda	<b>Y</b>	Teacher/Staff Rep	Cassie Schaefer	<b>Y</b>
Treasurer	Ana Ulloa	<b>Y</b>	Teacher/Staff Rep	Kim Salamone	<b>Y</b>
Member at Large #1	Magda Gomez	<b>Y</b>	Member at Large #2	Diane Sanchez	<b>Y</b>

1. Meeting Called to Order - **6:12**
2. Quorum present: **Yes**
3. Review minutes from November 14th approved with corrections
4. Reimbursements/Disbursements:
  - a. 550 - \$2431.79 Action Designz - 6th grade shirts
  - b. 544 - \$839 Action Designz - 7th grade shirts
  - c. ~~543 - \$904 Ravinna Guzman - Book Keeper~~ taken off of the listing because it's been previously approved
  - d. 545 - \$1198.50 - Action Designz - 8th grade shirts
  - e. 546 - \$208.42 - Esperanza Luna - Room parent 1st term meeting - coffee - creamer - pastries
  - f. 547 - \$547 - Esperanza Luna - Fall movie night - food items such as hot dogs, buns etc.
  - g. 549 - \$837 - Action Designz - 7th grade shirts deposit
  - h. 548 - \$337.40 - Eva Generalao - Reimbursements - food for movie night - hot dog condiments

**Vanessa motioned to approve reimbursements/disbursements, Magda second.**

**All in favor Aye 9 - Nay 0 - Abstain 0**

5. President Update:
  - a. Chipotle Eat Out Night
    - i. Dec 7 (**elementary night**) & 13 (**Junior Academy night**)
6. 1st Vice President Fundraising/Sponsorships Update:
  - a. Cheesecake fundraiser - **\$10K (39% profit - \$3,900)**



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- b. Next snack Friday - **January 20th and February 24th. We brought in \$350 profit from the last snack Friday - churros and hot chocolate. We sold out of hot chocolate.**
  - c. Yogurtland - **Springtime - 17% profit**
  - d. **Celebration of Learning - possibly thinking about getting some food trucks for the evening.**
7. 2nd Vice President Membership/Publicity Update:
- a. **No new memberships**
8. Treasurer
- a. **PTO Today - Finance Manager is very user friendly. Will have a better report once all the data has been entered.**
9. Room Parent Coordinator Update:
- a. **No update**
10. Events Coordinator Update:
- a. Father-Daughter Dance - Friday, 02/24 **Beauty and the Beast theme**
  - b. Budget **\$1500**
  - c. **We will set-up a google doc for this event so we can all use it and help with coordination**
11. Parliamentarian/SJCA Executive Director Update:
- a. Blue Ribbon Festivities
    - i. Schoolwide assembly
    - ii. City Hall recognition - December 6, 2016
  - b. Term 1 SLC conferences - **fewer than 20 of no shows. It was a great success and looking forward to the next term.**
  - c. SFA Cafe - **PTO donations given. There were 682 eligible to attend and 631 attended.**
12. Any Unfinished Business:
- a. Lands End - Rewards Program
  - b. Helium Tank - **Mrs. Shiroma will talk to Kathy Cooper about liability for a propane and helium tank being stored on campus.**



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- c. **Air blower we should purchase for \$30**
- d. PTO Expo registration - <https://www.ptotoday.com/events/losangeles> - **December 31st is the deadline**

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

- a. **Leader in Me Program - Funding needed. They are hoping to receive about \$2000 to help get the program started for the whole school. Committee would like to set-up target and present to parents. To help raise funds, we could possibly tie movie night profits to this endeavour.**
- b. **Student appreciation day will be December 12th with free dress for all students**

14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, January 9th at 6:00 pm..

Meeting adjourned at: **7:49pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary