



San Jose Charter Academy  
PTO Minutes

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

June 5, 2013 ~ 6:00pm–7:00pm

Location: Cafeteria

**I. Call to Order** Meeting called to order at 6:17pm by PTO President Liz Bradbury.

**II. Minutes**

A. Review of minutes from 5/01/2013, 5/15/2013 & 5/28/2013

B. Approval of minutes

Motion by Annette Coronado and seconded by Pati de la Torre to approve the minutes with corrections

Vote: 8–0 Unanimous

**III. Officers' Update**

A. President's Update

1. Reimbursements (Board Approval)

a. 8<sup>th</sup> Grade

Brenda Rogokos \$ 63.12

Rosa Yanez \$ 85.00

Arleen Lemus \$1760.42

remaining balance in 8<sup>th</sup> gr. account

b. SFA Café

Erin Shiroma up to \$700.00

c. 2nd Grade bus parking from fieldtrip

Monica Velarde \$

30.00 d. Mrs. Quezada up to \$250.00

SCE parent donation

- e. GATE and Garden donations disbursed into new sub-accounts (Acosta) \$330.00  
     ½ to GATE and ½ to Garden
- f. GATE donation \$ 60.00

Motion by Eva Generalao and seconded by Ravinna Guzman to approve reimbursements presented above

Vote: Unanimous 8-0

Discussion: Kathy Alejo was inquiring about \$42.00 reimbursement for cups from Walk-a-thon. PTO Board thought it was a donation and no longer has the receipt, Board will give reimbursement after we speak with Mr. Orozco. Dr. Patton suggests we use a Lost Receipt form, she will get us a copy from Kathy Cooper.

Motion by Annette Coronado and seconded by Eva Generalao to approve payment up to \$42.00 to Kathy Alejo upon confirmation from Mr. Orozco of the expense.

Vote: Unanimous 8-0

## 2. Petty Cash Box

- a. \$1000.00 maximum in box
- b. \$250.00 per incident
- c. Receipts and change to be submitted within 10 days of receiving cash advance
- d. Petty cash box will be balanced/reconciled monthly
- e. Email sent to all Board members at time cash is given or used

Motion by Mary Hernandez and seconded by Eva Generalao to approve a Petty Cash Box and the process stated above.

Vote: Unanimous 8-0

## 3. Events Funds Advances

- a. For budgeted events or approved expenses
- b. Only checks will be written to person requesting advance
- c. Receipts and change must be submitted within 10 days to the PTO
- d. Email sent to all Board members

Motion by Eva Generalao and seconded by Selena Robledo to approve Event Funds Advance process.

Vote: Unanimous 8-0

4. Executive Director's Report

a. Update from Dr. Patton

Update: At the School Board meeting last night the 8.7 million dollar budget was approved. Teachers will be receiving new Apple laptop computers. 1<sup>st</sup> phase of 1on1 Apple laptops for Jr. Academy starting with the 6<sup>th</sup> grade students. Parents will have the option to lease or purchase.

B. 1<sup>st</sup> Vice President's Update

1. Limo Lunch- Donor's Program

Tomorrow is the Donor Program Limo lunch, Limo was donated by Mr. Rice from the cookie dough fundraiser.

2. Chuck E. Cheese

Friday, August 23<sup>rd</sup>, 2013 will be the Family night for Chuck E. Cheese

C. Treasurer's Report

1. Reconciliations of Accounts

2. Account Balance

3. Carnival Profit profit \$16,314.67

brought in \$21,049.00

4. Movie Night profit \$

2,975.77

5. Snack Friday profit \$ 416.84

6. Water/sodas- sold to staff profit \$ 279.00

D. Teacher Representative

1. Uniform order procedure update

Update: Online ordering is up on website and first order will be delivered before school starts so parents can pick up their orders beforehand.

Orders can be placed the first 2 weeks of the month.

IV. Date of next meeting is Wednesday, September 4, 2013 at 6:00pm

V. Any new business to be brought before the Board

Discussion: Parent would like to promote more Healthy Eating at School events-

maybe offer some fresh fruit or other healthy choices. Board will try to have  
more

options to promote Healthy Eating.

**VI. Adjournment** There being no further business to come before the Board, the PTO Meeting of 06/05/2013 was adjourned at 7:07pm by PTO President, Liz Bradbury.

Minutes prepared by Selena Robledo