



San Jose Charter Academy
 PTO Minutes
 October 2, 2013 ~ 6:00pm–7:00pm
 Location: Cafeteria

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

I. Call to Order Meeting called to order at 6:11pm by PTO President Liz Bradbury.

II. Minutes

A. Review of minutes from 09/04/13

B. Approval of minutes

Motion by Kristina Jackson and seconded by Pati de la Torre to approve the minutes

Vote: 9-0 Unanimous

Motion by Kristina Jackson and seconded by Eva Generalao to approve the minutes with corrections.

Vote: 9-0 Unanimous

III. Officers' Update

A. President's Update

1. Reimbursements

a. Red Dot Uniforms \$3,069.33 (July Uniform Sales)

Motion by Pati de la Torre and seconded by Eva Generalao to approve the reimbursement named above.

Vote: 9-0 Unanimous

2. Uniform order procedure update (Pati de la Torre)

Information: Slight mix up on delivery dates for current orders, going forward orders will continue to be delivered as planned. Everything else seems to be running smoothly.

3. Room Parent/Event Parent Update

Information: We have the forms to submit to home base teachers for parents to fill out. This will allow the school to release contact information to the room parents. We haven't had time to determine what role the Event Parent is going to be so we are dropping that this year.

4. Carnival Information Review

Information: Went over everything at our carnival meeting.

5. Taxes: Present contract by VLS

Information: PTO Board has decided to hire VLS to complete the taxes from previous 3 years so we don't lose our non-profit 501(c).

Motion by Eva Generalao to enter into a contract with VLS for up to \$1500.00 to complete the taxes.

Vote: 9-0 Unanimous

B. 1st Vice President's Update



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1. Upcoming Family Nights
2. Upcoming Fundraisers

Information: For the month of November looking at possible family nights at either CPK, Jamba Juice or Yogurtland.

We made \$468.91 from the Chuck E. Cheese family night.

Cookie dough fundraiser we will earn 50% profit on everything except for 1 item. It begins November 18 – December 2 and will be delivered December 17 and December 18.

C. 2nd Vice President's Update

1. Membership Update

Information: We have now exceeded the membership figures from the end of the last school year.

Since no one has checked the box on the PTO Membership envelope allowing their information to be sold to any 3rd parties, we might want to add to our Bylaws that there will be no 3rd party selling of information.

D. Executive Director's update

1. Photo Fundraiser

Information: Andres Castañeda, the father of one of our families, had generously volunteered his time and services to the Golf Tournament in July. He has offered to do a Holiday Cards fundraiser for families to take holiday photos. 50% of the profit will go back to the school. Dr. Patton would like the profit to go towards a Technology fund.

Motion by Eva Generalao and seconded by Annette Coronado to use Organized Light Photography for a Holiday Cards fundraiser.

Vote: 9-0 Unanimous

2. Other updates

E. Event Coordinator Update

1. Committee updates
2. Book Fair Committees
3. Book Fair information

Information: Fall Book Fair will be from 11/12–11/15 and is an Egyptian theme. On 11/7 we will have a Teacher luncheon so teachers can preview books and get a chance to fill out their wish list. We will once again have the morning events for the Moms, Dads and Grandparents and will also be having an evening event for those parents that work days and can't attend the morning events.

We would love to have volunteers to help with the Book Fair.

F. Treasurer's Report

1. Account balance and reports (September)

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

V. Any new business to be brought before the board

New Business: The PTO Board has accepted the resignation of Board member Theresa Alvarez.



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Motion by Annette Coronado seconded by Mary Hernandez to accept the resignation of Board member Theresa Alvarez

Vote: 9–0 Unanimous

VI. Adjournment There being no further business to come before the Board, the PTO Meeting of 10/02/2013 was adjourned at 7:02pm by PTO President, Liz Bradbury.

Minutes prepared by Selena Robledo