



San Jose Charter Academy  
 PTO Agenda  
 February 5, 2014 ~ 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 <sup>st</sup> Vice Pres. Fundraising/ Sponsorships	Stefany Villegas	Y N	Events Coordinator	Eva Generalao	Y N
2 <sup>nd</sup> Vice Pres. Membership/ Publicity	Annette Coronado	Y N	Parliamentarian	Dr. Denise Patton	Y N
Secretary	Selena Robledo	Y N	Teacher/Staff Rep #1	Kristina Jackson	Y N
Interim Treasurer	Ravinna Guzman	Y N	Teacher/Staff Rep #2	Pati de la Torre	Y N

I. Call to Order

II. Minutes

A. Review of minutes from 1/08/13 ~ 5 minutes

B. Approval of minutes (Board Approval)

III. Officers' Update

A. President's Update ~ 10 minutes

1. Reimbursements (Board Approval)

a. SJCA \$350.00 (Piano for Music Department)

b. Peter Grana \$33.00 (t-shirt refund)

c. Pati delaTorre \$90.00 (Teen Biz Awards)

d. Darlene Quezada \$150.23 (classroom materials)

e. Red Dot \$269.23 (t-shirt orders)

f. Pene Tackaberry \$34.08 (Carnival supplies paid by Kinder account)

g. Vicenti, Lloyd, and Stutzman, LLP \$13,130.78 (Audit for last 2010-2012 school years, recoding all account activity, and creating the financial documentation needed to complete the PTO taxes for 2010-2011, 2011-2012, and 2012-2013 school years.)

2. Upcoming Elections for the 2014-2016 PTO Board

a. Position descriptions to be distributed on February 13, 2014

b. Nomination forms distributed on February 13, 2014

c. Nominees announced and elections begin March 10, 2014

c. Voting taking place from March 10, 2013 to March 28, 2014

e. Votes tallied, winners announced April 9, 2014

f. 2014-2016 PTO Board attends May and June PTO meeting and transition from old board to new board takes place.

3. Snack Friday

a. Feb. 21st

b. March 28th

c. May 23rd



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B. 1st Vice President's Update ~ 5 minutes

1. Upcoming Family Nights
2. Upcoming Fundraisers
3. CPK Totals

C. 2<sup>nd</sup> Vice President's Update ~ 5 Minutes

1. Membership Update

D. Executive Director's update ~ 10 minutes

1. Golf Tournament
2. SJCA Board of Directors Meeting

E. Event Coordinator Update ~ 5 minutes

1. Committee updates

a. Book Fair (March)

- 1) Special Event dates and times

b. Walk-a-Thon

- 1) approve budget for envelopes and cups
- 2) Prize discussion
- 3) Profit Split (more PTO to cover more expenses this year? more to specials?)

c. Celebration of Learning

- 1) What will be displaying, sharing, etc?

d. Dr. Seuss (Read Across America)

- 1) activities, contests, etc.
- 2) Still need a committee to help create this.

F. JA Teacher Rep. Updates ~ 5 minutes

1. Teen Blz Awards

G. Treasurer's Report (Board Approval) ~10 minutes

1. Account balance and reports (January)

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

VI. Any new business to be brought before the board (Open Discussion) ~10 minutes