



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

1. Call to Order

2. Minutes

- a. Review of minutes from 11/01/2012 meeting
 - 1. Approval of minutes

3. Officers' Update

- a. President's Update
 - 1. Retaining legal counsel with Young, Minney & Corr, LLP as we move through audit and remaining transitional steps.
 - 2. Meeting with potential auditors to discuss scope of audit and proposed contract
 - 3. Gathering Data to complete audit.
 - 4. Close out old account and transfer all funds into existing PTO account
- b. 1st Vice President's Update
 - 1. Fall Fundraiser ~ Amount sold and profit
 - 2. Cookie Dough Fundraiser ~ Amount sold and profit
 - 3. Lazy Dog Family Night ~ Amount raised
 - 4. Book Fair ~ Amount sold and profit
 - a. How do we want to take our profit?
 - 5. Upcoming fundraisers
- c. 2nd Vice President's Update
 - 1. Membership
- d. Treasurer's Update
 - 1. Reconciliations of accounts
 - 2. Account Balance
 - 3. Reimbursements

4. Committee Reports

- a. Book Fair Committee Report (Mary Hernandez)
- b. Budget Committee Update (Dr. Patton)
- c. Bylaw Committee Update (Liz Bradbury)
- b. Seeking chairs and members for other committee possibilities
 - 1. Fresh and Easy
 - a. Shopping Night
 - 2. Book Fair
 - a. Second book fair in March
 - 3. T-shirt
 - a. New form, online ordering
 - 4. Box Tops
 - a. Other ideas, incentives, etc.

5. Executive Director's Update

- a. Donor's Program
- b. School Update

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

7. Adjournment