



San Jose Charter Academy  
 PTO Agenda  
 October 8, 2014 ~ 6:30pm – 7:30pm  
 Location: Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Eva Generalao	Y	Room Parent Coordinator	Nikki Lee	Y
1 <sup>st</sup> Vice Pres. Fundraising/Sponsorships	Jorge Diaz	Y	Events Coordinator	Melody Alvarado	Y
2 <sup>nd</sup> Vice Pres. Membership/Publicity	Annette Coronado	Y	Parliamentarian	Dr. Denise Patton	N
Secretary	Vanessa Castaneda	Y	Teacher/Staff Rep #1	Cassie Schaefer	Y
Treasurer			Teacher/Staff Rep #2	Ivonne Boomer	Y
Member At Large 2 year	Mary Hernandez	Y	Member At Large 1 year	Merci Rodriguez	Y

I. Call to Order

– Meeting called to order by Eva at 6:33p

II. Minutes

A. Review of minutes from 9/11/14

B. Approval of minutes (Board Approval)

Review and Approved minutes from 9.11.14 once header is fixed displaying the correct date. – Mrs. Boomer motioned and Mrs. Schaefer 2nd. All in favor - 8 Aye - 0 Nay - 2 Abstain (Annette and Nikki who were not in attendance at the 9.11.14 meeting)

III. Officers' Update

A. President's Update ~ 10 minutes

- Mini iPads and tech fund

1. Reimbursements (Board Approval)

Denise Patton - \$2155.24 Donor Match Program – Pulled from grade level funds. Kinder has no grade level funds remaining

Rose Lopez - \$216.50 - Donors Choose - Grade level fund

Veronica Gervacio - \$352 - Donors Choose - Grade level fund

Angie Ponce - \$282.58 - So Cal Edison donor fund

Nicole Prado - \$485.22 - Donors Choose - Grade level fund

Katherine Plante - \$400.00 - Donors Choose - Grade level fund

Annette Coronado - \$685 - Movie Night - Taco Guy

Kiwanis Club Of West Covina - \$361.80 - Golf Classic ½ split with SJCA

Jodi Patterson - \$100 - Donors Choose - Grade level fund

Nikki Lee - \$14.95 - Room parent meeting snacks

Eva Generalao - \$543.66 - Movie night expenses

Reimbursements approval - Mary motioned and Vanessa second. 10 - 0 - 0



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2. Carnival - October 17, 2014

**We have Rock Wall, Laser Tag confirmed. Food has been confirmed – Taco Guy from movie night, nachos, pizza, candy, cotton candy etc. All PTO members will need to be at carnival to help out.**

3. Book Fair - November 17-21

**Dates have been confirmed. We will have family events – 18<sup>th</sup> muffins w/Moms; 19<sup>th</sup> family night 5:30 – 7:30p (Taco Guy); 20<sup>th</sup> donuts w/Dads; 21<sup>st</sup> goodies with Grandparents.**

4. Red Dot Uniforms - Ending Business with them. Melody will look into other vendors

**August orders have still not been fulfilled. There have been many mistakes and there has been no customer service. We are hoping to get reimbursements. There are still 100 orders that need to be fulfilled. We will start looking for a new vendor and sever our ties with Red Dot.**

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

1. Fall Fundraiser – **Mr Rice will be meeting with Jorge tomorrow. November 7<sup>th</sup> the cheesecake catalog will be going out..**

2. Possible Family Night – **We are looking into a family night at Chilli's or other venue. Some other venues to look at Hawaiian Ono or Islands**

C. 2<sup>nd</sup> Vice President's update ~ 5 minutes

1. Membership – **We are up 8%. We gave out \$2 bonus cards at movie night. We will do another carnival push for membership and again pass out \$2 PTO cards.**

**We will start using a shark to show how many PTO members are in a class.**

2. Bylaws – **We need to amend the bylaws to reflect the two teacher representatives that will not exceed two years. Proposed changes handed out and will be voted on.**

**Approval of new bylaw changes in red marks - Mary motioned and Jorge 2nd. 10 - 0 - 0**

D. Executive Director's update ~ 10 minutes (not present)

1. Technology – **Donors Choose program is at the max.**



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E. Event Coordinator Update ~ 5 minutes

1. Carnival Sign Up Genius – **PTO volunteers only. We need to use Admin and Executive Board to handle PTO funds for carnival. Each grade level will ask for canopies for their booths. Mrs. Shiroma will be getting us the lights for the event.**

**Approval of Admin staff and SJCA Executive Board to handle PTO funds for carnival – Annette motioned and Vanessa 2<sup>nd</sup>. 10 – 0 – 0**

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

1. Account balance and reports – **Book Keeper Ravina reviewed the petty cash sheets and grade fund amounts.**

G. Room Parents Coordinators Update

1) Room Parents Meetings – **Five classes do not have room parents. We had a great turnout at the room parent meeting. Forty-five parents showed up in the morning and about 8-9 in the evening. We will send out small reminders for room parent coordinators to**

V. Date of next meeting is Thursday November 13, 2014 at 6:30pm (Board Discussion) ~5 minutes

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

**We should think of a new subject for emails so that teachers can forward them on to parents.**

**Meeting closed at 7:48p**